Clinical Master Basic Aesthetic Program,

Advanced Medical Aesthetic & Laser Program
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Welcome to Spectrum Advanced Aesthetics Institute

We’re illuminating the way in advanced aesthetics!

The field of medical aesthetics is one of the fastest growing career options in the country. Spectrum Advanced Aesthetics Institute is the only program in Oregon that exceeds the state guidelines for advanced aesthetic certification. Our Advanced Medical Aesthetic & Laser Program is for the Licensed Esthetician who is committed to working in the exciting and challenging field of medical aesthetics with advanced devices. Our Clinical Master Basic Aesthetic Program is for the person who’s interested in a skin care profession focused on providing treatments with devices and equipment, and has an interest in advancing to the next level and working in medical aesthetics.

Spectrum Advanced Aesthetics Institute offers a high quality education and hands-on training with state-of-the-art lasers, intense pulse light devices and radio frequency equipment and other emerging technologies. Charting and HIPAA requirements, laser safety, universal precautions, and non-surgical alternatives in aesthetics, like microneedling and chemical peel overview are also a part of the curriculum.

Program Overview

Spectrum Advanced Aesthetics Institute is an educational environment that offers the most current instruction and hands-on training for licensed allied health professionals in basic and advanced aesthetics.

Mission Statement

Spectrum Advanced Aesthetics Institute offers comprehensive, industry acclaimed education and hands-on training for students desiring the Basic Esthetics and Certified Advanced Esthetics licensure.

Our students receive education in a small class environment from licensed aesthetic instructors who have had experience working in the industry and receive practical experience on state-of-the-art equipment in a medi-spa environment, graduating prepared to enter the work force and be productive from day one.

Program

Clinical Master Aesthetics is our basic aesthetics program. Students learn the basic skills for licensure in aesthetics in Oregon. The focus is on performing facials with equipment and tools that will transition to a medical environment. Equipment includes wet and dry microdermabrasion, high frequency, microcurrent, galvanic iontophoresis, extractors, and atomizers. Additionally we offer instruction in skin assessment and
consultations, recognizing skin diseases and disorders, chemical peels, basic makeup application, and body wraps.

Advanced aesthetics, including lasers, IPL devices, radio frequency body contouring, cellulite reduction and skin tightening. We meet the requirements for the Certified Advanced Esthetic grandfathering licensure per Oregon Regulatory Statute 676.640 Sec.8 (2).

Our basic program is competency based with an anticipated completion of 6-8 weeks. Students attend 4 days per week for 7 hours each day.

Our advanced program is estimated to be 224 hours with an anticipated completion of 8 weeks. Students attend 4 days per week for 7 hours each day.

Competency Based: Competency based programs define performance standards that measure the levels of competency for each specific competency required to complete and master our school’s programs. The competency lesson may include practical (hands-on) or academic lessons. Each lesson is aligned with the required content curriculum established by the Higher Education Coordinating Commission and Esthetic industry.

Student competencies are assessed by a series of examinations and practical tests and examinations. The school is responsible to provide assessments of each competency by the use of exams and tests.

**Potential Occupations**

Licensed esthetician in a day spa

Laser technician in a dermatology office, plastic surgery office or medi-spa

Clinical support staff in a dermatology office, plastic surgery office or medi-spa

Certified Advanced Esthetician in an independent practice

**Educational Objective**

Spectrum Advanced Aesthetics Institute offers both basic and advanced training to those who desire to work in an aesthetic environment. We equip students with the theoretical knowledge base, the technical skills, and professional attitude for a successful career in an advanced aesthetics office. We provide a high quality curriculum, experienced teaching staff and a clean, safe hands-on environment in a clinical setting. We prepare the licensed esthetician with advanced knowledge in non-ablative aesthetic treatments and procedures and the ability to perform treatments safely and effectively within the scope of practice of the Certified Advanced Esthetician.
Location

Spectrum Advanced Aesthetics Institute
6956 SW Hampton Street, Tigard, OR 97223

Hours

The basic program is competency based with hours operating Monday through Thursday, 7 hours per day, for approximately 6-8 weeks. Students may take as long as 12 weeks to complete the program, if competency standards are not met in 6-8 weeks.

The advanced program meets the grandfathering-in requirements for the Certified Advanced Esthetician certification, meeting for 224 hours, Monday through Thursday, 7 hours per day, for 8 weeks.

Holidays include:

New Year’s Eve, New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day

Other closures may be scheduled as necessary for staff training or equipment repair. In cases of severe weather conditions or snow conditions, Spectrum Advanced Aesthetics follows Portland Community College/Sylvania Campus. Local radio should provide information. If Portland Community College is closed, Spectrum Advanced Aesthetics Institute will be closed. In event of severe weather fronts that move in while class is in session, the Executive Director may end the day early if conditions warrant it. Student safety is our first priority.

Admissions Procedure

Admission is determined by application and meeting the admissions criteria in our basic program. Students must be 18 years of age or older.

Admission to our advanced program involves verification of current valid licensure in basic esthetics in Oregon Health Authority’s online licensure listing.

Students must

- Complete the application form
-Provide photo ID and a copy of current licensure.

It is advisable to enroll and pay the $250 enrollment fee at least 4 weeks in advance to ensure placement in class. Solid colored scrubs or lab jackets are the school uniform. A deposit of 20% of the cost is due at least 2 weeks prior to the start of class to confirm enrollment. For basic program, that amount is $1365. For the advanced program that amount is $2486. Tuition and all school charges must be paid in full before a certificate of completion is issued as well as before transcripts are issued.

If student application for admission is not approved, student will be notified via email and US mail within 5 days of date of application for admission.

**Credit for Prior Training**

For the Clinical Master Basic Aesthetics Program credit will be considered for clock hours or competencies achieved from attendance at another school once Spectrum Advanced Aesthetics Institute receives official transcripts from the student’s previously attended school.

For the Advanced Aesthetic program, no credit is issued for prior training or experience except for CPR, First Aid and Blood Borne Pathogen certification.

**Tuition and Financing**

No financial aid or scholarships are available through Spectrum Advanced Aesthetics Institute.

Basic: Introductory cost of $6825 includes all tuition, training material via a Microsoft Surface tablet, basic skin care, and makeup kit. After payment of the $250 registration, and $1365 down payment to secure your seat, the remaining balance may be split in two payments of $2605. The first payment due by the first day. The second payment of $2605 is due on Week 4 of the anticipated 6-8 week program. Pay the entire cost up front, prior to day one, for a 15% tuition discount, making the total program price $5943.

Advanced: Introductory tuition of $12,430 includes all tuition, training material via a Microsoft Surface tablet, personal laser goggles and advanced medical grade skin care. After payment of the $250 registration fee and down payment of $2486, the remaining balance may be split in two payments. The first payment of $4847 is due by the first day. The second payment of $4847 is due on Week 5 of the 8 week program. Pay the entire cost up front, prior to day one, for a 15% tuition discount, making the total program price $10,750.
Family Educational Rights and Privacy Act

Student records are protected and guaranteed under the Family Educational Rights and Privacy Act. No one is allowed to see a student’s records without the written consent of the student. Exceptions to this rule are: A representative from the United States Department of Education or another regulatory representative acting on behalf of the Secretary and duly authorized representatives of a law enforcement agency. Students have the right to view their files at any time.

Statement of Non-Discrimination

Spectrum Advanced Aesthetics Institute follows an equal opportunity policy and treats students and employees without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical ability, veteran status, military obligation, and marital status. As in other professional settings, attendees are expected to behave in a professional manner.

Discrimination means any act that unreasonably differentiates treatment, intended or unintended, or any act that is fair in form but discriminatory in operation, either of which is based on age, disability, national origin, race, color, marital status, religion, sex or sexual orientation or any other protected class.

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under 659A.820 with the Commissioner of the Bureau of Labor and Industries.

Missed Start Dates

If the student does not start on the scheduled start date, the student will be withdrawn from the program. The student may transfer the start date to a future class. It is the student’s responsibility to contact the school via email or written notice if the student is planning to return to school or planning to attend at a later date. Placement is not guaranteed in the next class as it may be full but every effort will be made to place the student in a class as soon as it is allowed. The $150 enrollment fee is valid for one year from date of original enrollment.

Right to Change Prices

Spectrum Advanced Aesthetics Institute reserves the right to change tuition and fees to reflect prevailing market prices for new enrolling students. If the tuition change is benefits the student, the student has the right to void the original enrollment agreement and sign a new enrollment agreement based on the new tuition and fees.

Enrolled students will be taught out under the program identified in the most current signed enrollment agreement and identified in the catalog at the time of their enrollment.
unless the student and Spectrum Advanced Aesthetics Institute mutually agree to the program change and a new or amended enrollment agreement is negotiated, accepted and signed by the school and the student.

Extended Fees

As a competency based basic esthetics program we anticipate completion within 6-8 weeks. Additional fees apply after 12 weeks.

Re-Entry

If a person was terminated from the training and wishes to re-enter the program, the student must pay a $25 non-refundable re-enrollment fee and complete the necessary paperwork for re-enrollment. The Executive Director will respond via mail or email within 14 days of the re-admission request. Students must make payment arrangements for any outstanding balance.

Release of Student Files

Spectrum Advanced Aesthetics Institute will not release student files to any unauthorized person without the written consent of the student. All students have the right to view their files at any time under administrative supervision.

Release and Disclosure of Educational Records

Adult students have the right to inspect, review, and challenge information contained in their educational record. All students have the right to review their file at any time under administrative supervision. Written consent is required before release of records to third parties with the exception of accrediting commissions or government agencies. There is a $25 fee for transcripts issued for students completing the program.

A file shall be maintained for each student. The file will include:

A statement signed by the student at the time of enrollment certifying receipt of all materials, the student’s actual signed enrollment agreement, and a copy of the student’s signed statement acknowledging receipt of learning material, supplies and kits or items necessary to participate in the instructional program. This statement will be itemized, indicating the fee and the date of receipt of such items. This statement indicates the student is acknowledging receipt of items in the sequence of the instructional program.

Maintenance of School Records

Students’ records are maintained for 3 years after graduation. Any request for transcripts must be in writing and the appropriate fee paid in advance. The school will maintain transcripts for a minimum of 25 years.
Student Advisement

There may be an occasion when a student wishes to discuss a private matter with Spectrum Advanced Aesthetics Institute staff. Records of such discussions will be kept as a part of the student record.

Student attendance is monitored for each class session. The Director of Education will advise students having difficulty maintaining satisfactory attendance.

Students take exams at the conclusion of each education course in the program. The Education Director will advise students having difficulty maintaining a satisfactory achievement score on their exams.

Job Placement Rate

Spectrum Advanced Aesthetics Institute offers no job placement. Students will be given job placement data on request at the time of enrollment. Every effort will be made to inform students of job opportunities through networking relationships with the staff.

Effort Policy

It is understood that all students attending Spectrum Advanced Aesthetics Institute are licensed professionals. All students must display an effort in learning the theory and clinical applications in the course of study. All hour credits must be time that is spent learning, whether in the classroom or on the clinical floor. Students must be on time. Students must follow safety and sanitation regulations, including dress code. Students must pay the tuition and all fees related to the program. Students must follow the instructions of the instructors, Director of Education, Director of Development and Executive Director. See student conduct policy on page 13.

Attendance

Attendance is very important in this setting. The length of the program is determined with the expectation of 100% attendance. Attendance is essential to successful understanding of the information being presented in the classroom setting as well as a successful hands-on learning experience. Students must maintain an attendance of 80% for satisfactory progress and to receive a certificate of completion at the end of the program. Attendance will be taken at the beginning of each class. One half hour is allotted for lunch.
Absences must be phoned or text to the Executive Director as soon as possible. Tardiness of greater than 30 minutes will be counted against the total attendance requirement of 80%.

**Leave of Absence**

Students may request a leave of absence due to medical, personal or family emergency. The leave of absence must be in writing and with specific beginning and end dates. Upon return, the student may enter the program in good standing at the next class rotation at the curriculum point that the student left the program due to the leave of absence. No leave may be extended for longer than 6 months. If a student does not return from a leave of absence, the withdrawal date will be the earlier of either the date of expiration of the leave of absence or the date that the student notifies Spectrum Advanced Aesthetics that he/she will not be returning. Leaves of absence are limited to one.

**Grading Procedures**

Numeric grades are given for written exams at the completion of each course and for attendance. Pass/Fail is given for clinical work.

Spectrum Advanced Aesthetics Institute uses a numerical system with 75% recognized as passing. Satisfactory progress is based on a cumulative 75% grade average for each week, which consists of academic exams, and clinical work, and attendance. Tests which the student receives less than 75% must be retaken within two weeks of the failing grade. Students must attend a minimum of 80% of the scheduled hours. No certificate of completion will be given for attendance of less than 80%. Students are able to view their progress at any time by request with the Director of Development.

If a student does not maintain satisfactory progress of does not meet attendance requirements, the Director of Education will discuss the situation with the student and the two will determine a course of action to bring the student to satisfactory progress within agreed upon limits. If satisfactory progress is not met, the student will be terminated from the program.
**Termination**

If a student is terminated from the program, an administrative fee of $250 will be charged to the student. A student who chooses to terminate from the program must submit a Termination Letter to the Executive Director. A refund, per the refund policy, will be prorated based on time spent in the course.

**Complaint and Appeals Process**

Spectrum Advanced Aesthetics Institute is committed to proactive involvement in maintaining a positive learning environment. We desire involvement in any issue that detracts from a student’s success before it escalates into a more challenging situation to resolve. Students who have a complaint situation may submit a written complaint form. The form can be found on the website, [www.spectrumlasertraining.com/complaintform](http://www.spectrumlasertraining.com/complaintform).

Students who are terminated for failing to meet minimum requirements may appeal by submitting a written appeal to the Executive Director along with supporting documentation, reasons why the decision should be reversed. The appeal should be made as soon as possible. It is recommended the appeal be received within 5 business days of termination. If the student fails to submit the appeal within the 5 day period, the termination is final.

A meeting between the Executive Director, the Director of Development, the Director of Education and the student will be scheduled within 10 business days to discuss the appeal. The decision of the Executive Director, Mary Nielsen, will be communicated to the student in writing and will be considered final.

**Spectrum Advanced Aesthetics Institute Certificate of Completion Requirements**

In order to receive a Certificate of Completion, the student must successfully complete the required hours of course work, including classroom and clinical time, pass all written exams with at least a 75% average, pass all practical exams and have an attendance greater than 80%.

In order to receive a transcript, the student must have all tuition and fees paid.

**Cancellation and Refund Policy**

The minimum cancellation and settlement policy will apply to all terminations for any reason by any party. If a student’s attendance is terminated for any reason and by either party prior to the scheduled completion date of the program, the student is obligated for payments listed below.
Spectrum Advanced Aesthetics Institute’s refund policy is based on the state schedule (OARs 715-045-0036).

1. Students are charged for scheduled hours or clock hours. Excused absences may be factored into the overall charge for the student.
2. The enrollment fee shall not exceed $150.
3. If a student cancels his/her enrollment and requests a refund within five business days, all monies collected by Spectrum Advanced Aesthetics Institute shall be refunded. Cancellation after the fifth day will result in loss of the enrollment fee. The cost of training material and supplies may also be held by Spectrum Advanced Aesthetics Institute. The postmark on the written notification will determine the cancellation date or the date the information is delivered to Spectrum Advanced Aesthetics Institute via email or in person. This policy applies regardless of whether or not the person has started the program.
4. If before the program begins, the student is rejected for admission by the school, the student will receive a 100% refund.
5. Enrollment time for refund purposes is defined as the time elapsed between the actual start date and the date of the student’s last day of physical attendance in the program. Any money due the student will be refunded within 30 days from the last day of physical attendance or notification of cancellation or termination. In case of a Leave of Absence, Spectrum Advanced Aesthetics Institute will use the earlier date of the student’s date of expiration of the leave of absence or the date that the student notifies Spectrum Advanced Aesthetics Institute in writing, if the student does not physically return to school.
6. Students who withdraw may request a refund for the portion of the educational program that has not yet been received. The date that determines the portion received is based on the published course schedule. A student will be given a refund based on the percentage completed, so long as the student has completed less than 50% of the program. If a student completes 50% of the program or more, then the student is obligated to pay for the entire program and is not entitled to a refund.
7. The cost of training material and any personal purchases made by the student are not included in tuition. They are the property of the student and are non-refundable.
8. If Spectrum Advanced Aesthetics Institute is permanently closed and is no longer offering instruction after a student has enrolled, the student will be given a pro-rated refund of tuition based on the percentage of hours completed.
9. If a course is cancelled subsequent to a student’s enrollment, Spectrum Advanced Aesthetics Institute shall at its option (1) provide a refund of all money paid or (2) provide a completion of the program.
10. An early withdrawal fee of $25 will be charged to students who discontinue their training and leave the course. A $50 transcript fee may also be charged at the time of early withdrawal.
11. If, after terminating, the student still owes tuition, fee balance (based on the refund policy) Spectrum Advanced Aesthetics Institute has the right to turn the account over to a collection agency for the unpaid balance.
Student Conduct Rules and Regulations

We expect professional behavior. A professional arrives on time. Everyone is treated with courtesy and respect. The use of profanity is prohibited. Good grooming and proper sanitation are expected. If rules are not followed, students may be terminated from the program.

Dress Code

All students are expected to dress professionally at all times. Solid color scrub uniforms are required for clinical training. Jeans are not appropriate. Bare midriffs, excessive cleavage and bare backs are considered unprofessional. Sweatpants or other work-out attire is not considered professional.

Drugs and Alcohol

No drugs or alcoholic beverages are allowed during classroom or clinical hours. Unlawful manufacture, distribution, dispensation, possession of a controlled substance is prohibited. Violators will be immediately terminated.

Food

Food and beverages are permitted in designated areas.

Cleanliness and Sanitation

Students are responsible for the cleanliness of their work areas, ensuring they are clean at the end of the day. Sanitation duties will be assigned and state sanitation guidelines must be followed.

Vandalism and Theft

Spectrum Advanced Aesthetics Institute will not tolerate monetary or property theft of any type. We consider theft to include the taking of unauthorized property from Spectrum Advanced Aesthetics Institute, a student, client or visitor. No item may be removed without the express consent of the owner.

Theft must be reported to the Executive Director immediately. Anyone who violates this policy will be subject to discipline up to and including possible termination and prosecution.
**Instructor/Director**

Any student in violation of the direction of the instructor, Director of Education, Director of Development or Executive Director, particularly when relating to laser safety may be terminated from the program immediately.

**Equipment and Learning Material**

All students must have the necessary learning material with them at all times. We recommend students mark their belongings with their identification. Spectrum Advanced Aesthetics Institute is not responsible for lost or stolen property.

**Tests and Exams**

Quizzes and tests are given at the end of each unit. A written mid-term and a practical mid-term are given at the halfway point of the program. A written final is given at the end of the session.

**Changes in Rules, Policy and Tuition, Fees**

Spectrum Advanced Aesthetics Institute reserves the right to make any changes in rules and regulations at any time. Students will be notified via class announcement and/or email.

**DRUG FREE LEARNING ENVIRONMENT**

**ANTI-SEXUAL HARASSMENT ENVIRONMENT**

**NO VIOLENCE ENVIRONMENT**

Spectrum Advanced Aesthetics Institute is a safe positive and comfortable learning environment. Abuse of alcohol and other drugs, along with sexual harassment of employees, clients, students or visitors will not be tolerated. In addition, violent acts, threats, unlawful harassment, verbal or physical abuse, stalking, or intimidation and other disruptive behavior will not be tolerated. These behaviors are to be reported to the Executive Director immediately. Appropriate action will be taken, including criminal prosecution, if appropriate.

The regulations of the Equal Employment Opportunity Commission define unlawful sexual harassment as follows:

A. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, whether by a male or female, constitute sexual harassment when:

B. Submission to such conduct is made either explicitly or implicitly a term of a person’s employment
C. Submission to or rejection of such conduct by an individual is sued as the basis for employment decisions affecting such individual or

Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating or hostile or offensive work environment.

Examples of conduct referred to in (C), if unwelcome, may include but are not limited to sexual bantering, off-color language or jokes, sexual flirtation, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, verbal commentaries about an individual’s body, sexually degrading words used to describe individuals, displays of sexually suggestive objects or pictures or using sexually oriented or degrading gestures or other non-verbal communication.

Spectrum Advanced Aesthetics Institute will not condone, permit or tolerate sexual harassment in any manner. Persons who engage in such behavior will be subject to appropriate discipline up to and including termination from the program. Those who believe they have been subject to sexual harassment should immediately bring it up to the attention of the Executive Director. Similarly, if there is a question as to whether certain conduct is unlawful discrimination or harassment, the student is encouraged to speak with the Executive Director. This is true when it comes to sexual harassment. What is offensive to one person may not be offensive to another person.

All complaints will be promptly investigated. The existence and nature of the complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation and to take appropriate corrective action. The person initiating the complaint will be informed of the findings and the disposition of the situation at the conclusion of the investigation. The Executive Director will ensure that there is no coercion, retaliation, intimidation, or harassment directed against anyone who registers a complaint or serves as a witness during an investigation.

**Harassment Complaint Investigation**

If a complaint is made, the Executive Director will do the following:

1. Ask what happened and when it occurred.
2. Ask for a description of the sequence of events.
3. Ask if the complainant consented in any way to the behavior.
4. Inquire as to the response of the alleged victim of the harassment.
5. Inquire if anyone saw or heard what happened.
6. Ask if the accused has responded with any retaliatory actions.
7. Determine who has been informed about the situation with the accused.
8. Determine if anyone else has had similar experiences with the accused.
9. Find out if there are any documents or evidence involved with the conduct.
10. Ask if the situation has had any effect on the ability to be in the program.
The Executive Director will meet within three business days to discuss and hear evidence regarding the complaint. Complainant accused and any other witnesses or involved individuals will be requested to protect privacy of all involved to protect the innocent.

**Discipline and Sanction Options**

The Executive Director, Director of Education and Director of Development have the authority to discipline students for misconduct. Discipline may include advising, verbal warnings and admonitions, written documentation of incidents in the student file, probation, and termination. The discipline option is dependent on the severity of the misconduct and the discretion of the director.

A remedy process will generally be followed, however a non-exclusive list of behavior that can result in immediate termination will include sexual harassment of any type or target, use of controlled substances or alcohol or being under the influence of controlled substances or alcohol, insubordination, theft, falsification of records, willful damage to property, disregard for safety and physical violence.

When a student receives a verbal or written warning, the student will sign an acknowledgement that they have received a warning. This acknowledgement does not constitute agreement by the student with the content of the warning.

Probation will be invoked for a gross violation of standards of conduct, included but not limited to sexual harassment of any type or target, use of controlled substances or alcohol or being under the influence of controlled substances or alcohol, insubordination, theft, falsification of records, willful damage to property, disregard for safety and physical violence.

Probation period of 1 to 4 days will be invoked, with student receiving notification in person at next class day. If student does not attend next day, student will receive notification via email and in writing via regular US Mail.

Student will be returned to good standing upon completion of probation.

Probation will be invoked for no more than two occurrences. Violations resulting in additional discipline, will result in suspension from the program.

Suspension will be invoked for more than two gross violations of standards of conduct, included but not limited to sexual harassment of any type or target, use of controlled substances or alcohol or being under the influence of controlled substances or alcohol, insubordination, theft, falsification of records, willful damage to property, disregard for safety and physical violence.
Suspension period of 2 weeks will be invoked, with student receiving notification in person at next class day. If student does not attend next day, student will receive notification via email and in writing via regular US Mail.

Student will be returned to good standing upon completion of suspension.

Suspension will be invoked for no more than one occurrence. Violations resulting in additional discipline, will result in termination from the program.

Termination will be invoked for more than three gross violations of standards of conduct, included but not limited to sexual harassment of any type or target, use of controlled substances or alcohol or being under the influence of controlled substances or alcohol, insubordination, theft, falsification of records, willful damage to property, disregard for safety and physical violence.

Termination will be invoked, with student receiving notification in person at next class day. If student does not attend next day, student will receive notification via email and in writing via regular US Mail.

If, after terminating, the student still owes tuition, fee balance (based on the refund policy) Spectrum Advanced Aesthetics Institute has the right to turn the account over to a collection agency for the unpaid balance.

If a person was terminated from the training and wishes to re-enter the program, the student must pay a $25 non-refundable re-enrollment fee and complete the necessary paperwork for re-enrollment. The Executive Director will respond via mail or email within 14 days of the re-admission request. Students must make payment arrangements for any outstanding balance.

Complaints

Students are adults and a resolution to a program complaint should begin at Spectrum Advanced Aesthetics Institute. The problem should be discussed with the Executive Director, Mary Nielsen. Spectrum Advanced Aesthetics Institute is committed to proactive involvement in maintaining a positive learning environment. We desire involvement in any issue that detracts from a student’s success before it escalates into a more challenging situation to resolve. Students who have a complaint situation may submit a written complaint form. The form can be found on the website, www.spectrumlasertraining.com/complaintform.
If you feel the problem has not be resolved, the following steps should be taken:

A. A complainant may file a complaint to Mary Nielsen, Executive Director of Spectrum Advanced Aesthetics Institute in writing outlining the allegations or nature of the complaint.
B. The Executive Director will meet with the complainant within ten days of receiving the written complaint. The Executive Director will send a written plan to outline the steps that will be taken to correct the problem or will indicate the allegations are unfounded.
C. After evaluation, if the problem cannot be resolved to the satisfaction of the complainant, the complainant may file a complaint with the state licensing agency.
D. Students may contact the Higher Education Coordination Commission, 255 Capitol Street NE, Salem, OR 97301
<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
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<tbody>
<tr>
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<tr>
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<td>Sarah Jensen</td>
<td>Graphics and Media Production</td>
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<td>Kara Rowe</td>
<td>Human Resource Consultant</td>
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<td>Ashley Durham</td>
<td>Skyline Bookkeeping, Financial Consultant</td>
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<tr>
<td>Mark Nielsen</td>
<td>Facility Maintenance</td>
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<tr>
<td>Greg Harris</td>
<td>Facility Maintenance</td>
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Course Listings

Spectrum Advanced Aesthetics Institute offers small classes to allow for group teaching and discussion with plenty of hands-on experiences with one-on-one instruction. The program presents current technology in aesthetics with a focus on medical aesthetics in print, electronic and audio-visual formats. Clinical areas allow experience with electrical devices, lasers and light based technology in a safe setting. Theory and technical information will be presented through lesson plans, technical manuals, video presentations, lectures, guest speakers, and technical demonstrations and guided practice.

The basic program will prepare students to provide aesthetic treatments within the scope of practice of a licensed esthetician in Oregon.

The advanced program will prepare students to provide aesthetic laser and light based treatments within the scope of practice of a Certified Advanced Esthetician in Oregon.

Basic Level Course Description

Safety and Sanitation, Oregon Laws and Regulations, Skin Anatomy and Histology, Skin Diseases and Disorders, Basic and Advanced Facials Integrating Electrical Devices, Body Wraps, Hair Removal with Waxing, Chemical and Mechanical Exfoliation, First Aid, CPR and Blood Borne Pathogen Certification, and Documentation requirements meeting Oregon regulations

Upon completion, students will take the Oregon basic esthetic practical exam and the written exam for basic esthetic certification in Oregon.

Advanced Junior Level Course Description

Advanced Laser and Light Based Device Theory and Fundamentals: light based physics, thermal injury and tissue interaction, ANSI and OSHA standards, potential hazards, precautions, complications and contraindications for treatments, standard operating procedures, post treatment education and Laser Safety Officer training

Charting and HIPAA Requirements: Confidentiality, documentation requirements meeting Oregon regulations, HIPAA regulations for client privacy

Light Based Non-Ablative Aesthetic Treatments: Laser hair removal, dyschromia reduction, photo rejuvenation, skin rejuvenation, skin tightening, body contouring, cellulite reduction and tattoo removal, microneedling
**Advanced Senior Level Course Description**

Senior students will provide supervised non-ablative services in a medi-spa setting. Focus is on client consultation, assessments and providing safe and effective aesthetic treatments. Laser hair removal, skin rejuvenation, dyschromia reduction, photo rejuvenation, tattoo removal, cellulite reduction, skin tightening, microneedling, superficial chemical peels, mechanical exfoliation.

Upon completion, students will qualify for the grandfathering-in pathway for the Certified Advanced Esthetic licensure.