



Boston Institute of Esthetics

School Catalog 2026-2027

1565 Broadway Saugus, Massachusetts 01906



**Boston Institute
of Esthetics**

Statement of History & Ownership

Ana De Los Santos is the Founder and Education Director of the Boston Institute of Esthetics (BIE).

She is a licensed esthetician and educator with extensive experience in clinical skincare, advanced aesthetic treatments, and professional training.

Ana is dedicated to empowering students through high-quality education, hands-on experience, and real-world preparation in the field of esthetics.

Boston Institute of Esthetics was founded in 2026 with the mission of providing structured, ethical, and hands-on training for aspiring estheticians.

The institute is designed to meet the requirements established by the Massachusetts Board of Registration of Cosmetology and Barbering and is committed to maintaining high educational and professional standards.



“I certify that this catalog is true, correct, and complete in content and policy.”

Boston Institute of Esthetics is dedicated to excellence in the field of esthetics and to delivering high-quality education focused on results, professionalism, and student success.

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Institutional Background

Dedicated to Excellence In
the field of Esthetics and to
the Science of Results

Our Mission & Vision

Boston Institute of Esthetics (BIE) is a career-focused education institution dedicated to excellence in the teaching of **esthetics and professional skincare**. Our mission is to provide students with **high-standard classroom instruction and hands-on clinical training**, equipping them with the knowledge, skills, and confidence needed to excel in the aesthetics industry.

Through a combination of theory, practical **experience, and professional ethics**, our goal is to prepare graduates to successfully pass their **state licensure examinations** and pursue fulfilling, gainfully employed careers in esthetics and advanced skincare.

About the Institute

Campus Infrastructure and Facilities

Boston Institute of Esthetics (BIE) is located at 1565 Broadway, Saugus, Massachusetts 01906. The institute is designed to provide students with a modern, professional, and fully equipped learning environment that reflects real-world esthetics and clinical practice.

Campus Layout and Facilities

The campus includes dedicated spaces for admissions and reception, esthetics classrooms, student clinic areas, IPL/Laser treatment rooms, locker facilities, and restrooms, ensuring a comfortable, organized, and functional learning environment for students and clients.

Each student workstation is equipped with steamers, magnification lamps, utility carts, and essential professional tools required for comprehensive esthetics training. The sterilization area features a dry heat sterilizer and ultrasonic cleaner to maintain high standards of hygiene and safety. The back-bar area is stocked with professional-grade esthetic products from leading brands such as Bioelements, Visual Changes, and Gala. The institute is equipped with advanced esthetic technology and tools, including hot towel cabinets, Lucas sprayers, galvanic units, high-frequency devices, paraffin wax units, hot wax stations, makeup stations, LED panel lights, LED facial systems, ultrasound facial units, microcurrent devices, microdermabrasion systems, and IPL technology.

Boston Institute of Esthetics is committed to providing a safe, industry-standard, and professional training environment. Through hands-on practice in well-equipped facilities, students gain practical skills and experience that closely reflect real-world esthetic and clinical settings.

Enrollment Criteria

Boston Institute of Esthetics (BIE) maintains a non-discriminatory policy in all aspects of employment, admissions, instruction, and graduation. The institute does not discriminate on the basis of age, sex, race, color, religion, or ethnic origin, and does not recruit students who are already enrolled in or admitted to another school offering similar programs. Students seeking enrollment in BIE's Esthetics Program must meet the following requirements:

- 1.Age Requirement:** Must be 16 years of age or older. (Parental consent is required for students under 18 years of age)
- 2.Application:** Complete and submit a formal enrollment application and interview with an admissions representative.
- 3.Educational Documentation:** Provide proof of secondary education, such as:
 - High school diploma
 - GED certificate
 - Official high school transcript confirming graduation
 - State-issued homeschool completion certificate
- 4. Identification:** Valid government photo ID. Ex: *Drivers Licenses, Passports, GI IDs* (No copies, not expired).
- 5. Medical Clearance:** Submit proof of a physical examination report with a doctor's statement confirming fitness to participate in the program.
- 6. Fees:** Administrative fee of \$50 and a program down payment of \$2,500 which will be applied towards the total cost of the tuition. (Please refer to the MA Refund Law on page 8)
- 7. Foreign Education:** Students presenting a foreign high school diploma must provide an English translation and verification that their education is equivalent to a U.S. high school diploma.

BIE is committed to ensuring that all students have the necessary qualifications and documentation to succeed in the program while maintaining a fair, inclusive, and professional admissions process.

Re-Admission Policy

The School Manager & the Director of education of Boston Institute of Esthetics (BIE) reserves the right to approve re-entry or re-enrollment of students whose enrollment gets terminated, withdraw from the program and/or violated the Leave of Absence timelines from the program. A returning student will resume their studies at the same academic and program status held at the time of withdrawal. The student's graduation date will be adjusted accordingly, with updates documented through a signed Addendum to the Enrollment Agreement.

Transfer Credit Policy

BIE may review and apply transfer credits from similar nationally accredited institutions if applicable to the student's program of study. The institute also accepts transfer hours for former students who were previously enrolled at BIE and left in good standing.

Returning students may be required to complete re-entry assessments. To have transfer credits applied, students must achieve a satisfactory grade of 75% or higher on all re-entry evaluations.

Academic & Training Programs

Esthetics Program–600-Hour Curriculum

Course Description:

The State of Massachusetts requires 600 hours of esthetics training, typically completed over approximately 25 weeks. All instruction is closely supervised by licensed instructors, ensuring students gain the knowledge, hands-on skills, and professional experience necessary to successfully pass the State Board Exam and obtain a Massachusetts Esthetics License. Students should verify requirements in other states if they plan to relocate, as licensure hours and regulations may vary.

Program Tuition & Fees:

Item	Cost
Books (non-refundable once received)	\$400
Supplies, Uniform & Student Kit (non-refundable once received)	\$3,000
Tuition Fee	\$6,550
Administrative Fee (No fee if withdrawn within 5 days of agreement date- Refer to Massachusetts Refund laws)	\$50
Total	\$10,000

* Taxes are included

Boston Institute of Esthetics

Payment Options

Tuition Payment Plans: A tuition down payment which will be applied towards the total cost of the program is required at the time of enrollment and setting up a payment plan for the remaining balance of the cost of the education.

Available Payment Plans include:

- Pay as you Go: No interest or fee payment plan. The payments can be made weekly or bi-weekly.
- Private student loans from the student individual financial institutions

Accepted Methods of Payment:

- Personal Check
- Credit/ Credit Cards: Visa, MasterCard and more
- Cash payments are accepted
- Bank Transfer

BIE does not permit students to complete any program earlier than the estimated timeframe outlined in their Student Enrollment Agreement.

Regulatory Compliance Statement

A social security number, will be required for financial potential assistance or scholarship purposes if applicable.

Scholarship Opportunities

BIE accepts **scholarships from outside agencies** for both full-time and part-time students enrolled in the: 600-Hour Esthetics Program

Additional Fees & Costs

Some states may require **additional hours for licensure**. In such cases, an **additional cost of \$10 per hour** applies to meet state requirements. These extra hours **are not covered**. Here's a **brand-aligned and polished version** of the Massachusetts refund Law in alignment with **Boston Institute of Esthetics (BIE)**:

Tuition Refund Policy according to M.G.L. c.255 13K

This Enrollment Agreement may be terminated by the student at any time in accordance with the following refund terms:

1. The student may cancel this agreement at any time.
2. If the agreement is terminated within five (5) days of signing and the student has not begun the program, a full refund of all monies paid will be issued.
3. If the agreement is terminated after five (5) days but before the program begins, the student will receive a refund of all monies paid, less reasonable administrative costs as outlined in this agreement.
4. If the agreement is terminated during the second quarter, the student will receive at least fifty percent (50%) of the tuition, minus reasonable administrative costs.
5. If the agreement is terminated during the second quarter, the student will receive at least fifty percent (50%) of the tuition, minus reasonable administrative costs.
6. If the agreement is terminated during the third quarter, the student will receive at least twenty-five percent (25%) of the tuition, minus reasonable administrative costs.
7. If the agreement is terminated after the initial five-day period, the student will be responsible for reasonable administrative costs incurred by the Institute. These costs shall not exceed \$50 or 5% of the total contract price, whichever is less.
8. All termination requests must be submitted in writing. The effective date of termination shall be the date the written notice is mailed or delivered to the Institute.
9. No refund shall be issued if the student withdraws during the final quarter of the program.
10. This refund policy does not apply to public or non-profit institutions and does not affect the rights provided under Massachusetts General Law Chapter 93A or Chapter 255D.

Administrative Costs

Actual reasonable administrative costs incurred by the school will **not exceed \$50 or 5% of the contract price, whichever is less**. A withdrawal form must be sign and **submitted in writing** to the school, and the termination date will be effective on the date the written notice is sent to the school via email or US mail.

Refund Calculation based on MA Refund Law M.G.L. c255 13K

% of Program Time Attended	% Refund to Student
Up to 5 days	100%
25%	75%
50%	50%
75%	25%

[Refer to Refund Law]

Additional Refund Guidelines

1. Enrollment Time: Calculated from the actual start date to the last day of physical attendance. Refunds are processed within 45 days of formal cancellation, termination or withdrawal.
2. Leave of Absence: For illness, accident, death in the immediate family, or other circumstances beyond the student's control, the school will attempt a fair settlement.
3. Course Cancellation: If a course is canceled after enrollment, BIE will either:
 - Provide a full refund of all monies paid, or
 - The students will be given an opportunity to make up the hours.
4. School Closure: If BIE permanently closes after a student has enrolled, the school will either:
 - Provide a pro-rata refund, or
 - Participate in a teach-out agreement with another school to allow the student to complete their program.

Academic Calendar

Prior to the COVID-19 pandemic, Boston Institute of Esthetics (BIE) followed an open enrollment policy, allowing new students to begin on the first Monday of each month as new subjects were introduced.

Due to pandemic-related restrictions from the State of Massachusetts, we now start new classes for all programs several times per year. Below are the class start months from 2026–2027 :

2026 Class Start Dates – First Monday of:

- September 14th, 2026

Institute Closures & Holidays

Regular Holidays:

- Closed between Christmas Eve and January 2nd
- Closed for Thanksgiving weekend
- Closed for Memorial Day
- Closed for Independence Day
- Closed for Labor Day
- Closed for President Day
- Closed for Martin Luther King day

Weather-Related Closures:

In the event of inclement weather or emergency, the School Manager determines if the school will open late or close. Students will be notified 24 hours before canceling and rescheduling a class. If there is a last minute change, the student will receive updates via text message, email or call notifications.

Required Training Hours

600-Hour Esthetics Program

Enrollment Status	Weeks to Complete	Hours per Week
Full-Time Mon - Fri	15	40
Part-Time Mon & Tue Thu & Fri Wed & Sat	37.5	16
Evening Part-Time Mon - Fri	30	20

Institute Schedule

Full-time, evening and part-time schedules are available to accommodate all students. Flexible hours are offered, but all schedules must be coordinated with administration. A minimum of 16 hours/ 2 days per week is required for the part time program and a minimum of 40 hours/ 5 days per week for the full-time program.

School Hours Esthetics based on part-time and full-time schedules

- Monday–Friday: 9:00 AM – 10:00 PM *Breaks are included in all class schedules however break times do not count towards your 600 educational hours
- Saturday: 9:00 AM - 5:30 PM *Breaks are included in all class schedules however break times do not count towards your 600 educational hours
- Make-up hours: Scheduled by request through Admissions

Students must choose from the following weekly schedules:

- 16-20 hours per week for part-time and evening programs
- 40 hours per week for the full-time program

Attendance Guidelines

At BIE, attendance is recorded in clock hours and all hours attended are credited; there are no penalties for attendance.

- Attendance is calculated using a time clock; hours are not rounded.
- Hours outside scheduled class time will only be credited with approved documentation.
- Students must clock in/out twice daily: upon arrival and at departure.
- Lunch breaks: 12:30 PM – 1:00 PM (**Not included in the educational hours**)
- Timecards are calculated weekly.
- School begins promptly at 9:00 AM. Continuous attendance is required for all courses.

Tardiness & Late Arrival

- Students are expected to arrive on time. Tardiness disrupts learning and class schedules.
- With prior notice, students may clock in up to **10:00 AM**. Arrivals after this time may lead to dismissal for the day and the student will not be credited for any clock hours.
- Students are never excused from mandatory theory classes to work in the clinic.

Absences

- Missing more than 14 consecutive calendar days may result in termination from the program.
- Students who will be late or absent without prior notification must contact the school by voicemail or email (Add email address) at least 30 minutes before class begins.
- Requests for time off must be submitted to the school manager in writing.

Weekly Hours Requirements

- Part-time: Minimum of 16-20 hours/week
- Full-time: Maximum of 40 hours/week

Holidays & Closures

- BIE observes annual holidays as outlined in the school calendar.
- Students may not exceed scheduled weekly hours without written permission and documentation.
- Leaving school premises during regular hours requires instructor approval.

Attendance Standards

- Students must maintain at least a 67% attendance rate.
- Clients are scheduled for student practice, so students must notify administration immediately of tardiness or absence.
- Make-up classes are arranged with instructors and administration.
- BIE does not differentiate between excused or unexcused absences. Students are expected to attend as per their enrollment contract.
- Consistent attendance is an investment in your professional future.

Time Tracking Procedure

- All students are expected to clock in no later than 9:00 AM.
- Hours are calculated and posted weekly.
- Students must punch in/out using the time clock located in the locker room.
- If a student fails to clock in or out, the time must be initiated by an instructor.
- Falsifying hours or clocking in/out for another student will result in disciplinary action.
- Students are not required to clock out or back in for lunch; administration automatically deducts 30 minutes each day.

Late Arrival & Absence Policy

- Students arriving late for theory class may only enter during clinic hours.
- With prior notification, BIE allows a 60-minute clock-in window; students may clock in by 10:00 AM. Arrivals after this time will be dismissed for the day.
- Habitual tardiness will result in an advising session with the School Manager.
- Students experiencing unforeseen circumstances that prevent timely clocking in must call the business office as a courtesy.

Attendance Review & Assessment

- All students are required to maintain a minimum cumulative attendance of 67%.
 - Attendance evaluations occur when students reach the following benchmarks:
600-Hour Esthetics Program
 - Students who fail to meet attendance standards will receive advising and a written warning. Continued failure may result in probation and possible termination from the program.
 - Any student absent for 14 consecutive days without clearance from the Administration will be considered unexcused and may be dropped from the program.
-

Final Examinations:

- Students must pass a comprehensive academic and practical exam upon completion of all program requirements.
- Practical exams must be completed on-site.

State Licensing & Reciprocity:

- Distance education hours may not be accepted for licensure in other states.
- Out-of-state students are only enrolled after approval from their respective state agency.



Full-time Day Program- 600 hours (Onsite Only)

Schedule: Mon – Fri | 9:00am–5:30pm | 15 Weeks | 40 Hours per week
 (30 Minutes break - 12:30pm - 1:00pm) *Breaks are not included in the 600 educational hours

Week	What We Teach (Detailed)	Hours/Week
1	Orientation & Fundamentals School policies, professionalism, safety orientation, intro to esthetics, client communication basics.	40
2	Infection Control & Sanitation OSHA, universal precautions, disinfection/sterilization, PPE, set-up/breakdown, safety checklists.	40
3	Anatomy & Physiology I Cells/tissues, body systems overview, integumentary system intro, relevant physiology for esthetics.	40
4	Skin Science Skin structure & functions, skin conditions /disorders /diseases, contraindications, Fitzpatrick typing.	40
5	Consultation & Skin Analysis Client intake, skin analysis practice, treatment planning, product knowledge & ingredients.	40
6	Facial Fundamentals I Cleansing, exfoliation, steaming, masks; sanitation workflow; basic protocols & homecare guidance.	40
7	Facial Fundamentals II Facial massage techniques, manipulation, draping, client comfort, timing, protocol building.	40
8	Electricity & Devices (Intro) Electrical safety; LED, galvanic, high frequency (theory+ demonstration); indications/contraindications.	40
9	Hair Removal – Waxing I Hair growth cycle, product selection, sanitation, contraindications, facial waxing practice.	40
10	Hair Removal – Waxing II Body waxing practice, technique refinement, aftercare, managing sensitivity & reactions.	40
11	Makeup Fundamentals Sanitation, color theory, basic application, corrective concepts, client consultation for makeup.	40
12	Infection Control & Sanitation OSHA, universal precautions, disinfection/sterilization, PPE, set-up/breakdown, safety checklists.	40
13	Advanced Concepts (Educational Exposure) Chemical peels intro, microdermabrasion intro, acne/aging protocols, contraindications.	40

14	Professional Practices Ethics, documentation, retail/sales, client retention, service standards, workplace conduct.	40
15	MA Laws & State Board Prep Massachusetts laws/ethics, mock written/practical, final evaluations, graduation readiness.	40

PART-TIME DAY PROGRAM 600 Hours (Onsite Only)

Schedule: Mon & Tue 9:00am–5:30pm | 37.5 Weeks | 16 Hours per week
(30 Minutes break - 12:30pm - 1:00pm) *Breaks are not included in the 600 educational hours

Week	Hands-On / Practical	Modules	Hrs/ Wk
1 - 2	Orientation, professionalism, school policies; sanitation set-up/breakdown	Intro to esthetics; MA professional standards & code of conduct	16
3 - 4	Infection control practice; PPE; disinfection/sterilization workflows	OSHA basics; infection control theory quiz + documentation	16
5 - 6	Anatomy basics (hands-on learning aids); integumentary system overview	Anatomy & physiology: cells/tissues; body systems	16
7 - 8	Skin structure/functions demo; identifying conditions; contraindications practice	Skin disorders/diseases theory; Fitzpatrick typing	16
9 - 11	Client intake forms; consultation role-play; skinanalysis practical	Product knowledge: ingredients, pH, contraindications	16
12 - 14	Facial fundamentals:cleansing/exfoliation /masks; protocol timing	Facialtheory: steps, contraindications, homecare principles	16
15 - 17	Facial massage practice; draping; client comfort; treatment planning	Client care theory; documentation standards	16
18	Electricity & devices demo; safety; LED/galvanic/HF intro	Electricity theory; device indications/contraindications	16
19 - 20	Waxing: facial waxing fundamentals; sanitation;product selection	Hair growth cycles; skin reactions; aftercare	16
21	Waxing: body waxing practice; technique refinement; aftercare plans	Contraindications; client communication & consent	16

22	Makeup: sanitation; basic application; corrective concepts	Color theory; skin tone matching; hygiene standards	16
23	Advanced intro: peels/microderm concepts (educational exposure) + patch testing theory	Acne & aging theory; contraindications & client selection	16
24	Advanced devices intro: LED/HF protocols; safety; treatment planning	Professional ethics; recordkeeping; client privacy	16
25	Clinic begins: supervised services (basic facials/waxing/makeup) + time management	Clinic documentation; service notes; sanitation audits	16
26	Supervised clinic: skin analysis + facials; retail recommendations	Business basics: scheduling, professionalism, customer service	16
27	Supervised clinic: waxing services; managing sensitivity	Retail & sales fundamentals; product knowledge review	16
28	Supervised clinic: makeup services; client consultation	MA laws/ethics module 1; board rules overview	16
29	Supervised clinic: mixed services; performance evaluations	MA laws/ethics module 2; sanitation compliance	16
30	Supervised clinic: advanced concept review (educational exposure)	Mock written exam 1 + review	16
31	Supervised clinic: client retention & rebooking practice	Mock written exam 2 + review	16
32	Supervised clinic: timing & practical check-offs	State board practical steps (theory)	16
33	Clinic + final advanced review; contraindications mastery	Final theory review: anatomy/skin/infection control	16
34	Final clinic practice; complete required check-offs	Mock written final	16
36	State board practical prep: mock practical + feedback	Final MA laws review + exam strategies	16
37	Final evaluations, make-up hours completion, graduation readiness	Exit exam + completion checklist	16

PART-TIME DAY PROGRAM 600 Hours (Onsite Only)

Schedule: Thu & Fri 9:00am–5:30pm | 37.5 Weeks | 16 Hours per week
(30 Minute break - 12:30pm - 1:00pm) *Breaks are not included in the 600 educational hours

Week	Hands-On / Practical	Modules	Hrs/ Wk
1 - 2	Orientation + infection control lab; sanitation stations; professionalism	Intro to esthetics; MA professional standards	16
3 - 4	Sanitation/OSHA lab; PPE; disinfection/sterilization; safety drills	Infection control theory + OSHA basics	16
5 - 6	Anatomy & physiology lab activities; integumentary system	A&P: cells/tissues; body systems overview	16
7 - 8	Skin science lab: structure/functions; conditions; contraindications	Skin disorders/diseases theory; Fitzpatrick	16
9 - 11	Consultation + skin analysis intensive; documentation practice	Product knowledge: ingredients, pH, contraindications	16
12 - 14	Facial fundamentals lab I: cleansing/exfoliation/masks protocols	Facial theory: steps, contraindications, homecare	16
15 - 17	Facial fundamentals lab II: massage + advanced massage sequencing	Client care theory; documentation	16
18	Electricity & devices lab: LED/galvanic/HF intro; safety	Electricity theory; device indications/contraindications	16
19 - 20	Waxing lab I: facial waxing; sanitation; technique	Hair growth cycles; aftercare; reactions	16
21 - 22	Waxing lab II: body waxing; technique refinement; aftercare plans	Contraindications; consent & client communication	16
23	Makeup lab: sanitation; color matching; application	Color theory; hygiene; corrective concepts	16
24	Advanced intro (educational exposure): peels/microderm concepts + safety	Acne & aging theory; contraindications	16
25	Advanced protocols review; treatment planning; contraindications mastery	Ethics; recordkeeping; client privacy	16
26	Clinic begins: supervised services + timing + check-offs	Clinic documentation; sanitation audits	16
27	Supervised clinic: facials + skin analysis + retail recommendations	Business basics; scheduling; professionalism	16

28	Supervised clinic: waxing services + aftercare documentation	Intro to esthetics; MA professional standards	16
29	Supervised clinic: makeup services + consultation	MA laws/ethics module 1	16
30	Supervised clinic: mixed services; evaluations	MA laws/ethics module 2	16
31	Supervised clinic: advanced concept review (educational exposure)	Mock written exam 1 + review	16
32	Supervised clinic: rebooking/retention practice	Mock written exam 2 + review	16
33	Supervised clinic: practical check-offs + timing	State board practical steps (theory)	16
34	Clinic + final review; contraindications	Final theory review: A&P;/skin/infection control	16
35	Final clinic practice; complete check-offs	Mock written final	16
36	State board practical prep: mock practical + feedback	Final MA laws review + exam strategies	16
37	Final evaluations & graduation readiness	Exit exam + completion checklist	16

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Part-Time Evening Program – 600 Hours

Schedule: Mon - Fri 6:00pm–10:00pm | 30 Weeks | 20 Hours per week
(15 Minute break - 08:00pm - 08:15pm) *Breaks are not included in the 600 educational hours

Week	Hands-On / Practical	Column intended to stay empty	Modules	Column intended to stay empty	Hrs/ Wk
1 - 2	Orientation & professionalism		Intro to esthetics & MA laws		20
3 - 4	Infection control & sanitation		OSHA & infection control theory		20
5 - 6	Anatomy & Physiology – integumentary system		Cells, tissues, body systems		20
6 - 7	Skin structure, functions & disorders		Skin conditions & Fitzpatrick		20
8 - 9	Client consultation & skin analysis		Product knowledge & ingredients		20
10 - 11	Facial fundamentals: cleansing & exfoliation 1		Facial theory & contraindications		20
12	Facial massage techniques		Client care & documentation		20
13	Electricity & devices (LED, galvanic, HF)		Electricity theory		20
14	Waxing fundamentals: facial waxing		Hair growth cycles & aftercare		20
15	Waxing practical: body waxing		Contraindications & communication		20
16	Makeup fundamentals		Color theory		20
17	Advanced concepts (educational exposure)		Acne & aging theory		20

18	Advanced devices & protocols	Column intended to stay empty	Ethics & contraindications	Column intended to stay empty	20
19	Supervised clinic begins		Clinic documentation		20
20	Supervised clinic: facials		Professional practices		20
21	Supervised clinic: waxing		Business fundamentals		20
22	Supervised clinic: makeup		Retail & sales basics		20
23	Supervised clinic: mixed services		MA laws review		20
24	Supervised clinic: advanced review		Mock written exam		20
25	Supervised clinic: timing & retention		Exam strategies		20
26	Supervised clinic: practical check-offs		State board practical steps (theory)		20
27	Clinic & final advanced review		Final theory review		20
28	Final clinic practice		Mock written final		20
29	State board practical prep		Final MA laws review		20
30	Final evaluations & graduation prep		Exit exam		20

Part-time Weekend Program 600 Hours (Onsite Only)

Schedule: Wed & Sat 9:00am–5:30pm | 37.5 Weeks | 16 Hours per week

(30 Minute break - 12:30pm - 01:00pm) *Breaks are not included in the 600 educational hours

Week	Hands-On / Practical	Modules	Total Hours
1	Orientation, professionalism, school policies	Introduction to the laws of aesthetics and MA	16
2	Infection control and sanitation procedures	OSHA Theory & Decontamination	16
3	Anatomy and physiology (integumentary system)	Cells, tissues, and body systems	16
4	Structure and functions of the skin	Skin disorders and the Fitzpatrick scale	16
5	Customer inquiry and admission forms	Product ingredients and cosmetic chemistry	16
6	Skin analysis practice on models	Contraindications and treatment selection	16
7	Cleansing and exfoliation technique	Facial theory	16
8	Facial Massage Technique	Customer documentation and registration	16
9	Masks and finishing products	Acne theory	16

10	Complete facial protocol	Theory of aging	16
11	Facial time and preparation of the work area	Professional ethics	16
12	Practical facial assessment	Customer communication	16
13	Terapia LED	Theory of electricity	16
14	High frequency and galvanic	Contraindications	16
15	Safety and maintenance of the equipment	Infection control review	16
16	Basics of facial waxing	Hair growth cycles	16
17	Facial hair removal practice	Aftercare and reactions	16
18	Basics of body waxing	Communication and Consent	16
19	Body waxing practice	Professional practice	16
20	Makeup fundamentals	Color theory	16
21	Daytime makeup application	Product selection	16
22	Nighttime makeup and correction techniques	Retail and sales	16
23	Introduction to advanced treatments	Acne management	16
24	Concepts of chemical exfoliation	Managing aging	16
25	Clinical orientation	Clinical Documentation	16
26	facial clinical services	Business Fundamentals	16
27	Clinical waxing services	Customer retention	16
28	Clinical makeup services	Retail	16
29	Practical clinic for mixed aesthetic services	Review of MA laws	16
30	Advanced facial clinic	Advanced facial clinic	16
31	Body treatments	Maintenance Log	16
32	Machine-based services	Security review	16
33	Query domain	Written practice exam	16
34	full day spa simulation	Exam strategies	16
35	Practical skills assessment	Practical skills assessment	16
36	Practical exam	Final review of the theory	16
37	Final clinical practice and preparation for graduation	Final review of MA laws	16
37	Recovery hours, assessments, and preparation for departure	Final Exam Module	16

Compliance with Milady Standards

Milady is the institute's learning platform designed for beauty and esthetics education.

Platform Benefits:

- Accessible 24/7 on any device
- Enhances learning in both classroom and practical salon settings
- Supports preparation for the Massachusetts State Board exam
- Allows self-paced learning
- Students can revisit lessons and materials as needed for mastery

GRADING PROCEDURES:

- Maintain a written grade average of 75% or higher.
- Pass final written and practical exams.
- Make up any failed or missed tests/assignments.

Grading Scale:

- 90–100% = A (Excellent)
- 85–89% = B (Good)
- 75–84% = C (Average)
- Below 75% = F (Unsatisfactory)

Esthetics Program Structure

DESCRIPTION:

The Esthetics Course at BIE trains students in the principles of skincare, safety, professional conduct, and business skills. The program prepares students to pass state licensure exams and become competent in esthetics for career success.

OBJECTIVES:

Upon completion, graduates will:

- Project a positive attitude and self-confidence.
- Demonstrate professionalism and proper grooming.
- Communicate effectively with clients and colleagues.
- Apply scientific knowledge to perform skincare treatments.
- Understand essential job-related skills for career success.
- Continue professional development with current trends, techniques, and methods.

REFERENCES:

Comprehensive libraries, books, videos, and materials are available to support learning. Students are encouraged to use all resources.

TECHNOLOGY REQUIREMENTS:

- High-speed internet
- Laptop or desktop with camera/microphone (mobile devices not accepted)
- Zoom account
- Office-style desk/workstation

INSTRUCTIONAL METHODS:

- Sequential learning steps for theory, lab demonstrations, and hands-on clinical practice.
- Clinic equipment and products are industry-standard.
- Instruction includes lectures, visual aids, textbooks, and practical sessions.

GRADING PROCEDURES:

- Maintain a written grade average of 75% or higher.
- Pass final written and practical exams.
- Make up failed or missed tests/assignments.

Completion of Program within Designated Time

BIE Operating Hours:

- Monday to Friday: 8:00 AM – 5:00 PM
- Outside office hours by appointment only

Program Schedules Available:

- 16, 20, 40 hours per week (full-time and part-time options)

Schedule changes must be submitted in writing and approved by administration. Approved transfer hours are included in cumulative hours for SAP and maximum timeframe calculations.

Maximum Timeframe:

Students must complete programs within 150% of the program's contracted hours, based on a minimum of 67% attendance. Approved Leaves of Absence (LOA) extend the maximum timeframe by the LOA duration.

Program Minimum and Maximum Timeframes 600-Hour Esthetics Program

Hours/ Week	Minimum Time (Hours)	Minimum Time(Weeks)	Maximum Time (150%)	Maximum Time(Weeks)
16	600	16	900	24
20	600	30	900	45
40	600	40	900	60

Evaluation Procedures & Standards

- **Monthly informal SAP evaluations** track student progress.
- **Formal SAP evaluations**
- 600-Hour required | 300 hours 150% allowed

Students receive a **hard copy SAP report** at each evaluation. Evaluations allow students to correct academic or attendance deficiencies before midpoint or final evaluations.

Academic Progress Standards (SAP)

Boston Institute of Esthetics (BIE) evaluates student progress both qualitatively (academic performance) and quantitatively (attendance) to ensure successful completion of programs. This policy applies to all students and complies with DPL guidelines and U.S. Department of Education regulations. The SAP policy is included in the BIE School Catalog, available on our website and distributed at student orientation.

Quantitative and Qualitative Standards

Students must maintain:

- Minimum theory grade average: 75%
- Minimum practical/clinic worksheet average: 75%
- Minimum cumulative attendance: 67% of contracted hours

*Failure to meet these standards indicates unsatisfactory progress.

Grading Scale:

Score	Letter	Performance
90–100%	A	Excellent
85–89%	B	Good
75–84%	C	Average
<75%	F	Unsatisfactory

Practical/clinic work is graded and signed by instructors. A signature indicates a minimum 75% standard. Unsigned work indicates failure to meet minimum standards and requires remediation.

Determination of Progress Status

- Students meeting the minimum academic and attendance standards are considered **making satisfactory progress**.
- Students failing to meet SAP may have their **funding interrupted** unless on warning or probation.
- Students meet with instructors to review SAP reports and sign for acknowledgment

Warning, Probation, and Re-establishment

- **Students** not meeting SAP at a formal evaluation enter a warning period. Third party funding eligibility continues during this period. (if applicable)
- **Probation:** If SAP is still unmet after the warning, students are placed on Probation. Third party funding may be suspended if progress is not achieved.
- **Re-establishment:** Students may regain SAP status by meeting minimum attendance and academic standards at the next evaluation.

Appeals:

- Students may appeal SAP determinations in writing within **5 business days**.
- Appeals require documentation of mitigating circumstances (e.g., illness, injury, death in family).
- Approved appeals result in **probation status** and reinstatement of aid.

Leave of Absence (LOA)

- LOAs must be requested in writing with BIE LOA form, except in unforeseen circumstances.
- LOA duration extends the student's contract and maximum timeframe by the same number of days.
- LOA cannot exceed **180 days in a 12-month period** **Students returning from LOA resume the program in the same SAP status.**
- **LOA may affect tuition funding; students must meet with a school Advisor before approval.**

Certification

Upon completion of the program, students will obtain a certificate.

This certificate confirms that the student has completed all required theoretical and practical training hours in accordance with the Massachusetts State Board of Cosmetology regulations and is eligible to apply for the state licensing examination.

Re-admission Policy

- Students dismissed may reapply after **3 months (90 days)** on **probationary status**.
- Students withdrawing may re-enroll in the same SAP status as prior to withdrawal.

Non-Credit & Remedial Courses

- Non-credit courses, incomplete, or remedial courses do not affect SAP evaluation or standards

Assessment & Progress Reporting

At **Boston Institute of Esthetics (BIE)**, student evaluations are conducted at designated points throughout the program, in accordance with the **Satisfactory Academic Progress Policy (SAP)**. Students are assessed on **theory, practical/clinic performance, and attendance**.

Progress reports summarize the student's **cumulative hours to date** and indicate whether they are **meeting satisfactory progress standards**. Theory and practical work are graded as completed.

Grading Scale – Theory, Practical, & Clinic:

Score	Grade	Performance
90–100%	A	Excellent
85–89%	B	Good
75–84%	C	Average
74% & below	F	Unsatisfactory

Make-Up Examination Policy

Make-up tests are conducted **weekly**. Students must coordinate with their instructor to schedule retesting.

Program Completion Requirements

To graduate, students must complete the following **clock hours**:

- **600-Hour Esthetics Program:** 600 hours

Graduation requirements include:

1. Passing **all theory and practical exams** with a grade of **75% or higher**.
2. Maintaining a minimum attendance of **67%**.
3. Completing all program hours within **150% of the contract time frame**.
4. Full payment of **tuition and fees**.

Career Placement Support

BIE provides students with **resources and information on job opportunities**. While employment cannot be guaranteed, the Institute connects students with professionals such as **Registered spa owners, and salon managers**.

Professional Career Pathways

Esthetics Careers

After graduating from an esthetics (esthetician) school, there are a lot of career paths depending on your license level, interests, and whether you want to work for yourself or for a company. Here are some of the most common jobs:

- Licensed Esthetician
- Skin Care Specialist
- Facial Specialist
- Waxing Specialist
- Brow Artist
- Lash Specialist
- Make up Artist
- Acne Specialist & More!

Completion, Licensure & Placement Outcomes

Boston Institute of Esthetics (BIE) is committed to delivering the **highest quality education and training** for aspiring Estheticians. Our curriculum includes a **comprehensive State Board Review**, designed specifically to prepare students for success on their **State Board licensing exams**.

Our highly trained **educational team** and dedicated **administrative support staff** provide students with the skills and knowledge necessary to excel in the classroom and begin a successful career.

Completion, licensure, and job placement rates are reported to the state of Massachusetts.

Student Accommodation Information

Housing options are not available for students at this time.

Equal Opportunity & Non-Discrimination Policy

BIE does not discriminate against prospective or enrolled students based on sex, age, race, sexual orientation, political party, color, religion, or ethnic origin.

Accessibility & Disability Support Policy

BIE is committed to providing equal opportunities to all students and ensuring that our programs are accessible in compliance with:

- **Section 504 of the Rehabilitation Act of 1973**
- **Title III of the Americans with Disabilities Act of 1990**
- **All applicable state laws**

The **Institute Administrator** serves as the designated official and resource for students with disabilities, handling documentation, eligibility verification, and establishing **reasonable accommodations**.

Students requiring accommodations should contact

Administrator
Boston Institute of Esthetics (BIE)
1565 Broadway, Saugus, Massachusetts
Phone: 978-946-4243

Disclosure of a Disability is not required unless the student seeks accommodations. It is the student's responsibility to request services.

Reasonable Accommodations

A **reasonable accommodation** is a modification or adjustment to a **course, program, service, activity, or facility**, or the provision of **auxiliary aids or services**, allowing a qualified student with a disability to access the program and achieve the same level of performance as other students.

In determining reasonable accommodations, BIE considers

- Barriers resulting from the **interaction between the documented disability and the program's environment**
- Possible accommodations to **remove or reduce barriers**
- Whether the student can access courses or services **without accommodations**
- Whether accommodations **compromise essential elements** of the program

Examples of reasonable accommodations include, but are not limited to:

- Books on tape or accessible formats
- Study materials provided in advance
- Extra study or exam completion time
- Advance notice of class schedules
- Note takers or interpreters
- Adapted classroom equipment
- Modifications to academic requirements that **do not fundamentally alter the program**

Ethical Recruitment Policy

Boston Institute of Esthetics (BIE) does not admit students who are currently enrolled in or admitted to another school offering a similar program of study.

Immunization Guidelines

BIE recommends that students complete the Hepatitis B series, COVID-19 series and Tuberculosis vaccination prior to admission. For more information, students may contact the Massachusetts Department of Public Health.

Student Privacy & Records Policy (FERPA)

Each student, or parent/guardian of a dependent minor, has the right to inspect their records under supervision of the Director or an Instructor.

Boston Institute of Esthetics (BIE) protects the privacy of all student education records in accordance with the Family Educational Rights and Privacy Act (FERPA). Student information may not be released without written consent from the student or parent/guardian for dependent minors

Directory-type information, including

- Name, address, phone number
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees, awards, and graduation date
- Previous schools attended

... Will not be published without written permission

Exemptions include information requests related to accreditation, authorized staff, subpoenas, or regulatory agencies. Student files are maintained for five years

Information Disclosure Policy

Student records are released only with written authorization from the student (or parent/guardian for minors). The authorization form is kept in the student's record and must specify the parties authorized to receive the information.

Certain entities have legal access to student records without consent, including:

- U.S. Department of Education representatives
- BIE's accrediting agency (Milady/ CIMA)
- Massachusetts Department of Financial and Professional Regulation
Massachusetts Department of Professional Licensure (DPL)

A record of the review date and party will be placed in the student's file

Data Protection & Information Security Policy

Definitions:

- **Students** are individuals applying to BIE.
- **Non-public** personal information includes:
 - Name, address, and Social Security number
 - Financial institution and account information
 - Enrollment application data
 - Consumer report information

BIE implements a comprehensive information security program to safeguard student information from unauthorized disclosure, misuse, or loss

The School Manager oversees the program and conducts a risk assessment at least once every three years, covering:

Employee training and management

- Network and software design, data storage, and transmission
- Methods to detect, prevent, and respond to attacks or system failures

Student records are maintained in accordance with **FERPA, federal and state laws, and accreditation requirements.**

Record Retention Policy

All student records are permanently maintained by BIE.

Student Guidance & Support

BIE administration and instructors are available to advise students on

- Classroom and clinic training
- Attendance and professional conduct
- Appearance and professional attitude

Personal advising is provided to all students throughout their training
Are absent for 14 consecutive calendar days (the termination process begins)

Code of Conduct & Disciplinary Policy

Fail to adequately complete assignments; a minimum 75% GPA is required in theory and clinical work
Engage in misconduct or violate school policies

Prohibited behavior includes:

- Use of drugs or alcohol on school premises
- Profanity, vandalism, or theft
- Firearms, and weapons of any kind
- Verbal or physical threats toward students, clients, or staff

Disciplinary process

One written warning; next offense may result in suspension
Expulsion is permanent.

Students are expected to treat BIE, staff, clients, and peers with respect at all times.

Campus Safety & Security Guidelines

Awareness is key to preventing crime. Students are encouraged to:

Be aware of their surroundings and authorized personnel

- Lock personal belongings and vehicles
- Utilize lockers and security systems

Security cameras monitor entrances, product stations, cash areas, and classrooms, excluding areas where privacy is expected. All suspicious activity should be reported to staff. BIE is not responsible for lost or stolen items.

Substance Abuse Prevention Policy

Boston Institute of Esthetics (BIE) is committed to compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and expects all staff and students to adhere to these standards.

Policy Overview:

Prohibited Conduct: All staff and students are strictly prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol while on school property or participating in school-related activities.

- This prohibition also applies to individuals holding a state-issued medical marijuana card.
- Violation of this policy may result in disciplinary action, including expulsion or termination.

BIE instructors and students operate FDA-registered equipment, which require full attention and a clear mind for safe and effective use.

Legal Awareness

Misuse of controlled substances, alcohol, or illegal drugs is subject to local, state, and federal laws.

- Agencies such as the local Police, DEA, FBI, U.S. and Customs enforcement drug laws nationally.
- Crimes include possession, selling counterfeit substances, or being present where drugs are used.

Warning Signs of Substance Use:

Staff and students should report suspected substance abuse to the school administrator if any of the following behaviors are observed Sudden mood or attitude changes

- Declining performance at school or work
- Resistance to discipline
- Conflicts with family or peers
- Unusual temper flare-ups
- Frequent borrowing of money
- Heightened secrecy or isolation
- Rapid changes in social circle

Support & Counseling:

If a substance issue is identified, BIE will counsel the student and/or family regarding professional treatment options. Records of counseling are kept confidential. Treatment costs are the responsibility of the student or staff member. In cases of immediate danger to self or others, local authorities will be contacted.

Offense	First	Second	Third
Possession	1 year	2 years	Indefinite
Sale	2 years	Indefinite	–

Eligibility can be restored by completing a **qualified drug rehabilitation program**, which must include at least **two unannounced drug tests** and meet one of the following criteria

- Approved by a federal, state, or local government program
- Recognized by a federally or state-licensed insurance company
- Administered by a licensed hospital, health clinic, or medical doctor

Resources:

- Massachusetts Substance Abuse Helpline: **800-327-5050**, helpline-online.com
- National Alcohol Abuse Hotline (24/7): **800-234-0420** or **800-252-6465**

Emergency Response Procedures

In a medical emergency, notify the nearest staff member and dial 911

- Do not move an injured person unless absolutely necessary.
- Follow universal precautions for blood or bodily fluids

Locker Usage Policy

- Students are assigned lockers and must provide their own lock.
- Only one locker per student.
- Food and drinks are not permitted.
- Random locker inspections may occur.

Student Training Kit Policy

Each student receives a training kit, which is their responsibility to maintain. Kits and textbooks are non-refundable once received. Additional professional items may be purchased at the student's expense

Program Kits Include:

600 Hour Esthetics Program:

- Kit: \$3,000 | Books: \$400
- Includes: Uniforms, Milady's Standard Fundamental, Esthetics Exam Review Book, Exfoliant, Cleanser, Mask, Toner, Massage Cream, Moisturizer, Makeup Kit, Brow kit, Wax kit, Dermaplanning kit, Eye lash extension kit.

Uniform & Dress Standards

Uniform Requirements:

- Women: Uniform provided by the school – professional top, pants, socks, and shoes
- Men: Uniform provided by the school - professional shoes
- Wear street shoes into school
- No tank tops, stretch pants, shorts, bathing suits, hats, hoodies or flip-flops
- Stockings or socks required

Personal Appearance Standards

- Hair must be pulled back
- No colored nail polish; nails and hands must be clean
- Minimal jewelry; no dangling or heavy pieces
- Deodorant required; no perfume

-
- Maintain oral hygiene
 - Clean shoes and uniform daily
 - Wash hands before and after servicing clients and after using the restroom

Additional Institutional Policies

Phone Calls:

- Personal calls allowed during breaks; cell phones off during class and clinic
- Emergency calls go through the front desk

Lunch:

- Bring a light, bagged lunch; refrigerators are for perishable items only

Parking:

- Do not park directly in front of the building; lock vehicles and keep valuables out of sight

Smoking:

- No smoking inside; permitted offsite during breaks or in vehicles with proper disposal

Duties:

- Students maintain cleanliness of clinic and classroom areas; duties are checked weekly

Student Services:

- Services provided only after completing clinic and classroom assignments
- Name tags must be worn during clinic hours
- No profanity

Student Complaints & Grievance Procedure

Internal Complaint Policy:

- Complaints must be submitted in writing to Ana De Los Santos (Director) or Sam Valera (School Manager)
- The school responds within 10 days and investigates the issue
- Complaints are reviewed by the school complaint committee (Director, Manager + 2 instructors) within 21 days
- Resolution communicated within 15 days
- For further action, students may contact the following agency:

Licensing Board

**Division of Registration, Board of
Cosmetology/Electrology,
1 Federal st Suite 600 Boston, MA 02110,
P: 617-727-9940, F: 617-727-4095**