

Cell Phones

Cell phones are not permitted in the building. Students may give out the school (757-410-5169) phone number as a contact for you to be reached while you are in school. Students caught with cell phones on the property will be written up; three write ups for the same infraction and the student is subject to expulsion.



Curriculum Requirements

For successful completion of the program and qualification to sit for state board examinations all students are required to complete all IECT required segments of his or her program. No exceptions. Failure to do so will result in course non-completion and subsequent inability to test for state licensing.



Assignments

All assignments and or projects not turned in on their deadline day will receive a zero. Incomplete work will be graded, points will be deducted accordingly.



Out of Class Projects

The Institute has allotted for approximately 20 hours out of your 600 hour program for out of class projects and or assignments. On days where we are not having class at IECT, you will receive instructions for a new project/assignment or to continue working on an on going project. You will receive your regular credit hours for these out of class hours.



Events

Occasionally the Institute and its students will participate with charitable events and/or functions off campus. Prior to each event/function, students will be given instructions as to where the event is held and the hours students are expected to attend.



Offices

Students are not permitted in administrative or instructor offices unless they are accompanied by an instructor or administrator. Any materials that need to be given to an administrator while they are not in their office may be given to an instructor. Please do not enter an office without first knocking and being given permission to enter.



Cleaning Procedures & Supplies

Instructors will discuss and assign cleaning responsibilities. All duties must be completed to the satisfaction of the instructor. Cleaning supplies can be found in the cabinets in the bathroom. We are always open for suggestions regarding new cleaning supplies/ equipment to help the cleaning process. Please keep cleaning supplies stored in an organized fashion to allow for quick assessment of supplies needed. Also, please keep door of the supply cabinet closed at all times.

All trash is to be taken out to dumpster after every shift that you are scheduled to attend.

All dishes should be dried and returned to proper storage containers.

All implements should be removed from Barbicide and stored appropriately before leaving for the day.



THE INSTITUTE OF
Epidermal Cell Therapy

Expectations

We will challenge you! Our course curriculum and attention to detail exceed educational norms and standards. We have very thorough, detailed curriculum taught by knowledgeable instructors who have a passion for the field of esthetics and are eager to share their knowledge with you. You have the wonderful opportunity to study and learn from the organization where licensing for the state of Virginia originated. We look forward to outfitting you with the information that will take you wherever you wish to go in the esthetics field.

Just as you have high expectations for your educational experience here, we have high expectations for all of our students. We are committed to providing our students with the very best education and helping you strive to be your very best.



Institute of
Epidermal Cell Therapy

Appearance

All students must wear appropriate under garments under uniforms, white or nude only.

Under garments are not permitted to be visible beneath uniforms.

A proper fitting bra aids in back support, an important consideration for estheticians.

Uniforms must be clean, pressed and professional in appearance.

Colored shirts/sweaters are not permitted to be worn with uniforms. All clothing worn with the uniform must be white including socks. No offensive or inappropriate writing or graphics are permitted on outer clothing to be worn over scrubs into building.

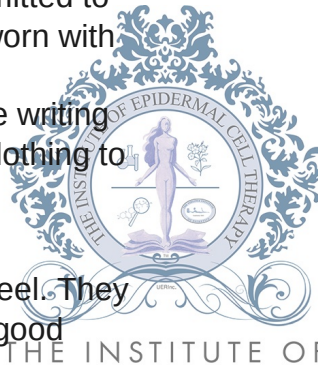
Shoes must have closed toes and heel. They must be white athletic walking with good support.

Proper, professional make up should be worn by female students.

Jewelry should be limited to wedding rings, watches and stud earrings. We recommend not wearing watches and or wedding rings on clinic days.

No facial/body piercings are permitted. They must be removed when attending class for theory/clinic days.

Nails are to be kept clean and short with no acrylics. French Manicures and Clear Polish only are allowed.



Epidermal Cell Therapy

Hair color and styles must be professional in appearance. Radical cuts and colors are not permitted.

Though we are part of beauty industry, esthetics places strong emphasis on a very neat and professional appearance.



Non Smoking Campus

Our school is a non-smoking campus. Smoking is prohibited in the building as well as on school campus. There are areas surrounding the campus such as neighboring parking lots and grounds adjacent to the school campus that may be utilized.



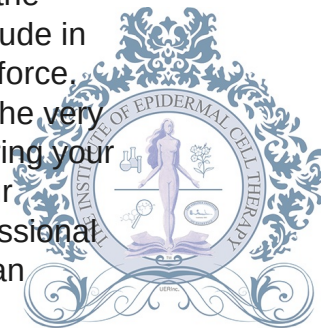
THE INSTITUTE OF

Epidermal Cell Therapy

Positive Professional Attitude

We believe a positive, professional attitude is directly linked to your success in school, work and life. We are committed to providing you with a learning environment where your ideas, concerns and or questions are met with respect. We ask the same of you.

Your attitude will greatly affect your success both in the classroom and in the work force. It is important to begin immediately the process of presenting your best attitude in preparation for success in the work force. You will be expected to do so from the very first time you apply for a job and during your time of employment. We expect your behavior in class to reflect the professional behavior that you would present to an employer.



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Integrity, courtesy and respect are expected of students at all times towards each other, guests and clients. Violation of school policies and regulations are grounds for suspension and/ or termination. Student's who behave in a boisterous manner, use obscene or vulgar language, or act in a discourteous, harassing or abusive manner towards member of staff or student body will face suspension and/or termination.

Smoking is not permitted on school grounds we are a non-smoking campus. Alcohol or use of alcohol is not permitted on campus. Students who bring alcohol onto campus or come to school under the influence or in the possession of drugs or alcohol will face suspension and/ or termination. Students who are witness to another student's use of drugs or alcohol on school premises or are aware of their return to campus after use of drugs or alcohol are responsible for reporting this infraction to an instructor or administrator.

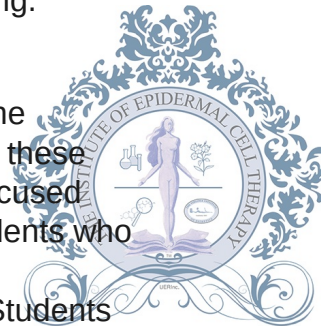


Absences/Tardiness

Students are permitted 2 excused absences per course. Excused absences are those absences where the student has a doctor's note or when there is a death in the family or family emergency.

All students are responsible for calling in when they will not be in attendance or when they will be tardy; calls must be made within the first 30 minutes of class beginning.

Any student who does not contact the administrative /instructor staff within these first 30 minutes will receive an unexcused absence and will be written up. Students who receive three write ups for the same infraction are subject to expulsion. Students who are calling in before or after school hours must leave a message on the office voicemail notifying us of your absence. Students are responsible for requesting missed assignments and or projects from instructors.



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Classrooms & Lobby

All students should store purses, cell phones and other personal belongings in their vehicle. Book bags and purses may be kept in the classroom storage unit. Any and all beverages must be placed in the refrigerator or thrown away prior to the student leaving the room. Jackets and/or sweaters must be hung on the back of the door in classroom.

No Students enrolled in the Basic Esthetics program are permitted in the Master's space and Instructor office unless given permission or are accompanied by an instructor.

On clinic days students are not permitted to move about in the building wearing a robe.



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