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## NATIONAL LASER INSTITUTE

Arizona Private Postsecondary Education School Catalog

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### **Contact Information & Headquarters**

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### **School Governance and Administration**

#### **Board of Directors**

- **Louis Silberman** – Owner, Chief Executive Officer

#### **Ownership**

Louis Silberman holds more than twenty percent (20%) ownership interest in National Laser Institute.

#### **Arizona School Management**

- **Arizona School Director/Manager:** Louis Silberman

National Laser Institute is licensed by the Arizona State Board for Private Postsecondary Education. Licensure does not imply endorsement, guarantee of quality, or guarantee of employment.

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

National Laser Institute is dedicated to providing professional training in the medical aesthetic industry so our students can improve their income potential, preparing students with foundational knowledge and practical skills in accordance with applicable state requirements.

**Admissions Requirements**

Enrollment is not confirmed until the Enrollment Agreement is fully executed and tuition obligations are satisfied.

**All Applicants must:**

- Be at least 18 years of age
- Possess a high school diploma or equivalent
- Complete all required enrollment documentation
- Be accepted by the School

**Programs Offered**

Programs consist of multiple instructional modules and learning activities. Specific course content, instructional sequence, schedules, and delivery format may vary and are provided to students prior to program start, and detailed below.

**Laser Didactic Training; Tuition \$1000**

***Modality:***

Live/online or in-person

***Materials:***

Digital course materials including proprietary instructional videos.

***Statement of Purpose:***

Provide foundational knowledge required before clinical training in laser procedures.

***Course Description:***

Covers laser physics, tissue interaction, safety, medical considerations, and client relations.

***Objectives:***

Complete 40-hour Arizona Department of Health Services didactic requirement, while preparing students for clinical observation and hands-on training.

***Curriculum:***

*Days 1-5 = 40 Hours Didactic Training:*

- 9:00am – 1:00pm Laser Physics & Safety, Client Care & Professional Development
  - 1:00pm – 2:00pm Lunch
  - 2:00pm – 6:00pm Laser Physics & Safety, Client Care & Professional Development
- Units: N/A Clock Hours: 40***

***Skills Learned:***

Technical knowledge of lasers & IPL, along with safety protocols and client interaction.

**Laser Hair Removal Training; Tuition \$2450**

***Modality:***

In-person (with live/online didactic)

***Materials:***

Digital course materials including proprietary instructional videos.

***Statement of Purpose:***

Train students in laser hair removal techniques and professional practices for careers in the spa industry.

***Course Description:***

Laser hair removal using laser and intense pulsed light devices on various body areas. Includes safety, client care, and hands-on treatments.

***Objectives:***

Develop theoretical knowledge and practical skills in laser hair removal.

Complete AZDHS-required 64-hour training.

Prepare students for entry-level employment as a Laser Technician.

***Curriculum:***

*Days 1-5 = 40 Hours Didactic Training:*

● 9:00am – 1:00pm Laser Physics & Safety, Client Care & Professional Development ● 1:00pm – 2:00pm Lunch

● 2:00pm – 6:00pm Laser Physics & Safety, Client Care & Professional Development *Days 6-8 =24 Hours Clinical Hands-On*

● 9:00am – 1:00pm Clinical Laser Applications (Observation & Hands-On)

● 1:00pm – 2:00pm Lunch

● 2:00pm – 6:00pm Clinical Laser Applications (Observation & Hands-On)

***Units: N/A Clock Hours: 64***

***Skills Learned:***

Laser physics, tissue interaction, safety procedures.

Observation and supervised treatments (min. 10 procedures)

Professional conduct and client interaction

***Completion Requirements:*** Pass all written and practical exams (min. 80% on didactic)

***Equipment:*** Candela, Deka, Sinclair (Lasers & IPL devices)

**Laser Essentials Training; Tuition \$6350**

***Modality:***

In-person (with live/online didactic)

***Materials:***

Digital course materials including proprietary instructional videos.

***Statement of Purpose:***

Introduce core laser techniques and aesthetic modalities for entry-level medical spa careers.

***Course Description:***

Covers laser hair removal, IPL/photofacial, RF/microneedling, skin tightening, and tattoo removal.

***Objectives:***

Complete 88-hour program covering AZDHS Laser Hair Removal requirements while gaining exposure to advanced modalities.

Gain knowledge and hands-on experience in multiple laser modalities

Develop professional work habits

***Curriculum:***

*Days 1-5 = 40 Hours Didactic Training:*

● 9:00am – 1:00pm Laser Physics & Safety, Client Care & Professional Development ● 1:00pm – 2:00pm Lunch

● 2:00pm – 6:00pm Laser Physics & Safety, Client Care & Professional Development *Days 6-11 =48 Hours Clinical Hands-On*

● 9:00am – 1:00pm Clinical Laser Applications (Observation & Hands-On)

● 1:00pm – 2:00pm Lunch

● 2:00pm – 6:00pm Clinical Laser Applications (Observation & Hands-On)

***Units: N/A Clock Hours: 88***

***Skills Learned:***

Laser/Intense Pulsed Light operation

Supervised hair removal & photofacial procedures (minimum 10

procedures) Introduction to advanced modalities (RF, tattoo removal, skin

tightening) ***Completion Requirements:*** Pass all written and practical exams

***Equipment:*** Candela, Deka, Sinclair, Skinpen (Lasers & IPL devices)

**Comprehensive Laser Bootcamp: Tuition \$8750**

***Modality:***

In-person (with live/online didactic)

***Materials:***

Digital course materials including proprietary instructional videos.

***Statement of Purpose:***

Provide in-depth training in multiple laser modalities including hair removal, photofacials, skin resurfacing, and other aesthetic treatments.

***Course Description:***

Combines theory, observation, and hands-on practice in advanced laser procedures for medical spa careers.

***Objectives:***

Complete 120-hour AZDHS-approved program.

Gain competence in advanced laser modalities and patient safety.

Develop professional habits for career advancement.

***Curriculum:***

*Days 1-5 = 40 Hours Didactic Training:*

● 9:00am – 1:00pm Laser Physics & Safety, Client Care & Professional Development ● 1:00pm – 2:00pm Lunch

● 2:00pm – 6:00pm Laser Physics & Safety, Client Care & Professional Development *Days 6-15 =80 Hours Clinical Hands-On*

● 9:00am – 1:00pm Clinical Laser Applications (Observation & Hands-On)

● 1:00pm – 2:00pm Lunch

● 2:00pm – 6:00pm Clinical Laser Applications (Observation & Hands-On)

***Units: N/A Clock Hours: 120***

***Skills Learned:***

Laser hair removal, photofacial, non-ablative resurfacing, tattoo removal, RF, microneedling

***Completion Requirements:*** Pass all written and practical exams

***Equipment:*** Candela, Deka, Sinclair, Skinpen (Lasers & IPL devices)

**Next Level Laser Training; Tuition \$950**

***Modality:***

In-person

***Materials:***

Digital course materials including proprietary instructional videos.

***Statement of Purpose:***

Advanced training for licensed/certified cosmetic laser technicians.

***Course Description:***

Covers advanced laser techniques across multiple modalities for skill enhancement.

***Objectives:***

Advance knowledge and hands-on skills for existing laser technicians.

Emphasize safety, professionalism, and compliance.

***Curriculum:***

Tailored to student experience; includes online theory + hands-on practice

***Day of Training:***

- 9:00am – 1:00pm Clinical Laser Applications (Observation & Hands-On)
- 1:00pm – 2:00pm Lunch
- 2:00pm – 6:00pm Clinical Laser Applications (Observation & Hands-On)

***Units: N/A Clock Hours: 8***

***Skills Learned:*** Advanced cosmetic laser procedures

***Equipment: Deka***

***Prerequisites:*** Licensed/certified laser technician, prior laser hands-on training

**Requirements for Graduates to Practice**

-Graduates must work under the supervision of a licensed practitioner (medical director) where required by state law.

-Graduates must complete all didactic (classroom) and clinical (hands-on) portions of the program, including passing all required exams with a minimum grade of 80%. -Graduates must complete all observation and hands-on treatment requirements as specified in the program (number of treatments/hours varies by course).

-Completion of the above allows graduates to work as a Laser Technician or in the role specified by the program, in accordance with Arizona Department of Health Services or relevant state regulations.

### **Equipment and Technology Requirements**

Students receive instruction using equipment, devices, and technologies appropriate to the program of study. Access to required instructional equipment is provided by the School during scheduled training. Students are not required to supply personal lasers or medical devices. For online components, students must have access to a computer or mobile device with internet connectivity capable of accessing the School's learning management system.

### **Tuition and Fees**

Tuition amounts are disclosed in the Enrollment Agreement.

Registration Fee: \$200 (non-refundable after three day cancellation period as permitted by Arizona law)

### **Payment Methods and Financing Options**

Tuition may be paid by cash, cashier's check, major credit or debit card, or approved third-party financing. Full tuition payment is expected no later than 3 weeks before class commencement unless otherwise approved in writing

### **Digital Course Materials Fee: \$2,000**

Digital course materials may include access to a learning management system (LMS), proprietary videos, manuals, downloadable materials, and restricted instructional content. Access is granted upon enrollment or shortly thereafter. Once access credentials are issued, the Digital Course Materials Fee becomes earned and non-refundable. This fee is not tuition and is not a penalty.

### **Scholarships**

The National Laser Institute may offer limited scholarships or tuition assistance to qualified applicants. Scholarships are discretionary, subject to availability, and may have specific terms and conditions. Availability of scholarships is not guaranteed and may change at any time. Scholarship awards do not guarantee admission, completion, or employment.

### **Cancellation and Refund Policy**

#### **Non-Acceptance**

If an applicant is not accepted by the School, all monies paid will be refunded.

#### **Three-Day Cancellation**

An applicant who provides written notice of cancellation within three (3) business days (excluding Saturdays, Sundays, and state or federal holidays) of signing the Enrollment Agreement is entitled to a 100% refund of all monies paid. Refunds are issued within 30 days.

**Cancellation After Three Days but Before Program Start**

If cancellation occurs more than three (3) business days after signing but before the program start date, the student is entitled to a refund of all monies paid minus the \$200 registration fee and the \$2,000 Digital Course Materials Fee, provided access has been issued.

**Withdrawal After Commencement of Classes**

After instruction begins, tuition refunds are calculated based on the percentage of clock hours attempted, in accordance with Arizona law. Registration and earned digital materials fees are excluded. Refunds due, if applicable, are issued within 30 days of the determination of the withdrawal date.

**Clock-Hour Tuition Refund Schedule**

- 10% or less attempted: 90% tuition refund
- More than 10% through 20%: 80% tuition refund
- More than 20% through 30%: 70% tuition refund
- More than 30% through 40%: 60% tuition refund
- More than 40% through 50%: 50% tuition refund
- More than 50%: No refund

**Program or Course Cancellation**

National Laser Institute reserves the right to cancel or reschedule a program or course due to insufficient enrollment, instructor availability, facility issues, or other circumstances beyond the School's control. If a program is canceled by the School, all tuition and fees paid for the canceled program will be refunded.

**Withdrawal Determination, Attendance and Academic Progress**

Students are expected to attend all scheduled instructional hours for their program. Because National Laser Institute programs are short-term and intensive, attendance is critical to successful completion of the program. Students who miss class time may be required to complete additional training or makeup instruction as determined by the school in order to meet program completion requirements. A student who fails to attend two (2) consecutive scheduled class days without notifying the school may be considered withdrawn from the program. A student will also be considered withdrawn when a student fails to return from an approved Leave of Absence.

### **Academic Standards, Graduation Requirements**

To successfully complete a program and receive a certificate of completion, students must:  
Complete all required instructional hours. Meet attendance requirements. Achieve a minimum score of 80% on required written examinations. Demonstrate competency in required clinical procedures and hands-on training. Students who do not meet academic standards may be required to repeat certain training components or complete additional instruction before a certificate of completion is issued.

### **Certificates Issuance**

Certificates are issued upon successful completion of all program requirements, which include:

Completion of all scheduled instructional hours

Achieving a minimum passing grade of 80% on required didactic examinations

Demonstrating competency in required clinical procedures and hands-on training

Satisfaction of all financial obligations to the school

Students who do not meet academic or clinical competency requirements may be required to complete additional training before a certificate is issued.

### **Standards of Conduct**

Students enrolled at National Laser Institute are expected to maintain professional behavior and conduct at all times while participating in classroom, clinical, and online learning activities.

Students must conduct themselves in a manner that supports a safe and respectful learning environment for instructors, staff, clients, and fellow students. The following behaviors may result in disciplinary action, suspension, or termination from the program:

Disruptive behavior in the classroom or clinical setting

Failure to follow safety procedures or instructor directions

Harassment, discrimination, or inappropriate conduct toward staff, students, or clients

Use of drugs or alcohol during school activities

Damage to school property or equipment

Academic dishonesty, including cheating or falsification of records

Failure to comply with school policies and procedures.

Students participating in hands-on training must follow all laser safety protocols, infection control standards, and client care procedures as instructed by faculty. Violation of the Standards of Conduct may result in disciplinary action up to and including dismissal from the program. Violation of the Standards of Conduct may result in disciplinary action up to and including dismissal from the program.

### **Conditions for Dismissal**

National Laser Institute reserves the right to dismiss a student from a program for any of the following reasons:

- Failure to maintain satisfactory academic progress or meet minimum grading requirements
- Excessive absences or failure to meet attendance requirements
- Violation of the school's Standards of Conduct or safety policies
- Failure to follow instructor directions or clinical safety procedures
- Disruptive or inappropriate behavior toward instructors, staff, clients, or other students
- Nonpayment of tuition or failure to meet financial obligations to the school
- Academic dishonesty, including cheating or falsification of records
- Conduct that threatens the safety or well-being of others

Students who are dismissed from a program remain responsible for all tuition and fees in accordance with the terms of the Enrollment Agreement and applicable state regulations.

### **Graduate Employment Opportunities**

Completion of a program at National Laser Institute does not guarantee employment. Graduates may seek employment opportunities in medical aesthetics-related settings, subject to applicable state and local regulations, employer requirements, and individual qualifications.

### **Academic Calendar and Program Sessions**

National Laser Institute operates on a non-term, session-based schedule. Programs are offered in scheduled sessions with defined start and end dates. Specific session dates are provided to students at the time of enrollment and are listed in the Enrollment Agreement.

### **Credit for Prior Learning**

The School does not accept credit for previous education, training, work experience, experiential learning, or life experience. No transfer, CLEP, or experiential credit is awarded.

### **Student Records**

Student records are maintained electronically, as required by AZ Rules, in accordance with applicable state and federal laws. Requests for records must be submitted in writing.

### **Student Services**

National Laser Institute provides admissions support, instructional support during training, and administrative assistance related to enrollment, attendance, and program completion. The School may also offer graduate support resources, including general employment guidance; however, job placement is not guaranteed.

### **Regulations and Licensure Disclosure**

Completion of a program at National Laser Institute does not guarantee eligibility for licensure, certification, or employment. Students are responsible for complying with all applicable federal, state, and local laws and regulations governing the practice of cosmetic laser procedures.

In the State of Arizona, cosmetic laser procedures are regulated by the Arizona Department of Health Services (AZDHS), Bureau of Radiation Control. Requirements for cosmetic laser technicians, including training standards, facility registration, and medical director supervision, can be found through the Arizona Administrative Code. Students may review Arizona regulations and requirements at: Arizona Department of Health Services (AZDHS) 150 North 18th Avenue Phoenix, AZ 85007 Phone: (602) 364-3118  
Website: <https://www.azdhs.gov>

Prospective and enrolled students are encouraged to review these regulations prior to enrollment and prior to practicing cosmetic laser procedures.

### **Grading and Satisfactory Academic Progress**

Student progress is evaluated through attendance, participation, skills demonstration, and completion of required instructional activities. Students must meet attendance and participation requirements to successfully complete a program. Satisfactory Academic Progress is monitored throughout the program in accordance with School policies outlined in this catalog.

### **Re-Enrollment**

Students who withdraw or are dismissed from a program may request re-enrollment. Re-enrollment is subject to School approval, availability of space, and any additional requirements or fees in effect at the time of re-enrollment.

### **Holidays and Breaks**

Due to the short-term, intensive nature of the programs, National Laser Institute does not observe scheduled vacation periods or academic breaks. Classes may be held on holidays as scheduled. Any changes to scheduled class dates will be communicated to students in advance.

### **Leave of Absence (LOA)**

A Leave of Absence may be granted for documented, extenuating circumstances at the discretion of the School. Requests must be submitted in writing and approved in advance. Failure to return from an approved Leave of Absence on the scheduled return date will result in withdrawal from the program.

**Probation, Suspension, or Expulsion**

The School reserves the right to place a student on probation, suspend, or expel a student for unsatisfactory academic progress, excessive absences, non-payment of tuition, or failure to comply with School policies and standards of conduct.

**Grade Reporting and Transcripts**

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

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

**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 within a 3-year period. 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.

**Arizona Regulatory Authority**

Complaints regarding this institution may be filed with the Arizona State Board for Private Postsecondary Education's website at: <http://ppse.az.gov>

Address: 1740 W. Adams Street, #3008

Phoenix, AZ 85007

Phone: 602/542-5709

**Non-Discrimination Policy**

The National Laser Institute does not discriminate on the basis of race, color, sex, religion, age, national origin, disability, or any other protected status.

The School reserves the right to modify this catalog. Changes do not apply retroactively and will not affect students currently enrolled unless required by law.

*This catalog is effective for Arizona PPSE submission and is intended to be read in conjunction with the National Laser Institute Arizona Enrollment Agreement (2026).*