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APPROVED AND REGULATED BY THE
COLORADO DEPARTMENT OF HIGHER EDUCATION,
PRIVATE OCCUPATIONAL SCHOOL BOARD

BY ELECTROLOGY LABORATORY, INC., A COLORADO CORPORATION

(ESTABLISHED 1948)

VA Edition Only

I hereby certify that this catalog is true and correct in content and policy.

Signature: _____

A handwritten signature in black ink, appearing to be "R. G. Johnson", is written over a horizontal line.

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TABLE OF CONTENTS.....	2
INTRODUCTION.....	3
MISSION STATEMENT AND PHILOSOPHY	3
FACULTY AND ADMINISTRATION	4
CLASS SCHEDULE.....	5
ENTRANCE ELIGIBILITY	6
REGISTRATION & REGISTRATION FEE.....	7
ATTENDANCE POLICES AND SCHOOL PROCEDURES	7
PLACEMENT ASSISTANCE	8
EXAMINATION AND GRADING STANDARDS.....	8
WITHDRAWAL READMITTANCE AND PROBATION POLICIES	8
FACILITIES, EQUIPMENT AND TEACHING AIDS	9
STAND ALONE COURSE SCHEDULE AND TUITION.....	10
TRAINING FORMAT.....	11
CERTIFICATION	12
REFUND POLICY.....	12
STUDENT GRIEVANCE PROCEDURE	13
TITLE 38, USC 3679e, THE COLMERY ACT.....	13
STUDENT COMPLAINTS.....	14
POSTPONEMENT CLAUSE.....	14

INTRODUCTION

The Rocky Mountain Laser College (RMLC) wants to thank you for your interest in aesthetic laser training. We are pleased to announce the nation's first "certified laser training" that is approved and regulated by the **Colorado Department of Higher Education – Division of Private Occupational Schools**. The college offers many exciting and different courses to choose from.

Our courses are designed to increase your knowledge in the field of laser aesthetics. Having this more in-depth training will not only aid in your ability to assist your clients, but also add to your professionalism and your good standing in the allied health and medical fields. Our unique courses offer on-line didactic training, clinical classroom training and one-on-one "hands-on" laser applications on live models.

RMLC graduates will have working knowledge in providing quality care to their clients. RMLC will expose the students to practicing laser specialists, aestheticians, manufacture reps and other professionals who will familiarize the students with the demands involved in aesthetic laser applications. The RMLC staff firmly believes that the field of aesthetic laser offers a very rewarding profession and professional fulfillment. The field of aesthetic laser is constantly changing as new advances in techniques and methods continue to be developed. The RMLC is "**dedicated to excellence**" providing professional, ethical and competent training.

Upon completion of our featured course, graduates will be presented with a certificate bearing the credentials **Certified Laser Specialist**[®] (CLS). This coveted trademark is registered with the United States Patent and Trademark Office (USPTO) and is the property of RMLC and is only given to those who graduate from the Rocky Mountain Laser College.

The RMLC was founded with the idea of providing quality service and training with honest, sincere and expected results. The RMLC is owned by Electrology Laboratory, Inc. whose officers are Ray Fluken, president, Jody Riggs Fluken, shareholder and Jessica Riggs, Vice President. Today, as a leader in the aesthetic laser industry, the RMLC displays the same ethics and expertise that started over 73 years ago and that has built it to its current level of success.

MISSION STATEMENT AND PHILOSOPHY

"Providing quality service and training with honest, sincere and expected results."

FACULTY AND ADMINISTRATION

The staff at RMLC believes that the art of teaching aesthetic laser is truly a privilege. They have enjoyed their chosen field and its benefits, and likewise, find great pleasure in sharing their career with those whom want to learn the skills of aesthetic laser applications. It is their goal to meet the highest standards of professionalism.

The RMLC staff value their own training and are dedicated to higher learning in the practice of laser as a service within a vital and challenging allied health field. We will stress professionalism, knowledge and competence throughout our programs, and will provide a learning atmosphere which will enable each student to meet their personal and professional goals.

Jessica Riggs, CLS.Instructor/Owner
Jessica Cozzi, CLS..... Instructor
Ronnie Rubenstein..... Administrator
Connie Marshall..... Administrator
Ray Fluken.....College Director/Owner
Jill Sohayda, M.D.Medical Director
Hal Bruno, ESQ..... Legal Council

CLASS SCHEDULE

Full time Students: Monday through Friday 8:30am – 5:00pm; Saturday 8:30am – Noon. 1 hour lunch daily.

When an unexpected closure occurs due to extraordinary weather conditions, students will be notified as soon as possible by phone, text or email. Classes are not held on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Course classes are conducted once a month, January through December. Online course allotted time for completion can depend on the student's prior education and experience.

2021 CLASS CALENDAR

January 40-HOUR INTERMEDIATE LASER/IPL COURSE 100-HOUR POST GRAD LASER HANDS-ON COURSE	Start Date Jan18 Jan 13 and	End Date Jan 23 Jan 27
February 40-HOUR INTERMEDIATE LASER/IPL COURSE 100-HOUR POST GRAD LASER HANDS-ON COURSE	Start Date Feb 15 Feb 10 and	End Date Feb 20 Feb 24
March 40-HOUR INTERMEDIATE LASER/IPL COURSE 100-HOUR POST GRAD LASER HANDS-ON COURSE	Start Date Mar 15 Mar 10 and	End Date Mar 20 Mar 24
April 40-HOUR INTERMEDIATE LASER/IPL COURSE 100-HOUR POST GRAD LASER HANDS-ON COURSE	Start Date Apr 19 Apr 14 and	End Date Apr 24 Apr 28
May 40-HOUR INTERMEDIATE LASER/IPL COURSE 100-HOUR POST GRAD LASER HANDS-ON COURSE	Start Date May 17 May 12 and	End Date May 22 May 26
June 40-HOUR INTERMEDIATE LASER/IPL COURSE 100-HOUR POST GRAD LASER HANDS-ON COURSE	Start Date Jun 17 Jun 12 and	End Date Jun 22 Jun 26
July 40-HOUR INTERMEDIATE LASER/IPL COURSE 100-HOUR POST GRAD LASER HANDS-ON COURSE	Start Date July 14 July 9 and	End Date July 19 July 23
August 40-HOUR INTERMEDIATE LASER/IPL COURSE 100-HOUR POST GRAD LASER HANDS-ON COURSE	Start Date Aug 16 Aug 11 and	End Date Aug 21 Aug 25
September 40-HOUR INTERMEDIATE LASER/IPL COURSE	Start Date Sept 13	End Date Sept 18

100-HOUR POST GRAD LASER HANDS-ON COURSE	Sept 8	Sept 22
October	Start Date	End Date
40-HOUR INTERMEDIATE LASER/IPL COURSE	Oct 18	Oct 23
100-HOUR POST GRAD LASER HANDS-ON COURSE	Oct 13 and	Oct 27
November	Start Date	End Date
40-HOUR INTERMEDIATE LASER/IPL COURSE	Nov 15	Nov 20
100-HOUR POST GRAD LASER HANDS-ON COURSE	Nov 10	
December	Start Date	End Date
40-HOUR INTERMEDIATE LASER/IPL COURSE	Dec 13	Dec 18
100-HOUR POST GRAD LASER HANDS-ON COURSE	Dec 8	

ENTRANCE ELIGIBILITY

Qualification for admission to RMLC, in the State of Colorado:

1. Must be eighteen (18) years of age on or before the date of graduation.
2. RMLC approval of COE with adequate Post 9/11 benefits.
3. COLORADO residents must hold a Cosmetologist or Esthetician license or be a licensed medical professional.

The RMLC does not discriminate on the basis of race, creed, color, age, national origin, sex, disability, veteran status or marital status in admission and access to, treatment provided and employment in, its educational programs and activities. The RMLC takes affirmative action to provide equal opportunity to all students, models and employees.

The evaluation of previous post-secondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

The RMLC does not guarantee the transferability of its credits to other institutions unless there is a written agreement with the other institution.

Apprenticeship councils do not accept training from trade schools for advanced placement if program is in the apprenticeship area.

Training is offered the 3rd week of each month and enrollment is required 1 month prior to class date based upon availability.

REGISTRATION AND REGISTRATION FEE

RMLC approval of COE with adequate Post 9/11 benefits. All fees and books are included.

Advance registration is imperative - late registrations are not encouraged. Please apply for enrollment 1-month prior to start date by submitting a completed application agreement. The Enrollment Agreement can be submitted by any of the convenient methods below.

1. **Mail:** RMLC – 8015 W Alameda, Suite 200, Lakewood, CO 80226
2. **Online:** www.RockyMountainLaserCollege.com
3. **In person:** Make an appointment with the office by contacting the college.

Upon receipt of the Enrollment Agreement, the RMLC administrators will review the application and arrive to a decision to accept the applicant. All those accepted are invited to visit the RMLC for a personal interview, tour of the RMLC and meet the faculty and administrative staff. RMLC encourages prospective or in-state students to visit the college if possible.

ATTENDANCE POLICIES AND SCHOOL PROCEDURES

1. School hours are 8:30am to 5:00pm. Each student must attend promptly and completely for all sessions. No absences will be excused, students must attend every day.
2. Each student must sign attendance roster each day in accordance with DPOS regulations.
3. Unexcused absences will not be tolerated and will lead to taking the course again.
4. All students must wear appropriate casual work attire. Students not dressed appropriately will not be permitted to work upon models. Medical scrubs are suggested.
5. Incoming calls are permitted only in the case of an emergency.
6. **NO SMOKING** is permitted on the RMLC premises. Designated smoking areas are outside of the building.
7. Study requires diligent and exacting application of a student to his/her work. This can best be done in harmonious surroundings. Any student, who by gossip or action causes discord among his/her fellow students, may be subject to dismissal.
8. Everyone will be graded on hygiene. The potential professional must realize that they will be interacting with models daily and should be concerned with good hygiene.
9. Persistent violation of these rules will be considered sufficient grounds for permanent expulsion without redress. The right to expel a student for violation of school rules is therefore reserved by the school and is final.
10. Any deviation from an acceptable behavior, such as cheating, stealing, vandalism, alcohol or drug use during class or use of abusive language, will subject the student to expulsion.
11. The RMLC is not responsible for personal property.
12. In the event the instructors determine a student's progress is unsatisfactory, the director will determine the nature (language barrier, aptitude and attitude, etc) of the unsatisfactory progress and will offer a refund per the RMLC refund policy.
13. Students who are suspended or dismissed for unsatisfactory grades or progress will not be re-admitted to the college and will receive a refund per the RMLC refund policy.

The school reserves the right to change these rules at any time. All such changes will be posted. The method of determining the official date of termination is based on the board's decision (absolute

relevance). Upon enrollment, the students have embarked on a professional career and are asked to conduct themselves accordingly.

JOB PLACEMENT ASSISTANCE

The RMLC **does not offer placement assistance**. However, we will offer counsel on being a working aesthetic laser professional and on starting a business.

THE RMLC DOES NOT GUARANTEE JOB PLACEMENT.

EXAMINATION AND GRADING STANDARDS

Students are notified of their daily quiz grades at the end of each day. The final testing grade will be based on the students' final examination results. A failing grade means the course must be repeated before a certificate is issued, there may be additional costs.

<u>GRADE</u>	<u>NUMERICAL GRADE</u>
Excellent	90-100
Good	80-90
Average	70-80
Failure	Below 70

Student records are kept on site at the RMLC. Records contain pre-test and final exam, CLS certificate, safety certificate and transcript with final grade percentage, and are also given to the student.

WITHDRAWAL, RE-ADMITTANCE AND PROBATION POLICY

Students wishing to cancel the RMLC Enrollment Agreement are requested to inform the RMLC in writing. Notice of cancellation must be in writing and emailed to:

INFO@ROCKYMOUNTAINLASERCOLLEGE.COM

Refunds, if any, will be made within 30 days from receipt of cancellation notice. Monies paid for personal books and supplies that are not required by the College are non-refundable. Please refer to REFUND POLICY heading.

1. If a student is dismissed for violation of the attendance policies and/or school procedures, there will be a refund in accordance with the RMLC refund policy.
2. The RMLC gives tests each morning to all students, and test scores are reviewed with the students daily. Unsatisfactory daily test score of less than 70% will put the student on academic probation. Since this is a short course, the student only has 2 days to raise their daily test score to above 70%. If the student does not/cannot maintain academic standards the student will be removed from the program and refunded tuition in accordance with the RMLC refund policy.

FACILITIES, EQUIPMENT AND TEACHING AIDS

The Rocky Mountain Laser College (RMLC) is located in Lakewood Colorado just 10 minutes west of Downtown Denver, 2 minutes from Belmar Shopping Center and 45 minutes from Loveland Ski Resort.

Lakewood is comprised of many upscale retail stores, restaurants and full-scale spa facilities. The college provides a professional atmosphere, with professional rooms for didactic, clinical and comprehensive learning.

All classes are held at the Rocky Mountain Laser College, 8015 W Alameda Ave, Suite 220, Lakewood, CO 80226

Inventory:

Individual Desks and chairs for students and instructors
Private Offices and Board Room
Dry Erase White Boards
1 – 65" TV Screens
6 - Complete Treatment Rooms (including 20 different lasers)
2 - Lab stations

Teaching aids, material and supplies used:

11 Power Point presentations, including before and after client photos
Skin and Hair (Laminated) Charts – Human Anatomical Educational Models
Hands-on assistance with 6 instructors

Textbooks referenced:

American Society of Laser Medicine and Surgery
Fitzpatrick's Dermatology in General Medicine

Reference Materials Used:

Aesthetic Laser Course

Procedures in Cosmetic Dermatology: Lasers and Lights, 3rd Edition 2013 – Jeffrey S Dover, Murad Alam, George Hruza, Matthew Avram
Introduction to Lasers – Jessica Riggs/Rocky Mountain Laser College
Laser Safety – Ray Fluken/Rocky Mountain Laser College
Laser Physics –Ray Fluken/Rocky Mountain Laser College
Laser Hair Removal – Jessica Riggs/Rocky Mountain Laser College
Laser Tattoo Removal – Jessica Riggs/Rocky Mountain Laser College
Laser Skin Rejuvenation, Color and Texture– Jessica Riggs/Rocky Mountain Laser College
Laser Skin Rejuvenation, Tightening – Ray Fluken/Rocky Mountain Laser College

STAND ALONE COURSE SCHEDULE / TUITION

Course cost includes tuition. RMLC workbooks, work sheets and handouts are extra cost.

CLASSROOM COURSE:	40-HOUR CERTIFIED LASER SPECIALIST (CLS) COURSE
COURSE COST:	\$5,000.00
WORKBOOK and HANDOUTS	\$250
COURSE LENGTH:	6-DAY
AWARD:	CLS CERTIFICATE
CONTACT HOURS:	THEORY: 24 LAB: 16 TOTAL: 40
TRAINING UNITS:	1, 2, 3, 4, 5, 6
COURSE OBJECTIVE:	THIS COURSE IS DESIGNED FOR THOSE WHO DO NOT HAVE PRIOR LASER EXPERIENCE. THIS COURSE TEACHES LASER PHYSICS, LASER SAFETY, SKIN TYPES, HAIR BIOLOGY AND GROWTH CYCLES. STUDENTS WILL LEARN TO DETERMINE THE PROPER AMOUNTS OF ENERGY AND TREATMENT PROTOCOLS IN HANDS ON SESSIONS ON LIVE MODELS.

LASER/IPL TRAINING UNITS

Unit 1 – LASER SAFETY AND LASER PHYSICS – This unit instructs students in the importance of **laser safety and physics**. This must be taken first for the safety of both the student and the instructors.

- *Laser Safety* — OSHA regulations, nominal hazard zone, proper eyewear and posted signage
- *Terminology* – For lasers and light based devices
- *Laser Physics* - What makes the laser work
- *Laser/IPL* - Differences and uses for each

Unit 2 – CLIENT SELECTION, TISSUE INTERACTION AND CONTRAINDICATIONS – This unit instructs students the aspect of **providing a treatment that is both effective and tolerable**. Students will be able to observe tissue interaction in relation to the laser treatment, prior to hands-on application.

- *Client Selection* — Which clients will or will not benefit
- *Tissue Interaction* — What to expect on the skin during and after treatment
- *Client Observation* — Observing laser treatments prior to hands-on training
- *Contraindications* — Treatment precautions and photosensitive drugs and disorders

Unit 3 – SKIN TYPING, HAIR BIOLOGY AND GROWTH CYCLES – This unit instructs students to determine a **client's skin type**, which is a necessity in providing an effective laser treatment. Students will learn **hair biology and growth cycles**, then learn to determine which energy level should be used in treating clients.

- *Hair / Skin Biology* — The parts of the hair and skin
- *Hair / Skin Analysis* — What type of hair and skin will benefit most
- *Hair Growth Cycles* — Anagen, catagen, and telogen hair cycles
- *Types of Skin* – Full Study of Fitzpatrick Skin Type Scale

Unit 4 – LASER PARAMETERS AND CHROMOPHORES – This unit instructs students on the importance of determining the **proper amounts of energy**, depth of penetration and what the laser is attracted to (chromophore) in respect to the client's skin and hair type.

- *Laser Parameters* — Learning the settings of your laser
- *Spot Size* — How to control treatment efficacy via the depth of penetration
- *Pulse Duration* — How to control treatment efficacy via the beam time
- *Laser Chromophores* — What attracts or repels the laser energy/fluence and why

Unit 5 – LASER PROTOCOLS – This unit instructs students on the types of lasers and their uses

- *Different types of lasers and what they can do*
- *Permanent versus maintenance treatment protocol*
- *Different types of lasers settings for different areas of the body*
- *Cleaning and sterilization of the lasers*

Unit 6 – CLIENT CARE – This unit instructs students to understand how to interact with the client during the initial consultation and how to **treat a client** before, during and after the treatment, which will make the aesthetic laser process easier for both practitioner and client.

- *Client Consultations* – Proper medical history and contraindications
- *Photos* – The importance of before and after pictures
- *Client care* – Pretreatment options, client draping, cleanliness and sterilization
- *Topical Applications* — Prescription topical anesthetics explained
- *Hands-On Practice* — Working in detail with the client
- *Post Treatment Care* – Ointments, dressings and post treatment instructions

CERTIFICATION

Student will be awarded certificates upon completion of:

1. The student must have completed the required hours of instruction.
2. The student must have a passing grade on the final exam.
3. The student must be free from all indebtedness to the RMLC.

40-HOUR INTERMEDIATE LASER/IPL COURSE - **State approved Certified Laser Specialist (CLS)**

100-HOUR POST GRAD LASER HANDS-ON COURSE – **Certificate of completion**

REFUND POLICY

NON-ACCREDITED COURSES IN ACCORDANCE WITH VA REGULATION 21.4255-1

Students not accepted by the school and students who cancel the contract by notifying the school within three business days are entitled to a full refund of all tuition and fees paid. If any students withdraw after three business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid including the registration fee in excess of \$10.

In the case of students withdrawing after commencement of classes, the school will retain a cancellation fee plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

REFUND TABLE FOR VETERAN STUDENT(S)

<u>Student withdrawal/termination within</u>	<u>Entitled to refund</u>
10% of program completed	90% Refunded
20% of program completed	80% Refunded
30% of program completed	70% Refunded
40% of program completed	60% Refunded
50% of program completed	50% Refunded
60% of program completed	40% Refunded
70% of program completed	30% Refunded
80% of program completed	20% Refunded
90% of program completed	10% Refunded

1. The student may cancel this contract at any time prior to close of the third business day after signing the enrollment agreement.
2. The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

4. Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed in writing with the Division of Private Occupational Schools of the Colorado Department of Higher Education. The Division shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school.

Title 38, USC 3679(e), The Colmery Act

Sec. 103 states: Disapproval for purposes of educational assistance programs of Department of Veterans Affairs of certain courses of education that do not permit individuals to attend or participate in courses pending payment: This provision would require that in order for a school or training program to be approved for GI Bill benefits they must adopt a policy that disallows the school or training program from imposing a late fee, denial of access to facilities, or other penalty against a veteran or eligible dependent due to a late payment of tuition and/or fees from VA.

This would only apply if the payments have not been received within 90 days of the beginning of the term and the Secretary would have the authority to waive this requirement. Schools would be allowed to require students to provide documentation to ensure that they are entitled to GI Bill benefits.

The restriction on penalties would not apply in cases where the student owes additional payment to the school beyond the amount of the tuition and fee payment from VA to the school. VA would have to make payments to schools no later than 60 days after receiving the tuition and fee certification from the school, and they would have to report semiannually to Congress any cases in which VA fails to make such payments within 60 days of certification.

The Rocky Mountain Laser College complies with VA Title 38, The Colmery Act by stating:

1. For each semester of enrollment, protection for covered individuals begins when the student provides the school with a COE or statement of benefit and requires that the school:
 - a. Cannot deny a student access to classrooms, libraries or other institutional facilities available to other students who have satisfied their tuition and fees.
 - b. Cannot make the student borrow money to cover the cost while waiting for payment.
 - c. Cannot charge a student a late fee or penalty.
2. Protection period ends when VA makes payment or 90 days after the date the school certified tuition and fees, whichever is earlier.
3. This policy applies to all Chapter 31 and Chapter 33 students

STUDENT GRIEVANCE PROCEDURE

RMLC is committed to mutual respect among all constituents of the college community. This commitment includes students, faculty, staff, and administration alike. In all concerns about fair treatment, we seek to work together to understand and address those concerns without having to resort to formal grievance procedures. When that is not possible, we are at all levels committed to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation provided in the process.

STUDENT COMPLAINTS

Student Complaints should be brought to the attention of the School Director to attempt resolution. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. The student must file a written complaint online with the Division of Private Occupational Schools at higherred.colorado.gov/dpos. All student complaints submitted to the Division must be in writing and shall be filed within two years after the student discontinues training at the school.

POSTPONEMENT CLAUSE

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- (a) Whether the postponement is for the convenience of the school or the student and;
- (b) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30-days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

GETTING STARTED

Please call the College at 1-800-314-4990 or email us at Info@RockyMountainLaserCollege.com to obtain your Enrollment Agreement Form.

This is for VA Students only

**THANK YOU FOR YOUR INTEREST IN LASER TRAINING AT
ROCKY MOUNTAIN LASER COLLEGE**