

# National Laser Institute

## School Catalog 2020

16601 North 90<sup>th</sup> St.  
Scottsdale, AZ 85260

(480) 222-4397

Fax: (480) 609-4847

[info@nationallaserinstitute.com](mailto:info@nationallaserinstitute.com)

<http://www.nationallaserinstitute.com/>

Volume XII

Original Publication December 2005

Updated September 2019

# Table of Contents

<b>CONTACT INFORMATION &amp; HEADQUARTERS.....</b>	<b>3</b>
<b>EFFECTIVE DATE: JANUARY 2019.....</b>	<b>3</b>
<b>NAMES AND TITLES OF DIRECTORS/OWNERS.....</b>	<b>4</b>
BOARD MEMBERS: .....	4
SCHOOL PRESIDENT (DIRECTOR) .....	4
OWNERS WITH MORE THAN 20% STAKE: .....	4
ORGANIZATIONAL CHART.....	5
<b>MISSION STATEMENT OF NATIONAL LASER INSTITUTE.....</b>	<b>6</b>
<b>LIST OF PROGRAMS OFFERED.....</b>	<b>6</b>
A.    LASER HAIR REMOVAL TECHNICIAN.....	6
B.    COMPREHENSIVE LASER PLUS: LASER TECHNICIAN.....	6
C.    DIDACTIC TRAINING ONLY .....	6
<b>LASER TECHNICIAN: HAIR REMOVAL .....</b>	<b>6-8</b>
A.    TOPICAL OUTLINE AND CURRICULUM:.....	8
B.    PROGRAM PRE-REQUISITES & COMPLETION REQUIREMENTS .....	8
C.    TUITION COST AND FEES.....	8
D.    REQUIRED TEXTBOOKS/LEARNING MATERIALS .....	9
E.    EQUIPMENT/TECHNOLOGY REQUIREMENTS .....	9
F.    LIBRARY RESOURCES .....	9
G.    CLINICAL TRAINING, PRACTICUM AND SPECIAL FEATURES.....	9
H.    GRADUATE EMPLOYMENT OPPORTUNITIES .....	9
I.    REQUIREMENTS FOR GRADUATES TO PRACTICE.....	10
<b>COMPREHENSIVE LASER PLUS: LASER TECHNICIAN .....</b>	<b>10-16</b>
A.    TOPICAL OUTLINE: .....	10
B.    CURRICULUM.....	11-13
C.    PROGRAM PRE-REQUISITES & COMPLETION REQUIREMENTS .....	14
D.    TUITION COST AND FEES.....	14
E.    REQUIRED TEXTBOOKS/LEARNING MATERIALS .....	14
F.    EQUIPMENT/TECHNOLOGY REQUIREMENTS .....	14
G.    LIBRARY RESOURCES .....	15
H.    CLINICAL TRAINING, PRACTICUM AND SPECIAL FEATURES.....	15
I.    GRADUATE EMPLOYMENT OPPORTUNITIES .....	15
J.    REQUIREMENTS FOR GRADUATES TO PRACTICE.....	15
<b>DIDACTIC TRAINING ONLY .....</b>	<b>16-19</b>
A.    TOPICAL OUTLINE AND CURRICULUM: .....	16
B.    PROGRAM PRE-REQUISITES & COMPLETION REQUIREMENTS .....	17
C.    TUITION COST AND FEES.....	18
D.    REQUIRED TEXTBOOKS/LEARNING MATERIALS .....	18
E.    EQUIPMENT/TECHNOLOGY REQUIREMENTS .....	18
F.    LIBRARY RESOURCES .....	18
G.    CLINICAL TRAINING, PRACTICUM AND SPECIAL FEATURES.....	19
H.    GRADUATE EMPLOYMENT OPPORTUNITIES .....	19
I.    REQUIREMENTS FOR GRADUATES TO PRACTICE.....	19
<b>ALLOWABLE STUDENT TUITION REDUCTIONS &amp; SCHOLARSHIPS .....</b>	<b>20</b>
<b>AVAILABLE STUDENT PAYMENT SCHEDULES.....</b>	<b>20</b>

<b>STUDENT ELIGIBILITY REQUIREMENTS REGARDING TUITION REDUCTIONS, TUITION DISCOUNTS, EDUCATIONAL LOANS, SCHOLARSHIPS AND FINANCING OPTIONS .....</b>	<b>19</b>
<b>POLICY ON THE DISBURSEMENT OF LOANS.....</b>	<b>19</b>
<b>INSTITUTIONAL REFUND POLICY .....</b>	<b>19</b>
<b>STUDENT SERVICES TO BE PROVIDED BY NATIONAL LASER INSTITUTE .....</b>	<b>21</b>
<b>DESCRIPTION OF EDUCATIONAL DELIVERY SYSTEMS.....</b>	<b>22</b>
<b>ACADEMIC CALENDAR – SCHEDULE OF CLASSES 2020 .....</b>	<b>22-23</b>
HOLIDAYS: .....	23
<b>POLICIES AND GOVERNING REGULATIONS .....</b>	<b>23</b>
A. TRAINING REGISTRATION REQUIREMENTS (ADMISSION REQUIREMENTS).....	23
B. PROGRAM OR COURSE CANCELLATION POLICY.....	23
C. GRADING PROCEDURES AND SATISFACTORY PROGRESS TRACKING .....	24
D. CHANGE IN STUDENT STATUS .....	24
E. STUDENT RE-ENROLLMENT .....	24
F. STUDENT PROBATION, SUSPENSION OR EXPULSION.....	24-25
G. GRADE REPORTING AND TRANSCRIPTS.....	25
H. STUDENT RECORDS.....	26
<b>STUDENT CONDUCT.....</b>	<b>27</b>
<b>STUDENT GRIEVANCE PROCEDURES .....</b>	<b>27-28</b>
WRITTEN STUDENT GRIEVANCE PROCEDURE.....	28
STUDENTS RIGHT TO APPEAL TO ARIZONA STATE BOARD FOR PRIVATE POSTSECONDARY EDUCATION .....	28
GRIEVANCE PROCEDURE PUBLISHED IN FOLLOWING LOCATIONS:.....	28
<b>CATALOG IS AVAILABLE TO ALL STUDENTS .....</b>	<b>28</b>
WRITTEN FORMAT AND ELECTRONIC FORMAT .....	28
<b>STUDENT ACKNOWLEDGMENT OF RECEIPT PAGE.....</b>	<b>31</b>

# National Laser Institute

## **Contact Information & Headquarters**

16601 North 90th St.  
Scottsdale, AZ 85260  
Phone: (480) 222-4397  
Fax: (480) 609-4847  
Website: [www.nationallaserinstitute.com](http://www.nationallaserinstitute.com)  
Email: [adminstration@nationallaserinstitute.com](mailto:adminstration@nationallaserinstitute.com)

Volume XII

**Effective Date: January 2020**

## **Names and Titles of Directors/Owners**

### **Board Members:**

Louis Silberman

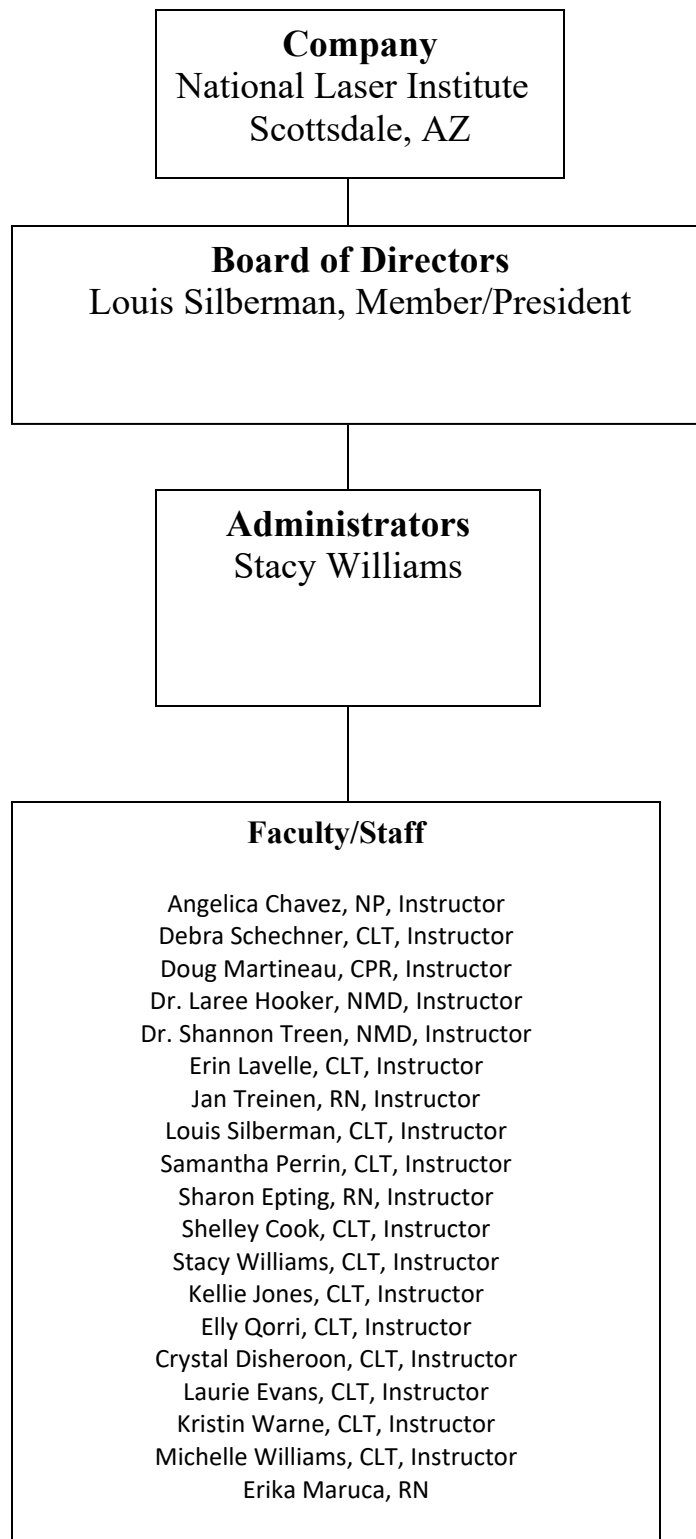
### **School President (Director)**

Louis Silberman

### **Owners with more than 20% stake:**

Louis Silberman

## Organizational Chart



## **Mission Statement of National Laser Institute**

National Laser Institute provides training in the medical aesthetic industry so our students can improve their income potential and become invaluable to their employers and clients.

## **List of Programs Offered**

- a. **Laser Hair Removal Technician**
- b. **Comprehensive Laser Plus: Laser Technician**
- c. **Didactic Training Only**

## **Laser Technician: Hair Removal**

### **a. Topical Outline:**

#### **Statement of Purpose**

The Laser Hair Removal Technician training program provides the student the opportunity to acquire the education and technical skills that will allow them to attain fulfilling and productive careers in the medical spa or spa industry.

#### **Course Description**

Laser hair removal is performed with a light based device such as a laser or intense pulsed light and targets body parts such as underarms, bikini, lip line, arms, legs, back and other areas for hair reduction.

The primary purpose of the Laser Hair Removal Technician course is to train the students in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry positions as a Laser Hair Removal Technician.

#### **Objectives of the Laser Technician Training:**

- To provide the student with the skills, information and training to successfully complete the program and 68 hours that is required by Arizona Department of Health Services.
- To educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

#### **Curriculum**

The Laser Hair Removal Technician Training course curriculum covers:

- Laser Physics, Tissue Interaction & Treatment Precautions, Safety and Regulations (22 hours)
- Understanding Client Care, Professional Development Seminar (22 hours)
- Clinical Laser Applications – Observation and Practical Treatments (24 hours)

#### **Day 1:**

- 9:00am – 1:00pm Didactic (Skin disorders, contraindications)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Didactic (Hair basics, Fitzpatrick scale, review and test)

#### **Day 2:**

- 9:00am – 1:00pm Didactic (Biophysics)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Didactic (Biophysics continued, review and test)

**Day 3:**

- 9:00am – 1:00pm Didactic (Tissue interaction)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Didactic (Sterilization and Disinfection, Review and Test)

**Day 4:**

- 9:00am – 1:00pm Didactic (Laser Safety)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Didactic (Laser Safety continued, Review and Test)

**Day 5:**

- 9:00am – 1:00pm Didactic (IPL/Intense Pulsed Light)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Didactic (Vascular and Benign lesions, Review and Test)

**Day 6:**

- 9:00am – 1:00pm Clinical laser hair removal hands on training
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Clinical laser hair removal hands on training

**Day 7:**

- 9:00am – 1:00pm Clinical laser hair removal hands on training
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Clinical laser hair removal hands on training

**Day 8:**

- 9:00am – 1:00pm Clinical laser hair removal hands on training
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Clinical laser hair removal hands on training

**Units (N/A)**

68 Clock Hours of Training

**Skills to be learned in Program:**

National Laser Institute provides thorough and reliable theoretical and practical instruction to successfully complete the program and 64 hours that is required by Arizona Department of Health Services and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

A student completing the National Laser Institute will learn a variety of both theoretical and practical skill that is required by Arizona Department of Health Services. These skills include:

- Technical Knowledge on Lasers:



- Biological effects of laser/Intense Pulsed Light
- Criteria for setting Maximum Permissible Exposure (MPE) levels
- Medical Considerations
- General Laser/Intense Pulsed Light safety
- Hands on Observation and Treatment of Hair Removal
  - Twenty four (24) hours of observing treatments
  - Observation and use of leading laser and intense pulsed light devices from major manufacturers.
  - A minimum of ten supervised treatments.

### **Number of Clock Hours for the Program**

The Laser Technician Training is a sixty eight (68) hour training program with 44 hours of didactic training and 24 hours of observations and hands on treatments.

## **b. Program Pre-requisites & Completion Requirements**

Applicants must be at least 18 years of age and submit a complete application for admission. Deposit \$200 (see page 18 for refund policy)

### **Admission Requirements**

National Laser Institute shall only admit students who satisfactorily demonstrate they are able to complete the NLI training. In order to be admitted each applicant must:

1. Pass an initial interview;
2. Submit a letter of recommendation;
3. Submit proof of graduation from High School (Diploma) or proof of having passed the General Education Test (GED); and
4. Submit official educational transcripts.

### **Completion Requirements**

Students must pass a written exam on the didactic portion of the course with a minimum grade of at least 80% and pass a FINAL written and practical exam prior to graduation.

Students must pass all exams both written and practical in order to receive verification of completion and become a Laser Technician.

## **c. Tuition Cost and Fees**

### **Laser Technician (68 Hours)**

Tuition \$4,250.00

Tuition includes the cost of written materials and handouts. No additional fees will be assessed of students. Students are responsible for their own room and board. Optional reading may be purchased by students but is not required.

ALL TUITION RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CHANGED RATES WILL BE APPLIED ON NEWLY SIGNED CONTRACTS AND WILL NOT BE AFFECT EXISTING CONTRACTS.

## **d. Required Textbooks/Learning Materials**

### **National Laser Institute Reader**

A reader that includes chapters on each subject presented in the training will be given to each student free of charge. The material in this reader has been written and compiled by experts in the field specifically for this course of study.

### **e. Equipment/Technology Requirements**

National Laser Institute classes are held in a new state of the art facility suited for training the students according to rule R4-39-302 and in compliance with state laws for planning, building, zoning, and fire codes.

Students are not required to have any previous experience using laser, Intense Pulsed Light or other light based equipment.

The training will be performed using the following equipment:

- Forte 800 Diode Laser, manufactured by Quanta
- Light Evo 755/1064 Laser, manufactured by Quanta
- GentleMax Pro 755/1064 Laser, manufactured by Syneron/Candela

### **f. Library Resources**

National Laser Institute has a series of reference books and publications that are available for students to study during their time at the training course. Some titles include:

- Procedures In Cosmetic Dermatology: Laser and Lights Volume 2
- Illustrated and Cutaneous Aesthetic and Laser Surgery
- Laser-Tissue Interactions: Fundamentals and Applications
- Manual of Cutaneous Laser Techniques
- Medical Users Guide to Laser Safety
- Laser Safety Policies and Procedures for Laser Operators
- ANSI Z136.1 (2000) Safe Use of Lasers
- Milady's Standard Textbook for Professional Estheticians

### **g. Clinical Training, Practicum and Special Features**

Students enrolled in the observation and treatment portion of the course will have the opportunity to spend 24 hours observing a variety of laser and/or Intense Pulsed Light hair removal procedures and treatments. Students will observe hair reduction techniques on the legs, underarms and bikini lines. The student will also perform a minimum of 10 hair removal treatments on volunteer models to solidify their base of knowledge.

### **h. Graduate Employment Opportunities**

National Laser Institute does not guarantee job placement to any of its students. Students trained in the Laser Technician program are qualified to work in Arizona Medical Spas and Medical Offices as Laser Technicians. Our graduates have the training and have met the requirements by the Arizona Department of Health Services (AZDHS) to work as a Laser Operator working under the supervision of a "licensed practitioner".

### **i. Requirements for Graduates to Practice**

Graduates must work under the supervision of a “licensed practitioner” (medical director) and have completed the following:

- a. National Laser Institute’s AZDHS approved medical laser assistant didactic training course of at least 40 hours in duration. Successful completion of the training program will be based on a test consisting of multiple choice questions on subjects covered, with a minimum passing grade of 80%. The test will be provided by an individual who is eligible, through training experience, to apply for laser safety officer certification or is a certified laser safety officer.
- b. Completed a minimum of 24 hours of observation, conducted the direct supervision of a licensed practitioner; and
- c. Completed hands on experience of at least 10 cosmetic procedures, each type of procedure (laser hair removal.). The hands-on experience shall be conducted under the direct supervision of a licensed practitioner.

## **Comprehensive Laser Plus: Laser Technician**

### **a. Topical Outline:**

#### **Statement of Purpose**

The Comprehensive Laser Plus: Laser Technician training program provides the student the opportunity to acquire the education and technical skills that will allow them to attain fulfilling and productive careers in the medical spa or spa industry.

This program delivers high quality education within a convenient time frame. The student is challenged in an environment with state-of-the-art training by providing an array of modern equipment and curriculum which reflects current industry standards.

NLI feels a deep responsibility to the students, parents, and business community which they serve and strives for excellence.

#### **Course Description**

Laser hair removal is performed with a light based device such as a laser or intense pulsed light and targets body parts such as underarms, bikini, lip line, arms, legs, back and other areas for hair reduction. Intense Pulsed Light/Photofacials are done with Intense Pulsed Light Equipment that is utilized for targeting various parts of the body for skin rejuvenation. Specifically, treatments on the face target age spots, capillary veins on the face to dilate, and rejuvenate skin imperfections on the face, chest, hands and other body parts look younger. In addition to hair removal and photofacial the student will be introduced to other medical aesthetic treatment modalities. These modalities include: Laser Acne treatments, Laser Cellulite Reduction, Radiofrequency, Skin Tightening, Fractional Laser, Non-ablative Laser treatments, Tattoo Removal, lamprobe and Dermal Infusion and Microneedling Technologies.

The primarily purpose of the Comprehensive Laser Plus: Laser Technician course is to train the students in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry positions as a Laser Hair Removal Technician. The Comprehensive Laser Plus: Laser Technician course consists of a minimum of 126 hours of instruction of both theoretical and practical skill development required by Arizona Department of Health Services. Theory and practice precede laboratory activities and student must complete the theory and

practical for each exercise and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course.

### **Objectives of the Comprehensive Laser Plus: Laser Technician Training:**

- To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the 40 hour didactic requirement of the Arizona Department of Health Services along with comprehensive hands on treatment practicums.
- To provide an introduction to advanced treatment modalities including Laser Hair Removal, Photofacial, Laser Acne treatments, Laser Cellulite Reduction, Radiofrequency, Skin Tightening, Fractional Laser, Non-ablative Laser treatments, Tattoo Removal, lamprobe and Dermal Infusion and Microneedling Technologies.
- To educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

### **Curriculum**

The Comprehensive Laser Plus: Laser Technician course curriculum covers several subjects during the 134 hour training. They include:

- Laser Physics, Tissue Interaction & Treatment Precautions, Safety and Regulations (23 hours)
- Understanding Client Care, Professional Development Seminar (23 hours)
- Clinical Laser Applications – Observation and Practical Treatments (80 hours)

#### **Day 1:**

- 9:00am – 1:00pm Didactic (skin disorders, contraindication)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Didactic (hair basics, Fitzpatrick scale, review and test)

#### **Day 2:**

- 9:00am – 1:00pm Didactic (Biophysics)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Didactic (Biophysics continued, review and test)

#### **Day 3:**

- 9:00am – 1:00pm Didactic (Tissue interaction)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Didactic (Sterilization and disinfection, review and test)

#### **Day 4:**

- 9:00am – 1:00pm Didactic (Laser Safety)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Didactic (Laser Safety continued, review and test)

#### **Day 5:**

- 9:00am – 1:00pm Didactic (IPL Intense Pulsed Light)
- 1:00pm – 2:00pm Lunch

- 2:00pm – 6:00pm Didactic (Vascular and benign lesions, review and test)

**Day 6:**

- 9:00am – 1:00pm Clinical hands on training (Laser Hair Removal)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Clinical hands on training (Laser Hair Removal)

**Day 7:**

- 9:00am – 1:00pm Clinical hands on training (Laser Hair Removal)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Clinical hands on training (Laser Hair Removal)

**Day 8:**

- 9:00am – 1:00pm Clinical hands on training (Laser Hair Removal)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Clinical hands on training (Laser Hair Removal)

**Day 9:**

- 9:00am – 1:00pm Clinical hands on training (Intense Pulsed Light)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Clinical hands on training (Intense Pulsed Light)

**Day 10:**

- 9:00am – 1:00pm Clinical hands on training (Intense Pulsed Light)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Clinical hands on training (Intense Pulsed Light)

**Day 11:**

- 9:00am – 1:00pm Clinical hands on training (Non ablative skin resurfacing)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Clinical hands on training (Non ablative skin resurfacing)

**Day 12:**

- 9:00am – 1:00pm Clinical hands on training (Non ablative skin resurfacing)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Clinical hands on training (Non ablative skin resurfacing)

**Day 13:**

- 9:00am – 1:00pm Clinical hands on training (Non ablative skin resurfacing)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Clinical hands on training (Non ablative skin resurfacing)

**Day 14:**

- 9:00am – 1:00pm Clinical hands on training (Tattoo Removal)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Clinical hands on training (Tattoo Removal)

**Day 15:**

- 9:00am – 1:00pm Clinical hands on training (Cellulite reduction and skin tightening)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Clinical hands on training (Cellulite reduction and skin tightening)

**Day 16:**

- 9:00am – 1:00pm Clinical hands on training (Microneedling)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Clinical hands on training (Microneedling)

**Units**

N/A

134 Clock Hours of Training (Total)

**Skills to be Learned in Program:**

National Laser Institute provides the student with the skills, information and training along with thorough and reliable theoretical and practical instruction to successfully complete the program and up to 134 hours to satisfy requirements by Arizona Department of Health Services and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

A student completing the National Laser Institute will learn a variety of both theoretical and practical skill that is required by Arizona Department of Health Services. These skills include:

- Technical Knowledge on Lasers:
- Biological effects of laser/Intense Pulsed Light
- Criteria for setting Maximum Permissible Exposure (MPE) levels
- Medical Considerations
- General Laser/Intense Pulsed Light safety
- Hands on Observation and Treatment of Hair Removal and Photofacial
  - Twenty four (24) hours of observing Hair Removal treatments
  - Twenty four (24) hours of observing Photofacial treatments
  - Twenty four (24) hours of observing Non-Ablative Skin Resurfacing.
  - Observation and use of lasers from several leading laser and intense pulsed light manufacturers providing exposure to multiple types of equipment and wavelengths.
  - A minimum of ten supervised treatments in hair removal
  - A minimum of ten supervised Photofacial treatments.
  - A minimum of ten supervised Non-Ablative treatments.
  - Introduction to advanced modalities to Tattoo Removal, Skin Tightening, Cellulite Reduction and Microneedling.

**Number of Clock Hours for the Program**

The Comprehensive Laser Plus: Laser Technician Course is one hundred and twenty six (126) hour training program with 46 hours of didactic training and 80 hours of observations and hands on treatments.

## **b. Program Pre-requisites & Completion Requirements**

Applicants must be at least 18 years of age and submit a complete application for admission.  
Deposit \$200 (see page 18 for refund policy)

### **Admission Requirements**

National Laser Institute shall only admit students who satisfactorily demonstrate they are able to complete the NLI training. In order to be admitted each applicant must:

1. Pass an initial interview;
2. Submit a letter of recommendation;
3. Submit proof of graduation from High School (Diploma) or proof of having passed the General Education Test (GED); and
4. Submit official educational transcripts.

### **Completion Requirements**

Students must pass a written exam on the didactic portion of the course with a minimum grade of at least 80% and pass a FINAL written and practical exam prior to graduation.

Students must pass all exams both written and practical in order to receive verification of completion and become a Laser Technician.

## **c. Tuition Cost and Fees**

### **Intense Pulsed Light and Laser Technician (126 Hours)**

Tuition \$10,950 (16 days)

Tuition includes the cost of written materials and handouts. No additional fees will be assessed of students. Students are responsible for their own room and board. Optional reading may be purchased by students but is not required.

ALL TUITION RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CHANGED RATES WILL BE APPLIED ON NEWLY SIGNED CONTRACTS AND WILL NOT BE AFFECT EXISTING CONTRACTS.

## **d. Required Textbooks/Learning Materials**

### **National Laser Institute Reader**

A reader that includes chapters on each subject presented in the training will be given to each student free of charge. The material in this reader has been written and compiled by experts in the field specifically for this course of study.

## **e. Equipment/Technology Requirements**

National Laser Institute classes are held in a new state of the art facility furnished with chairs, desks and technology suited for training the students according to rule R4-39-302 and in compliance with state laws for planning, building, zoning, and fire codes.

Students are not required to have any previous experience using Laser, Intense Pulsed Light, or other light based equipment.

The training will be performed using the following equipment:

- Forte IPL/800 Diode Laser, manufactured by Quanta
- Evo Light 755/1064 Laser, manufactured by Quanta
- GentleMax Pro 755/1064 Laser, manufactured by Syneron/Candela
- Max G and Y IPL, manufactured by Cynosure
- 1540nm Fractional, manufactured by Cynosure
- 2940nm, manufactured by Cynosure
- Tempsure, manufactured by Cynosure
- S GentleMax Pro 755/1064 Laser, manufactured by Syneron/Candela
- Q-Plus T Tattoo Removal, manufactured by Quanta
- Etwo and E Matrix, manufactured by Syneron/Candela
- Velashape, manufactured by Syneron/Candela

#### **f. Library Resources**

National Laser Institute has a series of reference books and publications that are available for students to study during their time at the training course. Some titles include:

- Procedures in Cosmetic Dermatology: Laser and Lights Volume 2
- Illustrated and Cutaneous Aesthetic and Laser Surgery
- Laser-Tissue Interactions: Fundamentals and Applications
- Manual of Cutaneous Laser Techniques
- Medical Users Guide to Laser Safety
- Laser Safety Policies and Procedures for Laser Operators
- ANSI Z136.1 (2000) Safe Use of Lasers
- Milady's Standard Textbook for Professional Estheticians

#### **g. Clinical Training, Practicum and Special Features**

Students enrolled in the observation and treatment portion of the course will have the opportunity to spend 80 hours assisting and practicing a variety of laser and Intense Pulsed Light procedures and treatments. This hands-on portion of the course is very important to ground their fundamentals that they learned in the didactic portion of the course and teach them practical skills. The student will also perform or assist in a minimum of 10 laser treatments and 10 Intense Pulsed Light treatments for several modalities to solidify their base of knowledge. The student will also be introduced to and perform a variety of treatment modalities including Laser Hair Removal, Laser Acne Treatments, Laser Cellulite Reduction, Radiofrequency, Skin Tightening, Fractional Laser and Non-Ablative Skin Resurfacing, Tattoo Removal and Microneedling.

#### **h. Graduate Employment Opportunities**

National Laser Institute does not guarantee job placement to any of its students. Students trained in the Laser Technician program are qualified to work in Arizona Medical Spas and Medical Offices as Laser Technicians. Our graduates have the training and have met the requirements by the Arizona Department of Health Services (AZDHS) to work as a Laser/Intense Pulsed Light Operator working under the supervision of a “licensed practitioner”.

#### **i. Requirements for Graduates to Practice**



Graduates must work under the supervision of a “licensed practitioner” (medical director) and have completed the following:

- j. National Laser Institutes AZDHS approved medical laser assistant didactic training course of at least 40 hours in duration. Successful completion of the training program will be based on a test consisting of multiple-choice questions on subjects covered, with a minimum passing grade of 80%. The test will be provided by an individual who is eligible, through training experience, to apply for laser safety officer certification or is a certified laser safety officer.
- k. Completed a minimum of 70 hours of observation, conducted the direct supervision of a licensed practitioner; and
- l. Completed hands on experience of at least 20 cosmetic procedures, at least 10 procedures for hair removal and 10 procedures for Photofacial. The hands-on experience shall be conducted under the direct supervision of a licensed practitioner.
- m. Completed hands on experience in advanced treatment modalities.

## **Didactic Training Only**

### **a. Topical Outline:**

#### **Statement of Purpose**

The Didactic Training Only program provides the student the opportunity to acquire the classroom education needed as required by the Arizona Department of Health Services and prepare them to do their observations and treatment. This training is an important first step for anyone interested in pursuing a career as a Laser Technician in the medical spa or spa industry.

#### **Course Description**

The Didactic Training provides students with the academic background and foundation needed before a student participates in their practical training in Laser or Intense Pulsed Light. The course covers laser physics, tissue interaction, safety, medical considerations and client relations.

#### **Objectives of the Didactic Training Only**

- To provide the student with the knowledge, information and understanding through thorough and reliable theoretical and academic instruction to successfully complete the program and 40 hours that is required by Arizona Department of Health Services.
- To educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

#### **Curriculum**

The Laser/Intense Pulsed Light Technician Training course curriculum covers:

- Laser Physics, Tissue Interaction & Treatment Precautions, Safety and Regulations (23 hours)
- Understanding Client Care, Professional Development Seminar (23 hours)

#### **Day 1:**

- 9:00am – 1:00pm Didactic (skin disorders, contraindications)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Didactic (hair basics, Fitzpatrick scale, review and test)

**Day 2:**

- 9:00am – 1:00pm Didactic (Biophysics)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Didactic (Biophysics continued, review and test)

**Day 3:**

- 9:00am – 1:00pm Didactic (Tissue interaction)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Didactic (Sterilization and disinfection, review and test)

**Day 4:**

- 9:00am – 1:00pm Didactic (Laser Safety)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Didactic (Laser Safety continued, review and test)

**Day 5:**

- 9:00am – 1:00pm Didactic (IPL Intense Pulse Light)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Didactic (Vascular and benign lesions, review and test)

**Units**

N/A - 46 Clock Hours of Training

**Skills to be Learned in Program:**

National Laser Institute provides the student with the information and training to successfully complete the academic program and 40 hours that is required by Arizona Department of Health Services and to educate the student in developing professional attitudes and knowledge necessary for initial employment and career advancement.

The course includes:

- Technical Knowledge on Lasers:
- Biological effects of laser/Intense Pulsed Light
- Criteria for setting Maximum Permissible Exposure (MPE) levels
- Medical Considerations
- General Laser/Intense Pulsed Light safety

**Number of Clock Hours for the Program**

The Didactic Training Only is a forty-six (46) hour didactic training program.

**b. Program Pre-requisites & Completion Requirements**

Applicants must be at least 18 years of age and submit a complete application for admission. Deposit \$200 (see page 18 for refund policy)

**Admission Requirements**

National Laser Institute shall only admit students who satisfactorily demonstrate they are able to complete the NLI training. In order to be admitted each applicant must:

1. Pass an initial interview;

2. Submit a letter of recommendation;
3. Submit proof of graduation from High School (Diploma) or proof of having passed the General Education Test (GED); and
4. Submit official educational transcripts.

### **Completion Requirements**

Students must pass a written exam on the didactic portion of the course with a minimum grade of at least 80% and pass a FINAL written exam prior to graduation.

Students must pass all exams in order to pass course and be eligible for observations and hands on treatment training.

### **c. Tuition Cost and Fees**

#### **Didactic Training Only (46 Hours)**

Tuition \$1,000.00

Tuition includes the cost of written materials and handouts. No additional fees will be assessed of students. Students are responsible for their own room and board. Optional reading may be purchased by students but is not required.

ALL TUITION RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CHANGED RATES WILL BE APPLIED ON NEWLY SIGNED CONTRACTS AND WILL NOT BE AFFECT EXISTING CONTRACTS.

### **d. Required Textbooks/Learning Materials**

#### **National Laser Institute Reader**

A reader that includes chapters on each subject presented in the training will be given to each student free of charge. The material in this reader has been written and compiled by experts in the field specifically for this course of study.

### **e. Equipment/Technology Requirements**

National Laser Institute classes are held in a new state of the art facility furnished with chairs, desks and technology suited for training the students according to rule R4-39-302 and in compliance with state laws for planning, building, zoning, and fire codes.

### **f. Library Resources**

National Laser Institute has a series of reference books and publications that are available for students to study during their time at the training course. Some titles include:

- Procedures In Cosmetic Dermatology: Laser and Lights Volume 2
- Illustrated and Cutaneous Aesthetic and Laser Surgery
- Laser-Tissue Interactions: Fundamentals and Applications
- Manual of Cutaneous Laser Techniques
- Medical Users Guide to Laser Safety
- Laser Safety Policies and Procedures for Laser Operators
- ANSI Z136.1 (2000) Safe Use of Lasers
- Milady's Standard Textbook for Professional Estheticians

**g. Clinical Training, Practicum and Special Features**

The Didactic training does not include a practicum.

**h. Graduate Employment Opportunities**

National Laser Institute does not guarantee job placement to any of its students. Students trained in the Didactic Only course have completed the didactic learning requirements of the Arizona Department of Health Services (AZDHS).

**i. Requirements for Graduates to Practice**

The Didactic Training does not allow a student to practice. Graduates must complete additional practical training requirements in order to practice.

**Allowable Student Tuition Reductions & Scholarships**

Tuition for National Laser Institute Laser Technician is:

- \$4,250 for 68 hours Laser/Intense Pulsed Light Technician: Hair Removal
- \$10,950 for 134 hours Comprehensive Laser Plus (Laser and IPL Technician)
- \$1,000 for 46 hours Didactic Only Training

National Laser Institute offers scholarships in amounts ranging from \$200 to \$1,350. All students are eligible to apply. The scholarships are to promote diversity and are awarded according the scholarship policy listed below.

**Available Student Payment Schedules**

Students must pay their tuition in full two weeks in advance of attending the training program.

**Student Eligibility Requirements Regarding Tuition Reductions, Tuition Discounts, Educational Loans, Scholarships and Financing Options**

**Educational Loans and Grants**

Educational Loans are provided to qualified applicants. Sallie Mae is the primary lender and National Laser Institute also lends through TFC Credit Corporation. Many other loan and grant programs serve students and National Laser Institute provides information to applicants about some of these programs. The applicant is responsible for contacting sources of funding and applying for them to see if they are eligible.

**Scholarship Policy**

National Laser Institute awards some scholarships every year to enrich the economic diversity of our school community. The deadline for applying for a scholarship is 3 weeks prior to the first day of class for the session. Applications and additional scholarship information can be requested from the NLI office. Completed applications must be turned in to the office of the President by

mail or may be emailed to [info@nationallaserinstitute.com](mailto:info@nationallaserinstitute.com).

Scholarships are given to promote economic diversity among the student population. National Laser Institute is committed to offering scholarships to low-income students, with earnings less than 80% of the mean income in their area. Scholarships are reviewed based on economic need. National Laser Institute believes that this policy will enhance the learning community.

## **Policy on the Disbursement of Loans**

When National Laser Institute receives funds on behalf of a student provided by a private entity including but not limited to a bank, financing company, credit card company, or other lending source the monies will be disbursed in the following manner:

1. Amounts equal to or less than \$5000 will be disbursed as a single disbursement.
2. Amounts greater than \$5000 shall:
  - a. Be disbursed in two equal disbursements; and
  - b. The second disbursement will occur after the midpoint of the term of the course.

## **Institutional Refund Policy**

**Rejection:** An applicant by the school is entitled to a refund of all monies paid.

**Three-day cancellation:** An applicant who provides written notice of cancellation to the National Laser Institute Administration within three days (excluding Saturday, Sunday, and federal or state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

**Other Cancellations:** An applicant requesting cancellation more than 3 days after signing an enrollment agreement and meeting an initial payment, but within 14 days prior to entering school, is entitled to a refund of all monies minus the registration fee of \$200.

**Refund after the commencement of classes:** Procedures for withdrawal/withdrawal date. A student choosing to withdraw from school after the commencement of classes is to provide a written notice to the National Laser Institute administration. The written notice is to indicate the expected last date of attendance and to be signed and dated by the student. For a student who is authorized a leave of absence, the withdraw date the student was scheduled to return from the leave and failed to do so.

**Refund after the commencement of classes:**

1. **Procedure for withdrawal/withdrawal date.** A student choosing to withdraw from school after the commencement of classes is to provide written notice to the National Laser Institute administration. The written notice is to indicate the expected last date of attendance and be signed and dated by the student. For a student who is on authorized leave of absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so. Cancellations should be sent to:

National Laser Institute  
Attn: Louis Silberman  
16601 N. 90<sup>th</sup> Street  
Scottsdale, AZ 85260

2. **Tuition Charges.** Tuition charges for the enrollment period will be determined based upon the student's last day of attendance and the resulting percentage of the enrollment period completed. The percentage of the enrollment period completed is determined by dividing the total number of days elapsed from the student's start date to their last date of attendance by the total number of days in the enrollment period. Tuition charges and refund amounts are determined as follows:

<u>% of instruction</u>	<u>% of tuition assessed</u>
01-10%	10% of tuition
11-20%	20% of tuition
21-30%	30% of tuition
31-40%	40% of tuition
41-50%	50% of tuition
51-100%	100% of tuition

3. Any monies due to the student will be sent to the student within 30 days from receipt of written cancellation or the date the Institute terminates the student.
4. This refund policy applies only to tuition and does not apply to purchases of books, supplies, equipment or insurance.

## **Student Services to be Provided by National Laser Institute**

### **Out-of-Classroom Needs**

Students enrolled at National Laser Institute may have non-academic questions that need to be answered and concerns that need to be addressed. Our staff is available to respond to students needs in the area of non-academic questions and concerns. Our focus is to assist our students in being successful and making your experience at our school hassle-free.

### **Housing Assistance and Transportation**

Our admissions team is available to help students who come from outside the immediate area find reasonable alternatives for housing while attending our program. National Laser Institute is doing everything we can to make your stay comfortable and affordable. We have secured discount rates at nearby hotels and discount rates on shuttles to and from the airport. Some hotels have shuttles that provide daily service to our training program.

## **Career Training**

The focus of the National Laser Institute training program is to help our students acquire the academic and practical experience, so they become more marketable candidates for aesthetic/medical positions. While we can not guarantee any job placements, we do provide resources that assist our students in furthering their career goals.

## **Graduate Services Department**

National Laser Institute has a Graduate Services Department that assists our graduates with the transition into the working world. This department shares job leads with graduates in the area and location they are searching. The Department also provides counseling and support to our students as well as assistance with writing resumes and preparing cover letters.

## **Description of Educational Delivery Systems**

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and job entry level skills. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. Subjects are presented by means of lecture, demonstration and student participation. audio-visual aids, guest speakers, field trips and other related methods are used in the course.

## **Academic Calendar – Schedule of Classes 2018**

**Daytime Intensives:** Monday – Friday 9:00 a.m. – 6:00 p.m. / 15 total sessions

Saturday-Sunday 9:00 a.m. – 6:00 p.m. / 33 total sessions

**Course Dates:** All programs begin on the dates listed below

<b>Laser Hair Removal Technician (8 days)</b>	<b>Didactic Training Only (5 days)</b>
<ul style="list-style-type: none"><li>• January 27– February 3</li><li>• February 24 – March 2</li><li>• March 23– April 7</li><li>• April 27 – May 1</li><li>• May 25 – May 29</li><li>• June 22– June 29</li><li>• July 27 – August 3</li><li>• August 24 – August 31</li><li>• September 21 – September 28</li><li>• October 19 – October 26</li><li>• November 9– November 16</li><li>• December 7 – December 14</li></ul>	<ul style="list-style-type: none"><li>▪ January 27 – January 31</li><li>▪ February 24 – February 28</li><li>▪ March 23 – March 27</li><li>▪ April 27 – May 4</li><li>▪ May 25 – June 1</li><li>▪ July 27– July 31</li><li>▪ August 24 – August 28</li><li>▪ September 21 – September 25</li><li>▪ October 19 – October 23</li><li>▪ November 9 – November 13</li><li>▪ December 7 – December 11</li></ul>

<p><b>Comprehensive Laser Plus: Laser Technician (16 days)</b></p> <ul style="list-style-type: none"> <li>▪ January 27 – February 11</li> <li>▪ February 24– March 11</li> <li>▪ March 23 – March 7</li> <li>▪ April 27– May 12</li> <li>▪ May 25 – June 9</li> <li>▪ June 22 – July 7</li> <li>▪ July 27 – August 11</li> <li>▪ August 24 – September 8</li> <li>▪ September 21– October 6</li> <li>▪ October 19– November 3</li> <li>▪ November 9 – November 24</li> <li>▪ December 7 – December 22</li> </ul>	
--	--

## **HOLIDAYS:**

Christmas  
Christmas Eve  
Day after Christmas  
Thanksgiving  
New Years Day

## **Policies and Governing Regulations**

### **a. Training Registration Requirements (Admission Requirements)**

Complete enrollment agreement, Sign and Complete contract.

Pay Deposit \$200 (see page 18 for refund policy)

Admissions procedures are designed to assist the applicant in selecting the most appropriate program.

#### **Admission Requirements**

National Laser Institute shall only admit students who satisfactorily demonstrate they are able to complete the NLI training. Applicant must be 18 years of age. In order to be admitted each applicant must:

1. Submit proof of graduation from High School (Diploma) or proof of having passed the General Education Test (GED); and
2. Submit official educational transcripts.

### **b. Program or Course Cancellation Policy**

In the unlikely event that a course is cancelled it will be rescheduled for a later date. If the student is not able to attend, their tuition for that course will be refunded.

### **c. Grading procedures and satisfactory progress tracking**



Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as passing or better. Practical skills are evaluated according to text procedures and performance standards established by the AZDHS. Students must maintain a theory grade average of 80% and pass a FINAL written and practical exam with 80% or higher scores prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:

90 – 100 A = Excellent

80 – 89 B = Good

75 – 79 C = Average

74 or less = Failure

P: Pass (80% or above)

F: Fail (below 80% for Pass/Fail exams)

I: Incomplete

W: Withdrawal

#### **d. Change in Student Status**

A leave of absence is strongly discouraged. A written request stating the reason for the leave of absence must be submitted to the admissions office. The request must be approved by the school President.

#### **e. Student Re-enrollment**

A student wishing to withdraw is requested to have an exit interview with a school Director where s/he will file a withdrawal form that will be put in his/her student file. After 180 days reenrollment will be based on the current fee schedule and a reentry fee of \$50.

#### **f. Student Probation, suspension or expulsion**

##### Warnings

**Attendance:** When a student has exceeded allowance of absences (4 hours missed) in a course that is still in session s/he will be given an attendance warning. The warning will remind the student that s/he has until the end of the day to coordinate with school director when time will be made up or s/he will fail. Any allowance of more than 4 missed clock hours, we will charge a re-entry fee of \$250 per day. Exception for re-entry fee due to a medical emergency must be accompanied with a physician's note.

1. **Tardies** - If a student is running late, they must contact the School Director immediately and coordinate a date to make up any hours they missed within 24 hours. If a student is more than 4 hours late it will be considered a missed day.

2. **Make up work** – If a student is absent for one day, he/she must pay a \$250 fee and coordinate with school director when to make up the hours they missed or he/she will fail. If the student is unable to make up the hours before the course is over, they will have the option to come back at a later time to complete the hours missed depending on the stipulations of their loan.

3. **Leave of absence** – The student will have an opportunity to complete any missed days at a later time depending on the stipulations of their loan with re-entry fee of \$250 per day of absence.

## Satisfactory Academic Progress Policy

National Laser Institute determines Satisfactory Academic Progress by monitoring students throughout enrollment and completing a formal evaluation at an “evaluation point.” Evaluation points for students enrolled in programs at the Institute are at 25%, 50% and 75% of the required program hours. During each of these evaluation points students must be passing all exams with an 80% or higher. Students meeting all expectations and requirements at the time of evaluation point, both attendance and academics, will be considered making Satisfactory Academic Progress and are eligible to receive veteran’s education benefits disbursements.

### Evaluation Points

Comprehensive Laser Plus: Laser Technician: This program will consist of formal evaluations at 31 hours, 63 hours, and 95 hours.

Didactic Training: This program will consist of formal evaluations at 11 hours, 23 hours, and 34 hours.

Laser Technician: Hair Removal: This program will consist of formal evaluations at 17 hours, 34 hours and 51 hours.

Academic: A student who fails an exam will be sent an academic warning stating that they must retake the exam in order to pass the course.

### Probation

**Academic Probation** – At any time during the evaluation point if a student receives a score lower than 80% the student will be put on academic probation and they will remain on probation until they have completed and passed all of the needed courses in order to graduate. If a student does not demonstrate satisfactory academic progress, they must remediate their academic probation status by retaking exams until they pass. The School Director will monitor the student’s remediation status by reviewing the student’s exam grade. The student must receive an 80% or higher on all exams in order to be placed back in good standing. The student can retake an exam as many times as they need in order to receive an 80% or higher. The student must be in good standing before they can begin clinicals or if the course does not include a clinical portion they must be in good standing before receiving a certificate of completion. During the practicum period students’ progress is monitored by the instructors that they have that day. If a student is placed on academic probation their benefits are not terminated. The length of the probation period will depend on how long it takes the student to retake an exam, since the student can retake an exam as many times as needed in order to pass, the probation period will be alleviated when the student receives an 80% or higher on all exams. When a student is put on academic probation, they will not be able to proceed to the clinical part of the course/receive a completion certificate. In this case the student is not dismissed from the program and will get the opportunity to retake any exams as many times as needed to receive an 80% or above in order to continue their education.

**Misconduct Probation** - A student will be put on a 24-hour probation for any misconduct and sent home. After the 24 hours the student must meet with the School Director to make see if the student is allowed to continue the remainder of course.

### Dismissal Policy (Expulsion)

If, after the academic probation period a student has not fulfilled the requirements of his/her probation the student will continue to be on probation until they have fulfilled their requirements in order to pass the course. The student will not be dismissed.

If, after the misconduct probation period a student has not fulfilled the requirements of his/her probation s/he will be dismissed.

Students can be automatically dismissed for the following reasons:

1. coming to class under the influence of drugs or alcohol
2. misconduct (obscene, violent or sexually inappropriate behavior, cheating, plagiarism, knowingly furnishing false information.

If a student wishes to appeal s/he can file a complaint with the grievance committee. To be reenrolled a student must show evidence to the School President's satisfaction that the condition that caused the dismissal has been rectified. Re-admission is at the discretion of the Board of Directors or School President.

### **g. Grade Reporting and Transcripts**

Students are notified immediately upon completing the course if they pass or fail. Training diplomas are provided to each student within one month of completing the course.

Student transcripts are available to all students that request them. To request transcripts the student must provide a written request along with a \$15 administrative fee and the transcripts will be mailed to them.

### **h. Student Records**

Student records will be kept permanently in a locked file cabinet in the office of the NLI admissions office. Students may make arrangements to review their records by submitting a written request with a \$5 fee attached to the school Admissions Director.

## **Student Conduct**

Admission to National Laser Institute requires students to conduct themselves in a professional and respectable manner at all times. Students are required to uphold the following obligations while attending class.

1. Practicing high standards of academic and professional honesty and integrity with each other, the instructors, and clients
2. Refraining from any conduct that would substantially disrupt or interfere from the Institutes operations

3. Refraining from any conduct that would violate the rights, privileges, and property of others
4. Refraining from any conduct that could reasonably cause harm to or endanger the health, safety, or welfare of other persons
5. Complying with the rules, regulations, procedures, policies, and standards of conduct of National Laser Institute

Failure to comply with the student conduct will result in the student being expelled from the program with no refund

## **Student Grievance Procedures**

### **Written Student Grievance Procedure**

#### **Step 1: Instructor/Staff Member:**

The student is recommended to directly communicate with the instructor/staff member involved in the grievance within 14 days. The student must articulate the grievance in writing, including a specific description of the problem, the reasons the student believes his/her rights have been violated, and a proposed remedy. The person alleged to have caused the grievance must respond to the student promptly, in writing, within 7 days.

#### **Step 2: School Administrator**

In cases where the problem is not resolved through direct communication with the Instructor/staff member involved, the student will submit a Grievance Form with supporting evidence, to the office of the school administrator within 14 calendar days of the communication with the faculty/staff member. The school administrator or designee will review the grievance.

Within 14 calendar days, the school administrator or designee will objectively investigate the grievance, consult and share appropriate information with all involved parties, consider relevant evidence, and render a decision in writing to the student and the administrative office.

#### **Step 3: Appeal to President's Office**

The student may appeal the decision in Step 2 if proper procedures were not followed or there is relevant evidence that was not available during Step 2. An appeal must be made within 14 calendar days of the decision from the administrator and made to the office of the President. The student must submit written justification for further review and provide evidence that there are grounds for the appeal. The President or a designated Member of National Laser Institute will objectively investigate how the grievance process was conducted in Step 2, consult with all involved parties, consider relevant evidence that was not available or not considered during Step 2, and render a decision in writing. The decision will be final, and any further appeals shall be made to the Arizona State Board for Private Postsecondary Education as described in "b." below, within a 3 year period.

#### **Reporting, Recording, and Maintaining Records**

When the grievance is concluded, all documentation shall be forwarded to the school administrator, who will maintain them in accordance with the state archival policies.

# Students Right to Appeal to Arizona State Board for Private Postsecondary Education

“If the student complaint can not be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1740 West Adams St, Suite 3008 Phoenix, AZ 85007, phone # 602-542-5709, website address: [www.ppse.az.gov](http://www.ppse.az.gov).”

### Grievance Procedure Published in Following Locations:

## Enrollment Agreement

## Student Catalog

National Laser Institute Website

## Catalog is Available to All Students

### Written Format and Electronic Format

## Student Acknowledgment of Receipt Page

The school catalog was reviewed with me on \_\_\_\_\_

I have read, and fully understand all of the school policies. I agree to commit to the schedule that I have arranged and to follow all of the school policies for conduct, attendance and time.

---

Student

---

Date

---

Administrator

Certified as True and Correct in Content and Policy

School Official's Signature

Effective Date

