



Effective July 1, 2017

Volume II

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WELCOME

Welcome! The administration, faculty, and staff welcomes you to Bright Education Institute.

We believe that every person with courage and determination has the opportunity to develop successfully and to acquire an education that will prepare them for their chosen careers.

This is why Bright Education Institute offers a variety of education programs and courses to enrich their knowledge and their careers. Bright Education Institute is licensed by the Florida Commission for Independent Education, License # 3452. Bright Education Institute has no affiliation with any other institution or entity.

Bright Education Institute is aware health and beauty are areas subject to change along time. We are committed to constantly update our courses and services for students and clients. We encourage the creativity, initiative and talents of our students through educational programs that support them from both the theoretical and practical points of view.

Bright Education Institute is a committed educational institution that adheres to standards of efficiency, reliability and progress through our interested care of educational advancements.

Thank you for joining our family!

My best regards,



Weihong La Femina

President of Bright Education Institute

GENERAL INFORMATION

MISSION

The mission of Bright Education Institute is developing and preparing our graduates for future careers opportunities in the Allied Health and personal beauty industry. Our school provides students with the necessary skills and experience to become professionals in their chosen field.

PURPOSE

Bright Education Institute's mission is driven by the following statements that define the institution's purpose:

- ✓ Offer graduates viable career options by providing quality educational programs based on employer-driven requirements.
- ✓ Create a positive learning environment that recognizes individuality and enables students to meet their unique educational goals.
- ✓ Generate excitement and foster the desire to learn through diverse teaching methods.
- ✓ Maintain a qualified, caring faculty and staff dedicated to the personal and professional development of each student.
- ✓ Remain at the forefront of education by supporting continuing education and training for graduates, faculty, and staff.
- ✓ Instill a quality philosophy in students, staff, and faculty to continually exceed expectations.
- ✓ Prepare and encourage students to pursue life-long learning.

LOCATION

Bright Education Institute is located at 6890-6892 West Atlantic Blvd, Margate, Florida 33063.

LICENSURE

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

ACCREDITATION

Bright Education Institute is not accredited.

INSTITUTIONAL OWNERSHIP

Wei Hong La Femina founded Bright Education Institute Corp. Bright Education Institute Corp is an S-Corporation which operates Bright Education Institution.

FACILITIES AND EQUIPMENT

Bright Education Institute is located at 6890-6892 West Atlantic Blvd, Margate, Florida 33063. This location is easily accessible to major highways, as well as public transportation.

The location consists of 1,750 square feet of classroom and practical areas, offices, snack, study and resource area. The school is equipped with up-to-date equipment for student learning and practice. The modern facilities

houses classrooms, clinical and treatment rooms that allow the most up to date teaching methods. The school is proud of its small and specialized classes where students can receive personalized instruction.

The facility is centrally air conditioned and well lighted, is in compliance with state and county regulatory agencies, as well as provide a safe and inviting environment that fosters learning.

HANDICAP FACILITIES

Bright Education Institute complies with all provisions of section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person will be excluded from enrolling in the school. However, handicapped individuals should be aware that the regulations set by the State of Florida require a high level of manual dexterity and prolonged periods of practical work in the clinic.

HOURS OF OPERATION

Bright Education Institute administrative offices are open Monday through Friday from 9am to 5pm. Classes are offered in the day and evening as described under class schedules.

CLASS SCHEDULES

Bright Education Institute offers day and evening classes. Day classes are scheduled from 9:00 a.m. to 4:00 p.m., Monday through Friday. Evening classes are scheduled from 6:00 p.m. to 10:00 p.m. Monday through Friday. The school operates year around. Bright Education Institute open enrollment policy and allows new students to begin classes every Monday.

The school has the right to change its schedule in the interest of the student education. Students will be notified in advance of any schedule change.

HOLIDAYS

The school will remain closed during the following holidays:

2017 Holidays

Martin Luther King Day, Monday January 16, 2017

President's Day, Monday February 20, 2017

Memorial Day, Monday May 29, 2017

Independence Day, Tuesday July 4, 2017

Labor Day, Monday September 4, 2017

Thanksgiving, Thursday November 23 and Friday November 24, 2017

Winter Holiday Break, Monday December 25, 2017 through Friday January 6, 2018

In addition to the above-mentioned holidays, the school is closed on Saturdays and Sundays.

In the event of an emergency, closing due to inclement weather or natural disaster the school will close as determined by the Broward County Public School system.

ADMISSIONS

ADMISSION REQUIREMENTS AND PROCEDURES

Prospect students must comply with the following requirements in order to enroll:

- ✓ Present a High School Diploma or GED Diploma. Translation and evaluation is required for foreign diploma and transcripts.
- ✓ A picture ID
- ✓ Pay the registration fee (\$150)
- ✓ Complete and sign an Enrollment Agreement

TRANSFER OF CREDITS

Transfer of Credits for Studies in Other Institutions

Bright Education Institute gives credit for studies at other institutions that are approved within the United States. The students shall provide an official transcript of hours, which will be evaluated by Bright Education Institute. Transfer of hours towards a program shall not exceed 75% of the total hours of the program.

Transferability of Credits Earned at Bright Education Institute to Another Institution

Transferability of hours/courses earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not they will be accepted by another institution of the student's choice.

FINANCIAL SERVICES AND INFORMATION

STUDENT FINANCIAL ASSISTANCE

All tuition, fees, and related costs of the program of enrollment are included in this catalog, and are due prior to the scheduled start-date of a student's course(s), unless the student has made an arrangement for monthly payments. A complete fulfillment of payment obligations is a condition for graduation.

At the time of enrollment, students may select from the following payment options:

- ✓ Full payment at time of signing enrollment agreement.
- ✓ Registration fee at the time of signing enrollment agreement with balance paid prior to starting date.
- ✓ Registration fee at time of signing enrollment agreement with balance paid prior to graduation following an agreed payment plan.

CANCELLATION AND REFUND POLICY

When a student enrolls in a program of study, he has reserved a place that cannot be made available to other students. The Enrollment Agreement constitutes a binding contract once it has been signed by the student and institution's official.

Should a student's enrollment be terminated or cancelled for any reason after class start, all refunds will be made according to the following refund policy:

1. Cancellation must be made in person, by electronic mail, by certified mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Student Enrollment Agreement and making initial payment.
3. Cancellation after the 3rd business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: The Termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. Cancellation of classes by the institution after attendance has begun will result in 100 percent refund.
9. Should the prospective student not meet the entrance requirements it will result in 100 percent refund, if applicable.

ACADEMIC POLICY AND PROCEDURES

EVALUATION SYSTEM

The School establishes its evaluations based on the results of the program theoretical and practical examinations.

GRADING SYSTEM

The following grading scale will be used:

Excellent:	90% -100 %	=	A	4.0	****
Good:	89%-80%	=	B	3.0	***
Satisfactory:	79%-70%	=	C	2.0	**
Unsatisfactory:	69%- 0%	=	F	0.0	*

GRADE ASSIGNMENTS

Theory grades are assigned based on the academic scores of exams administrated at the end of each chapter and by the assigned projects related to the corresponding theoretical content of the chapter. Practice grades are assigned based on the student's ability to apply the theory learned and the work activities in the labs and services.

PRACTICAL SERVICES

Students are involved in hands on activities in order to assist them acquire the skills and practice required for their field of employment. When such is the event, students are encouraged to participate and complete the services assigned by their instructor. Each one of Bright Education Institute's programs have a specific number of practical services that need to be completed satisfactorily as requirement for graduation, and as disclosed in each program description section of this catalog.

DEFINITIONS

Program and courses duration are measured in clock hours.

One clock hour constitutes 50 minutes of directed, supervised instruction and appropriate breaks.

A period of enrollment or payment obligation: the entire program.

COURSE NUMBERING SYSTEM

Course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline. The numbers identify the course.

PREFIXES

HIV	HIV/AIDS
COM	Computer Applications
ELE	Electrology
MAA	Medical Assistant
MAS	Massage Therapy

GRADUATION REQUIREMENTS

In order to graduate from a program, a student must achieve a cumulative GPA of 70% within the time framework established in the institution's SAP policy. In addition, the student must fulfill all financial obligations as stated in the Enrollment Agreement.

SATISFACTORY ACADEMIC POLICY (SAP)

Satisfactory progress is defined by the average attendance and academic progress maintained by the student.

The institution requires that all students enrolled be evaluated academically and attendance-wise in evaluation periods as follows:

Program of Enrollment	Program Duration	1 st SAP Evaluation	2 nd SAP Evaluation
Electrology	320 hours	160 hours	160 hours
Massage Therapy	600 hours	300 hours	300 hours
Medical Assistant	800 hours	400 hours	400 hours

Students are required to meet the standards of academic progress that are outlined in the sections below to determine that the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and, a maximum time frame requirement.

SAP - Quantitative Criteria

Students must complete at least 67% of the attempted clock hours of the corresponding evaluation period in order to remain compliance with the institution's SAP Policy. Clock hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student that is in a SAP evaluation period of 450 clock hours is required to successfully complete a minimum of 302 clock hours ($450 \times 67\% = 302$).

SAP - Qualitative Criteria

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 at the end of the SAP evaluation period been considered.

SAP – Evaluation and Academic Probation

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the student's overall GPA and clock hours completion percentage will be recalculated. A student will

be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "C" or better in all courses attempted during the corresponding period in which he or she is on academic probation and earns a cumulative GPA of 2.0 or higher.

SAP - Evaluation and Timeframe to Complete (MTF) Policy

The maximum allowable timeframe for students to remain active in a program of enrollment is equal to 150% of the total length of the program.

The maximum timeframe for Bright Education Institute programs is as follows:

Program	Program Duration	Maximum Allowed Timeframe
Electrology	320 hours	480 hours
Massage Therapy	600 hours	900 hours
Medical Assistant	800 hours	1200 hours

A student that reaches a total of hours attempted equal to the program’s maximum timeframe will be automatically withdrawn.

SAP - Appeals

Any student who has been placed on academic probation but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the School’s President, who will make the a final decision regarding about the student’s appeal within 5 days. If the student’s appeal is granted, the student will be considered to be making satisfactory academic progress.

Academic Dismissal

Any student who has been academically dismissed will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

Academic Honesty

Students must submit work that represents their original words or ideas. Students must make it clear the extent to which external sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

The School’s Director of Education may expel a student for cheating or plagiarism. No credit will be given for homework that is not the original work product of the submitting student. Students will receive credit only for their own original work. Plagiarism is grounds for dismissal from the institution.

PROCESS OF CORRECTIVE ACTION

WARNING

In the event of non-compliance with School rules and regulations, academic attendance or professional image, a student will be issued a written warning from his or her instructor. The instructor will advise the student of the non-compliance issue and proceed to identify a corrective action with the student.

APPEAL PROCESS

All students have the right to appeal a decision that can harm his/her interests. Appeals must be received in written form within 10 days of dismissal.

The School's President will confer with the School's Education Director, and arrive to a decision. The student will be notified in written of the final determination within 10 days.

READMISSION TO A PROGRAM

A student who withdraws from their respective program, due to unsatisfactory progress, may be re-admitted to the school on probation status. All former students who apply for readmission one year (i.e., 12 months) after the effective date of their withdrawal will be required to pay a readmission fee of \$50.00.

SUSPENSION

The institution reserves the right to suspend any student for lack of lack of payment, and/or breach of the rules and regulations of the School.

STUDENT RESPONSIBILITIES

CODE OF CONDUCT

Students are expected to bring the corresponding books, educational equipment and all necessary materials to the School daily.

All students must be punctual to class.

In case of absence, the student will be responsible to obtain the covered material from a classmate or instructor, in order to maintain his/her daily progress.

The institution will make reasonable arrangements for the recovery of hours and work missed. It is encouraged that all student take advantage of this option.

A medical certificate is required in case of absence due to a medical condition.

The institution provides a comfortable atmosphere, free of intimidations hostilities or other offenses. Conduct such as sexual harassment, or any type of physical or verbal threat that interferes with educational development of the student will not be tolerated.

Students must pay all financial obligations in due time.

Visits from children and/or relatives and friends are not allowed on Campus.

The student who is caught destroying or damaging School Property will be expelled and/or legally processed.

The Institution does not allow sales, promotions or any other forms of commercial activities within the premises. Students that participate in these practices may be suspended or dismissed from the institution.

PERSONAL PROPERTY

Students are responsible to identify and protect their personal belongings, materials and equipment at all times. The school will not take any responsibility for lost or misplaced personal property.

SMOKING, EATING AND DRINKING ON PREMISES

Smoking, eating or drinking is not allowed in campus, except for the lounge-snack designated area. Students are encouraged to help maintain campus premises clean at all times.

USING AND CARING FOR THE EQUIPMENT

Students are responsible for their materials and equipment. The equipment and implements of the school should be used gracefully in a suitable and professional manner. Any damage caused to equipment or malfunction detected must be immediately communicated to the school personnel.

STUDENT RIGHTS

EQUALITY OF OPPORTUNITIES

BRIGHT EDUCATION INSTITUTE does not discriminate based on race, ethnic or national origin, sex, age, disability, religious beliefs, or social origins and does not exclude any applicants for any of these reasons.

DISCRIMINATION AND HARASSMENT POLICY

BRIGHT EDUCATION INSTITUTE prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature.

STUDENT'S RIGHT TO KNOW - STUDENT PRIVACY RECORDS (ACT OF 1974)

BRIGHT EDUCATION INSTITUTE's students have access to records as provided under federal and state law. The Federal Student Privacy Act of 1974 relates to the privacy of students, and it is designed to protect the privacy of their records. Students and parents of dependent students have the right to inspect and review the student's records. The School requires written authorization from the student or the designated representative before disclosing any individual information.

INFORMATION DISCLOSURE

In order to disclose student's personal information, written authorization is required. All information asked for by the United States Department of Education will be provided, in accordance with all applicable laws and regulations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Bright Education Institute strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with public law 93- 380, Family Educational Rights and Privacy Act, Florida Statute 5.229.782, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent (s) of a dependent student has the right to inspect records that are maintained by the school on behalf of the student.

MAINTENANCE OF STUDENT RECORDS

Official academic records are maintained in the by the Student Services Department. Included are admission applications and associated documentation, the records of grades and credits received in courses at this institution or accepted from other institutions; and other documents directly relating to the student's academic progress and status.

STUDENT RECORD DUPLICATES

The student may request a copy of his/her record in person or through a representative authorized by them in a written consent, provided that all financial obligations have been met. Transcript files are maintained and available to students and regulatory agencies indefinitely. Financial records are held for seven (7) years.

LEAVE OF ABSENCE

A leave of absence (LOA) must be requested in writing on an official Leave of Absence Form obtainable from the student services office prior to the beginning of the proposed requested leave. A leave of absence must be approved by the school's president and may not exceed 90 days.

A LOA may be granted for up to 90 days for reasonable causes like family illness, disability, or emergency. The request must be documented and signed by the student. If student fails to return from the leave of absence, he or she will be considered withdrawn for academic purposes.

One LOA shall be granted in a 12-month period. The institution may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 90 days within a 12-month period.

A student must request the LOA in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent advance notice. Exceptions are submitted to the student services office for approval. The anticipated date of return must be indicated on the request as well as the reason for a student's leave request.

When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.

In the event of an emergency, the university may grant a leave of absence. However, when students are not in regular attendance, they jeopardize the quality of their education. Therefore, a leave of absence is discouraged.

GRIEVANCE POLICY

The administration, faculty and staff of BRIGHT EDUCATION INSTITUTE maintain an open-door policy for students to voice their concerns or complaints. Occasionally, a student or former student will require assistance with a problem at a level outside of BRIGHT EDUCATION INSTITUTE.

BRIGHT EDUCATION INSTITUTE grievance procedure is as follows:

1. A student, staff or faculty member with a grievance should discuss the grievance with the person with whom the grievance is with. If that doesn't satisfy the parties, an appointment may be made with the principal of the school within 7 days.
2. In cases where the grievance is not settled at the institutional level, the student may also contact the Department of Education Commission that regulates the institution:

The Commission for Independent Education (CIE)
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400
Phone: (850) 245-3200, Toll free: (888) 224-6684
www.fldoe.org/cie

STUDENT SERVICES

CAREER SERVICES

It is the policy of BRIGHT EDUCATION INSTITUTE to assist students in finding employment upon graduation. Prior to and after graduation, the Student Services Department advises students on career development skills and assists them in finding employment in their chosen career field.

COUNSELING

Counseling is available to all students for career and academic reasons. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

MEDIA SERVICES RESOURCE CENTER

The school Media Center houses additional learning resources for active students and graduates. Resources include a computer connected to the internet, additional textbooks, reference materials, as well as program appropriate subscriptions. The media services resource center is open during normal business hours.

HOUSING

BRIGHT EDUCATION INSTITUTE does not offer housing for students, however provides information and resources about local apartments and rental opportunities for students interested in living near the campus.

TRANSCRIPT REQUESTS

Student transcripts are permanently maintained at the institution and are available from the Student Services Department. One copy of the official academic transcript is provided to each student upon program completion and satisfaction of all financial obligations to the school. Students may request, in writing, additional copies of transcripts for a fee.

Provided a hold does not exist, a student may request a transcript from the Student Services Department by completing and delivering a transcript request form. Transcript requests may be made in person or by mail. There is a charge of \$25 for official transcripts, and \$5 for non-official transcripts. Official and non-official transcript request may take between five (5) to ten (10) business days to process.

ELECTROLOGY PROGRAM

320 CLOCK HOURS - 11 WEEKS - 4 MONTHS

PROGRAM OBJECTIVE

This program is designed to train students in permanent hair removal by electrolysis. The courses are designed to give the students a thorough entry-level preparation to work in the field of electrolysis. The modern short wave, blend, and galvanic methods are taught in small classes and students gain hands-on experience through clinical applications. Upon successful completion of the program, graduates may apply for the state licensing exam and the national certification testing. A diploma will be awarded upon graduation from the program.

PROGRAM DESCRIPTION

This program consisting of 120 hours of theory and 200 hours of applied practical training.

DIPLOMA

Upon successful completion of the program students receive a diploma.

DELIVERY METHOD

This program is offered on campus only (not offered online).

DURATION

This program has a duration of 320 hours. Full time students complete the program in 11 weeks attending 30 hours weekly. Part-time students complete the program in 16 weeks attending 20 hours weekly.

ADMISSION REQUIREMENTS

Prospect students must comply with Bright Education Institute's admissions requirements as stated in this catalog under the Admission's section.

PROGRAM COST

Registration Fee \$ 150
Tuition Fee \$ 3,890
Books & Supplies \$ 0
Other Costs \$ 0
Total Program Cost \$ 4,040

ELECTROLOGY PROGRAM OUTLINE

Course	Theory Hours	Lab & Practical Hours
HIV102 - Blood borne Pathogens Training for Electrology: HIV/AIDS	10	
ELE110 - Introduction to Electrology and History of Hair Removal	15	
ELE115 - Florida State Law & Regulations Governing Electrology	10	
ELE120 - Basic Electricity and Chemistry for Electrology, Equipment, Techniques, and Procedures	05	
ELE130 - Bacteriology, Sanitation, and Sterilization	10	
ELE135 - Integumentary Systems	10	
ELE140 - Circulatory Systems	10	
ELE145 - Endocrine Systems and Diseases of the Glands	10	
ELE150 - Biology of Hair Growth and Disorders	10	
ELE155 - Skin Assessment and Temporary Hair Removal	15	
ELE160 - Consultations	05	
ELE165 - Successful Business Management	10	
ELE175 - Clinical Applications & Lab Hours (200 hours)		
ELE175 - Coordination Skills with Probe Holder and Forceps		5
ELE175 - Insertions		15
ELE175 - Sanitation / Sterilization Procedures		10
ELE175 - Hands on Equipment Instruction (Galvanic)		5
ELE175 - Hands on Equipment Instruction (Thermolysis)		5
ELE175 - Hands on Equipment Instruction (Blend)		5
ELE175 - Client Pre-Post Treatment		5
ELE175 - Client Assessment		10
ELE175 - General Treatment Procedures		105
ELE175 - Consultations		15
ELE175 - Visuals Library		10
ELE175 - Review and Exam Preparation		10

TOTALS	120	200
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ELECTROLOGY COURSE DESCRIPTIONS

HIV102 - Blood borne Pathogens Training: HIV/AIDS

The study of the law, awareness, and precautions for the prevention of HIV/AIDS transmission and other blood borne pathogens. Duration: 10 clock hours (theory). Prerequisite: None

ELE110 - Introduction to Electrology and History of Hair Removal

This course explores the basic concepts of electrology including the types of current used, procedures for temporary hair removal, and the development of hair removal techniques in ancient and pre- sent times. Duration: 15 clock hours (theory). Prerequisite: None

ELE115 - Florida State Laws and Regulations Governing Electrology

Students are instructed in the rules and regulations set by the State of Florida and the other governing bodies to include Electrolysis standards, training, and licensure. Duration: 10 clock hours (theory). Prerequisite: None

ELE120 - Basic Electricity and Chemistry for Electrology, Equipment, Techniques, and Procedures

This course introduces students to the sources and types of electricity, the three modalities for electrology and how they work, the types of electrology equipment and safety precautions for the Electrologist. Additionally, students will be trained in the basic chemistry and the effects of chemicals on the skin. Duration 5 clock hours (theory). Prerequisite: None

ELE130 - Bacteriology, Sanitation, and Sterilization

Students will learn different types of bacteria, bacterial growth and symptoms of bacterial infections. They will explore the function of the autoclave, type of disinfectant agents used in electrology, and the precautions related to sterilization and sanitation. Duration: 10 clock hours (theory). Prerequisite: None

ELE135 - Integumentary Systems

Students will learn the structure and function of hair and skin relating to electrology and histology of the follicle and associated organs. Duration: 10 clock hours (theory). Prerequisite: None

ELE140 - Circulatory Systems

Students will be instructed in the primary function of the vascular and circulatory systems and in the maintenance of good health. Duration: 10 clock hours (theory). Prerequisite: None

ELE145 - Endocrine Systems and Diseases of the Glands

Students will learn the glands and which cause excess hair growth, types of glandular disease, and the effects of hormonal changes on hair growth. Duration: 10 clock hours (theory). Prerequisite: None

ELE150 - Biology of Hair Growth and Disorders

This course details the bio- logical makeup of hair follicles and their development. Students will explore dermatology and skin condition and disorders. Students will learn to recognize the disorders and apply appropriate treatment techniques. Duration: 10 clock hours (theory). Prerequisite: None

ELE155 - Skin Assessment and Temporary Hair Removal

Students will learn to analyze skin and distinguish different skin types along with the effects of temporary hair removal to assess correct treatment procedures and machine settings. Duration: 15 clock hours (theory). Services: 15. Prerequisite: None

ELE160 - Consultations

This course teaches students the professional aspects of personal and phone consultations including assessment, appropriate questions to ask, relaxing atmosphere, and the overall comfort of the client. Duration: 5 clock hours (theory). Services 10. Prerequisite: None

ELE165 - Successful Business Management

Students will be introduced to the requirements and regulations for starting and/or managing an electrology clinic. Professional ethics and integrity are discussed and regulations and office procedures are reviewed. Duration: 10 clock hours (theory). Prerequisite: None

ELE175 - Clinical Applications & Lab Hours

This section of the program includes 200 hours total for the lab and clinical application hours for the program, as follows: Coordination Skills with Probe Holder and Forceps (5 hours), Insertions (15 hours), Sanitation / Sterilization Procedures (10 hours), Hands on Equipment Instruction - Galvanic- (5 hours), Hands on Equipment Instruction - Thermolysis- (5 hours), Hands on Equipment Instruction - Blend - (5 hours), Client Pre-Post Treatment (5 hours), Client Assessment (10 hours), General Treatment Procedures (105 hours), Consultation (15 hours), Visuals/Library (10 hours), Review and Exam Preparation (10 hours)
Total duration: 200 hours.

MASSAGE THERAPY PROGRAM

600 CLOCK HOURS - 20 WEEKS – 5 MONTHS

PROGRAM OBJECTIVE

The Massage Therapy program is designed to prepare students to contribute to the health industry and the well-being of clients as Licensed Massage Therapist. It provides the knowledge, tools, ethics and behaviors needed to successfully practice as a Massage Therapist in any number of health care and wellness settings.

PROGRAM DESCRIPTION

This program will instruct students in the theory and hands-on practice of the massage therapy field. The program is designed to prepare graduates for licensure testing and subsequent employment as a licensed massage therapist. A variety of therapeutic techniques will be studied including chair massage, Swedish massage hydrotherapy, and deep tissue massage. Students will get hands-on experience in a real world setting to gain confidence and experience. This training program consisting of 430 hours of theory and 170 hours of applied practical training.

DIPLOMA

Upon successful completion of the program students receive a diploma.

DELIVERY METHOD

This program is offered on campus only (not offered online).

DURATION

This program has a duration of 600 hours. Full time students complete the program in 20 weeks attending 30 hours weekly. Part-time students complete the program in 30 weeks attending 20 hours weekly.

DISCLOSURE

After successful completion of the program, students must obtain a Florida Massage Therapist License in order to work.

ADMISSION REQUIREMENTS

Prospect students must comply with Bright Education Institute's admissions requirements as stated in this catalog under the Admission's section.

PROGRAM COST

Registration Fee \$ 150
Tuition Fee \$ 4,800
Books & Supplies \$ 0
Other Costs \$ 0
Total Program Cost \$ 4,950

EXAMINATION

Upon graduation, Bright Education Institute assists each student with their application to the Massage & Bodywork Licensing Examination (MBLEX) offered by the Federation of State Massage Therapy Boards (FSMTB). For more information about MBLEX, eligibility, application and requirements visit the FSMTB official site www.fsmtb.org

MASSAGE THERAPY PROGRAM OUTLINE

Course	Theory Hours	Lab & Practical Hours	Total Hours
MAS105 - Blood Borne Pathogens HIV Aids & CPR Training	12	0	12
MAS100 - History of Massage with Florida Statutes and Rules	12	0	12
MAS110 - Anatomy, Physiology with Pathology & Kinesiology	200	0	200
MAS120 - Basic Massage Theory with Clinical Practice	100	140	240
MAS130 - Allied Modalities	56	20	76
MAS140 - Hydrotherapy and Spa Modalities	20	10	30
MAS150 - Massage Professional Ethics, Business Management and Medical Errors	30	0	30
TOTALS	430	170	600

MASSAGE THERAPY COURSE DESCRIPTIONS

MAS105 - Blood Borne Pathogens Training: HIV/Aids & CPR Training

This course will introduce the student to the study of law, awareness and precautions for the prevention of HIV/AIDS transmission and other blood borne pathogens. Duration: 12 clock hours (theory). Prerequisite: None

MAS100 - History of Massage with Florida Statutes and Rules

This course provides instruction on Federal, State and Local rules and regulations pertaining to the practice of massage therapy. This course will describe the history of and advancement of therapeutic massage, scope of practice, equipment, products and certification vs. license. It will cover massage therapies from ancient to present times. Individual therapist techniques for best practices and the therapeutic relationship with ethical touch and business practices will be discussed. Duration 12 clock hours (theory). Prerequisite: None

MAS110 - Anatomy, Physiology with Pathology and Kinesiology

This course details the relationship of anatomy and physiology to massage and bodywork, the role of therapeutic massage in stress, pain, healing mechanisms of the body and wellness models. Additionally, the systems and functions of the body to include the cell structure, integumentary system, tissue, organs, muscular and skeletal systems in relation to massage therapies. The origin, insertion and action of all major muscles will be discussed in depth as well as the function and relation of the nervous system to massage therapies. Duration: 200 lecture hours (theory). Prerequisite: None

MAS120 - Basic Massage Therapy with Clinical Practice

Students will learn the theory and practice of full body massage therapy. Student clinical will be provided under direct supervision of a Licensed Massage Therapist. Proper draping, body techniques and position of clients will be addressed in the course. Other topics will include effects, benefits, indication and contraindications of massage, equipment and products, classification and application of massage movements, and procedures for complete body massage. A Minimum of 10 full body massages are required for completion of this course. Duration: 240 hours (100 theory, 140 lab) Prerequisite: None

MAS130 - Allied Modalities

Massage in medicine throughout history, alternative and complementary medicine, chiropractic and integrative medicine, insurance reimbursement for massage. Included in this course will be information on chair massage. Duration: 76 clock hours (56 theory, 20 lab) Prerequisite: None

MAS140 - Hydrotherapy and Spa Modalities

Students will be presented the theory and practice of hydrotherapy including the use of electrical modalities, use and effects of heat and cold therapy as well as the utilization of three forms of water as well as temperature uses for massage therapy practices. Spa modalities including stone massage, aromatherapy, body wraps, exfoliation and specialized spa equipment will be presented. Duration: 30 clock hours (20 theory, 10 lab) Prerequisite: None.

MAS150 - Massage Professional Ethics, Business Management and Medical Errors

The course will include discussion regarding business practices, planning, beginning your business, type of business, start-up costs and needs, locations, business ethics for massage practitioner, setting fees, basic bookkeeping, marketing, and introductory business law. Prerequisite: Completion of Massage Therapy Coursework. Duration: 30 hours (theory). Prerequisite: None.

MEDICAL ASSISTANT PROGRAM

800 CLOCK HOURS - 27 WEEKS – 7 MONTHS

PROGRAM OBJECTIVE

The objective of the Medical Assistant Program is to prepare students for entry-level positions assisting physicians and nurses by performing front and back office work as well as clinical duties. Upon successful completion of the program, medical assistants may qualify for positions in a variety of health care agencies.

PROGRAM DESCRIPTION

This training program consisting of 560 hours of theory and 240 hours of applied practical training.

DIPLOMA

Upon successful completion of the program students receive a diploma.

DELIVERY METHOD

This program is offered on campus only (not offered online).

DURATION

This program has a duration of 800 hours. Full time students complete the program in 27 weeks.

ADMISSION REQUIREMENTS

Prospect students must comply with Bright Education Institute's admissions requirements as stated in this catalog under the Admission's section.

PROGRAM COST

Registration Fee \$ 150
Tuition Fee \$ 8,000
Books & Supplies \$ 0
Other Costs \$ 0
Total Program Cost \$ 8,150

MEDICAL ASSISTANT PROGRAM OUTLINE

Course	Theory Hours	Lab & Practical Hours	Total Hours
COM100 - Computer Applications & Communications Skills: Word Processing & Spreadsheets	40	40	80
MAA100 – Medical Terminology	80	0	80
MAA110 - Psychology and Patient Relations	60	20	80
MAA120 - Medical Office Management, Laws and Ethics	40	40	80
MAA130 - Anatomy and Physiology	60	20	80
MAA140 - Pharmacology and Medical Office Clinical Assisting	40	40	80
MAA150 - Medical Laboratory Procedures	20	60	80
MAA160 - Career Skills and Medical Assistant Exam Review	60	20	80
MAA200 - Medical Assistant Externship	0	160	160
TOTALS	560	240	800

MEDICAL ASSISTANT COURSE DESCRIPTIONS

COM100 - Computer Applications and Communications Skills: Word Processing and Spreadsheets

This course introduces the student to computer terminology and concepts. It includes an introduction to the history of computer, computer equipment, and common operating systems. Hands on introduction to the Windows operating system including word processing, excel spreadsheet, database and presentation applications will be presented. Lab in included. Duration: 80 clock hours (40 theory hours, 40 lab hours). Prerequisite: None.

MAA100 - Medical Terminology

This course will provide an introduction into the use of medical references and resource availability for practical and research skills as it relates to the medical field. An emphasis on medical terminology including the current most widely used health-care terms, abbreviations, including word components, definitions pronunciation and spelling will be presented. Duration: 80 clock hours (theory). Prerequisite: None

MAA110 - Psychology and Patient Relations

This course is designed to develop skills for effective patient relations using adaptive skills to the needs of a particular patient. Other topics covered include: identify the needs of the client, establish trust, information sharing with the patient. Duration: 80 hours (60 theory hours, 20 lab hours). Prerequisite: None

MAA120 - Medical Office Management, Law and Ethics

This course is designed to guide health care students through a wide variety of areas involving ethical controversies. It provides a background in value development and ethical theories. The course highlights customer service, medical administration, patient education, legal responsibilities, and compliance with HIPAA. The topic of HIV/Aids will be presented in this course for a class of 4 hours. Duration: 80 hours (40 theory hours, 40 lab hours). Prerequisite: None

MAA130 - Anatomy and Physiology

This course is an introduction to anatomy and physiology. It presents the structure and function of the body in health and disease. Additionally, the systems and functions of the body to include the cell structure; integumentary, endocrine, circulatory, lymphatic, respiratory and digestive systems; tissue and organ; as well as the muscular and skeletal systems. Duration: 80 clock hours (60 theory hours, 20 lab hours). Prerequisite: None

MAA140 - Pharmacology and Medical Office Clinical Assisting

This course provides an introduction to pharmacology principles and nutrition for medical professionals. Course covers drug classifications, information on herbals and supplements, sample drug labels and information on syringes and safety of needles. Included in the course is topics related to universal precautions, OSHA safety and regulations, aseptic technique. Duration: 80 clock hours (40 theory hours, 40 lab hours). Prerequisite: MAA130.

MAA150 - Medical Laboratory Procedures

This course will present common medical laboratory procedures such as taking and recording vital signs, assisting with minor surgeries, X- ray techniques and safety, rehabilitation and therapeutic modalities, performing electrocardiograms, phlebotomy, chemistry and urinalysis. Duration: 80 clock hours (20 theory hours, 60 lab hours). Prerequisites: MAA140

MAA160 - Career Skills and Medical Assistant Exam Review

This course is designed to build career skills for the student. Topics covered are professional appearance and behavior, communication skills for interviewing the patient, personal and professional development. A review of the medical assistant certification exam will be covered. Duration: 80 clock hours (60 theory hours, 20 lab hours). Prerequisites: MAA100, COM100, MAA110, MAA120, MAA130, MAA140, MAA150

MAA200 - Medical Assistant Externship

This course provides clinical experience in selected Physician's offices or other health care facilities. On site, qualified medical professionals will supervise the student during this course. Duration: 160 clock hours (practice – externship). Prerequisite: MAA160

STAFF AND FACULTY

STAFF

**President and School Director
Weihong La Femina**

*Bachelor in Business Administration, Accounting Major, Florida Atlantic University, Boca Raton, FL
Bachelor of Arts, English Literature Major, Hunan University, Changsha, China*

**Director of Education Steve
Preddie**

*Doctor of Science, Health Science with Emphasis in Alternative Medical Science, San Diego, CA
Doctor of Naturopathy, Trinity School of Natural Health, Warsaw, IN
Master of Science in Higher Education, Online and Distance Learning, Walden University
Bachelor of Business Administration, Florida Metropolitan University, Fort Lauderdale, FL
Massage and Hydro Therapy Diploma, American Institute of Massage Therapy, Fort Lauderdale, FL*

**Admissions.....
YuanFeng Shao**

Bachelor of Arts, University of Shanghai for Science and Technology, Shanghai, China

**Student Services Susan
Chen**

Associate Degree in Accounting, Everest University, Pompano Beach, FL

FACULTY

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Electrologist License # EO706
Facial Specialist License # FB717356
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