



**- MAIN OFFICE AND COLLEGE LOCATION -**

651 GARRISON STREET, 2<sup>ND</sup> FLOOR  
LAKEWOOD, CO 80215

**TOLL: 800.314.4990**  
**LOCAL: 303.237.9100**  
**FAX: 800.858.6487**

**[WWW.LASERLASER.COM](http://WWW.LASERLASER.COM)**

**[Lo@LASERLASER.COM](mailto:Lo@LASERLASER.COM)**

**COLORADO DEPARTMENT OF HIGHER EDUCATION, DIVISION OF PRIVATE  
OCCUPATIONAL SCHOOLS**

**AGENTS LICENSED BY THE COLORADO DEPARTMENT OF HIGHER EDUCATION  
DIVISION OF PRIVATE OCCUPATIONAL SCHOOL BOARD**

SUBSIDIARY OF:  
**ELECTROLOGY LABORATORY INC. (ESTABLISHED 1948)**

TABLE OF CONTENTS.....	2
MEMORANDUM - DIRECTOR OF SCHOOL OPERATIONS.....	3
MISSION STATEMENT AND PHILOSOPHY .....	4
FACULTY AND ADMINISTRATION .....	4
CURRICULUM: 40 - HOUR LASER TRAINING PROGRAM.....	5
CURRICULUM: 300 – HOUR ELECTROLOGY PROGRAM.....	6
ENTRANCE LIGIBILITY .....	6
TUITION .....	6
COURSE SCHEDULE .....	6
REGISTRATION FEE .....	7
REGISTRATION.....	7
ATTENDANCE POLICES AND SCHOOL PROCEDURES .....	7
WITHDRAWAL .....	8
READMITTANCE AND PROBATION POLICIES.....	8
EXAMINATION AND GRADING STANDARDS .....	8
CERTIFICATION .....	8
PLACEMENT ASSISTANCE .....	8
REFUND POLICY.....	8
STUDENT CONTRACT .....	10



## MEMORANDUM

FROM: DENNIS KOTELKO, MD – **MEDICAL DIRECTOR OF SCHOOL OPERATIONS**  
TO: PROSPECTIVE COLLEGE STUDENT / INTERN

*The Rocky Mountain Laser College (RMLC) and the Electrology Laboratory Inc. in Denver Colorado,* wants to thank you for your interest in laser hair removal training. We are please to announce the nations first “certified laser training”, approved by the **Department of Higher Education – Health Occupations.**

Congratulations on your decision to increase your knowledge in the field of laser hair removal by enrolling in our certified laser training program. Having this more in-depth training will not only aid in your ability to assist your patients, but also add to your professionalism and your good standing in the health and medical fields. This unique (**40 hours**) program offers both theory and “hands-on” laser applications. The total cost of this internship program is \$3,000.

The RMLC offers this extensive training to medical and cosmetic professionals. This expertise is supplied to those associated with the allied health field as well as the physicians in the field.

**NOTE:** In the state of Colorado professionals must work under the supervision of a Medical Doctor to operate a class IV medical device. The physician must be within a 30-minute radius.

Upon completion, graduates will be presented with a certificate bearing the credentials CLS (Certified Laser Specialist). This coveted trademarked is the property of the RMLC and is only administered to those who attend and graduate from the state certified laser hair removal program, under the **Department of Higher Education, Health Occupations.**

The RMLC was founded in April 1948, with the idea of permanently removing unwanted hair, yet leaving the skin smooth and undetected of any treatment. The company's mission was to provide quality service and training with sincere, expected results utilizing the era's state-of-the-art technology. Today, the RMLC as a leader in the laser hair removal industry displays the same ethics and expertise that started over 50 years ago and that has built it to its current level of success.

Lorenzo Kunze, M.E., is the President of the RMLC and an internationally renowned board certified medical electrologist, laser professor and laser specialist. Since 1971, Lorenzo has been associated with permanent hair removal (electrolysis and laser hair removal). During the past decade, Mr. Kunze has researched over 30 different laser hair removal machines and has now concentrated his efforts on what he perceives the best technology available. The RMLC has found several very powerful lasers available for hair removal and yet precise enough to leave the skin smooth and undetected of any treatment.

Lorenzo has never forgotten the mission of the RMLC and is constantly striving to provide his patients with the latest in technological advancements coupled with skill, knowledge and uncompromising dedication to excellence. Among his many accomplishments, Mr. Kunze is also a member in good standing of the following industry associations. For additional information please visit - [www.laserlaser.com](http://www.laserlaser.com) .

- ◆ American Society of Laser Surgery / Medicine
- ◆ Society of Clinical and Medical Hair Removal Specialists'
- ◆ International Guild of Professional Electrologists'
- ◆ Aesthetic Surgery Ed. & Research Foundation

## MISSION STATEMENT AND PHILOSOPHY

*"To provide quality service and training with honest, sincere and expected results. To develop and maintain proper knowledge, professional relationships and education to the public. Utilizing the newest state-of-the-art equipment and protocols available to medical, aesthetic and allied health professionals."*

Lorenzo Kunze, ME has made it his lifetime objective to educate, promote and elevate professionals', helping them achieve their ultimate goals. To manage, organize and cultivate a business in an impetus and prosperous manner. Devoting over 35 years building a successful career, consisting of cosmetic and medical applications designed to enhance the electrolysis/laser profession. Working and associating with medical physicians, electrolysis and medical educators and his peers', has greatly assisted Lorenzo in developing the proper medical protocol for hair removal professionals' that will carry the new laser technology into the new millennium.

Lorenzo's goal is to be on the cutting edge of medical technology and electrolysis education and at the same time learning, educating and serving the public. Consumers have recognized the psychological, cosmetic and medical rewards that are produced from his attributes and this has established an outstanding image, impeccable credibility and long-lasting confidence that will only solidify his mission statement of being "dedicated to excellence".

## FACULTY AND ADMINISTRATION

The staff at RMLC believes that the art of teaching hair removal 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 hair removal. 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 electrolysis and laser based hair removal 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.

RMLC graduates will have working knowledge in working with and providing quality care to patients/clients. RMLC will expose the students to; practicing laser technicians, dermatologists, electrologists, nurses, cosmetologists, aestheticians and other professionals who will familiarize the students with the demands involved in permanent hair removal. The RMLC staff firmly believes that the field of hair removal offers a very rewarding profession, which provides challenges and professional fulfillment. The field of electrolysis is a changing field as new advances in techniques and methods continue to be developed. The RMLC is "**dedicated to excellence**" providing professional, ethical and competent training.

RMLC is located in Lakewood Colorado near Denver and at the foothills of the Rocky Mountains. Lakewood is comprised of many upscale retail stores, "5 Star" restaurants and full-scale spa facilities. The college provides a professional atmosphere, with professional rooms for clinical practice. All classes are held at the Rocky Mountain Laser College, 651 Garrison Street – 2<sup>nd</sup> Floor, Lakewood Colorado 80215 – 800.314.4990 or 303.237.9100.

The faculty and administration of the **RMLC** is managed and supervised by the **Electrology Laboratory Inc.** and the **Department of Higher Education, Health Occupations**. The Board of Directors ensures that the staff of RMLC attains teaching standards and quality assurance standards. The administration faculty is listed below:

L. Lorenzo Kunze, M.E.....	President and Founder
Sherry Hevelone, C.L.S.....	College Administrator
Dennis Kotelko, M.D.....	National College Medical Director
Thomas Castellano, M.D.....	State Medical Consultant
Luis` Hernandez, M.D. ....	Medical Consultant, Spanish
Lalo Martinez, C.L.S.....	Mexican Laser Consultant
Lori Zarlengo, C.L.S. ....	Laser Aesthetic Group - Owner
Haze Griffith, C.L.S. ....	Purple Haze Laser – Owner
Jessica Riggs, C.L.S. ....	Assistant Instructor, Tattoo Training
Ted Snailum, C.P.A.....	Finance Consultant
Peter Goldstein, ESQ.....	Legal Consultant

## Laser/IPL Training Curriculum - (40, 50 and 100 hour training course)

**1. Lasers/IPL** - This course, which instructs students in the importance of laser **physics, safety, and any contraindications** which may arise in a treatment setting, must be taken first for the safety of both the student and the instructors.

- A. *Laser/IPL Physics — what makes the laser work?*
- B. *Laser Safety — treatment protocol and proper safety equipment*
- C. *Contraindications — treatment precautions in regard to lasers*
- D. *Laser/IPL differences and uses*
- E. *Hair, Tattoo, Veins, Wrinkles, Cellulite, Enlarged Pore, Skin Tag and Skin Tightening*

**2. Patients** – Finding the correct parameters for a patient is an essential 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.

- A. *Patient Selection — which patients will or will not benefit*
- B. *Tissue Interaction — what to expect on the skin during and after treatment*
- C. *Patient Observation — observing laser treatments prior to hands-on training*

**3. Hair and Skin** - Finding the correct parameters for the patient's skin and hair type is a necessity in providing efficacy of the laser. Students will learn to review **hair biology and growth cycles**, then learn to determine which energy level should be used in treating patients.

- A. *Hair Analysis — what type of hair will benefit most from laser treatments?*
- B. *Skin Analysis — what type of skin will benefit most of laser treatments?*
- C. *Hair Biology — histology of the hair*
- D. *Hair Growth Cycles — anagen, catagen, and telogen hair cycles*
- E. *Different Types of Hair — vellus, accelerated vellus, and terminal hair types*
- F. *Different Types of Inks — Indian, iron oxide and organic*

**4. Using Lasers** - Students will be instructed on the importance of determining the proper amounts of **energy** (fluence, joules, laser attraction (chromophore), depth of penetration, skin relaxation time, and skin cooling in respect to the patient's skin and hair type.

- A. *Laser Parameters — learning the intensities of your laser*
- B. *Laser Wavelengths — the depth of penetration controls laser efficacy*
- C. *Laser Chromophores — what attracts or repels the laser energy/fluence and why*
- D. *Pulse Duration — how to control treatment via pulse duration*

**5. Laser Protocols** - Students will be able to understand how to interact with the patient during the initial consultation (phone or in-person). Explaining **treatment protocol** and patient scheduling.

- A. *Different types of lasers and what they work on*
- B. *Hair, Tattoo, Veins, Wrinkles, Cellulite, Enlarged Pore, Skin Tag and Skin Tightening*
- C. *Permanent versus Maintenance treatment protocol*
- D. *Different types of lasers for different areas of the body*
- E. *Physician Involvement — proper protocol when working with a physician*

**6. Patient Care** - Understanding how to treat a patient before, during and after the treatment will make the aesthetic laser **process** easier for both practitioner and clientele.

- A. *Pretreatment and Post Treatment Care*
- B. *Topical Applications — prescription topical anesthetics explained*
- C. *Hands-On Practice — working with the patient*
- D. *How to keep from getting sued*

**7. Marketing, Advertising, Insurance and Ethics** - Getting your **practice started, maintained and established** are all discussed in this segment. Each graduate will have different scenarios regarding their individual practices'.

- A. *Laser Marketing — how to market laser treatments and advertising budget*
- B. *Ethical Considerations — what you can and cannot do with medical lasers*
- C. *Insurance - Your CLS will allow you to obtain malpractice insurance*
- D. *Medical Director - how to get a medical director to be your sponsor*
- E. *Policies and Procedures — state and national policies and review*

Post training internship. Student is paired up with a Certified Laser Technician (CLS) graduate in a chair side environment. The instructor and/or the physician will direct student in treatments or treatment protocol. Lorenzo appreciates the fact that many of his students have developed into a **Mentor / Protégé** relationship.

## ENTRANCE LIGIBILITY

Qualification for admission to RMLC, in the Sate of Colorado

1. Must be eighteen (18) years of age on or before the date of graduation.
2. Must submit a copy of his/her high school diploma or equivalency (GED).
3. Must submit a \$500 registration fee along with a completed RMLC Contract. \$500 registration fee will be credited toward a full tuition or otherwise will be refunded as per the RMLC refund policy.

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

- No Credit for Previous Education
- No Transferability of Credit

## TUITION

Includes textbook, study guides, work sheets, tests, necessities and RMLC workbook.

1. Full tuition for the 40-Hour Programs are: \$4,000.
2. Full tuition for the 50-Hour Programs are: \$5,000.
3. Full tuition for the 100-Hour Programs are: \$9,000.
4. Full tuition for the 8-Hour Programs are: \$1,500.
5. Full tuition for the 4-hour Programs are: \$ 750.

## COURSE SCHEDULE

Program classes are conducted once a month from January through December. Depending on the state, prior education and experience of the applicant, the allotted time for completion of each program is as follows:

<b>100-Hour Laser Program</b> (All of the classes below)	<b>12</b>	<b>Days</b>
<b>40-Hour Laser Hair Removal Program</b>	<b>5</b>	<b>Days</b>
<b>50-Hour Laser Hair Removal Program</b>	<b>7</b>	<b>Days</b>
<b>8-Hour Advanced Tattoo Removal Program</b>	<b>8</b>	<b>Hours</b>
<b>8-Hour Advanced Vein Removal Program</b>	<b>8</b>	<b>Hours</b>
<b>8-Hour Advanced Skin Rejuvenation/Tightening Program</b>	<b>8</b>	<b>Hours</b>
<b>4-Hour Advanced IPL (Intense Pulsed Light) Program</b>	<b>4</b>	<b>Hours</b>
<b>4-Hour Advanced Wrinkle/Cellulite Removal Program</b>	<b>4</b>	<b>Hours</b>
<b>4-Hour Advanced Aesthetic Radio Frequency Program</b>	<b>4</b>	<b>Hours</b>

The RMLC will be closed: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Hanukkah / Christmas. The RMLC recognizes all Religious/Ethnic holidays.

## REGISTRATION FEE

A registration fee of **\$500** is required with the Application Contract. If you are accepted to attend the RMLC, the registration fee will then be applied toward tuition. This **fee covers the cost of textbook, insurance and materials required**. A full refund will be made to those not accepted.

## REGISTRATION

Advance registration is imperative - late registrations are not encouraged. Please apply for enrollment 1 month prior to start date by submitting a completed Application. The remaining monies due for training must arrive at the college 2 weeks prior to arrival date. The Application Contract and \$500 registration fee can be submitted by any of the convenient methods below.

1. Mail: RMLC – 651 Garrison Street, 2<sup>nd</sup> Floor – Lakewood, CO 80215
2. Phone, fax or email: 303.237.9100 - 800.858.6487-(fax) - [Lo@RMLC.org](mailto:Lo@RMLC.org)

3. In person. Make an appointment with the office by contacting the college.

- *VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER* -

Upon receipt of the contract, the RMLC administrators will review the application and arrive to a decision to accept the applicant. All applicants will be notified promptly in writing of their standing. All those accepted are invited to visit the RMLC for a personal interview, a tour of the RMLC and meet the faculty and administrative staff. RMLC encourages prospective or of state students to visit the College if possible.

## ATTENDANCE POLICIES AND SCHOOL PROCEDURES

1. School hours are 9 AM - 4:00 PM. Each student must attend promptly for all sessions, unless excused. The instructor must be notified of any intended absences.
2. Each student must mark his/her time on a roll card each day on arrival and departure.
3. Unexcused absences will not be tolerated. Excused absences will be accepted.
4. All students must wear appropriate casual work attire. Students not appropriately attired will not be permitted to work upon models. White smocks are suggested and are loaned to students upon request.
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 waiting room and patio areas.
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 interfacing with models daily, and should be concerned with employing 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.
10. Any deviation from an acceptable behavior, such as cheating, stealing, vandalism, or use of abusive language, will subject the student to termination.
11. The **RMLC** is not responsible for personal property. Lockers and locks are available upon request, at no charge to student.

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.

## WITHDRAWAL, RE-ADMITTANCE AND PROBATION POLICY

Students wishing to cancel the RMLC Application Contract are requested to inform the RMLC in writing. Note of cancellation must be mailed to: **Rocky Mountain Laser College**, 651 Garrison Street, 2<sup>nd</sup> Floor – Lakewood, CO 80215. Refunds, if any, will be made within 30 days from receipt of cancellation notice. Monies paid for personal books, supplies, and supplies are non-refundable. Please refer to REFUND POLICY heading.

1. If a student is terminated because of a violation of the attendance policies and/or school procedures there will not be a re-admittance and a refund will be accordance to the RMLC refund policy.
2. The RMLC does not have a probation policy at this particular time.

## EXAMINATION AND GRADING STANDARDS

Letter graded reports will be based on the students' examination results, classroom participation, laboratory skills, attendance and appearance. Students are notified of their writing after the final testing period. A course with a failing grade of (F) must be repeated.

### LETTER GRADE

A	(Excellent)
B	(Good)
C	(Average)
D	(Below Average)
F	(Failure)

### NUMERICAL GRADE

91-100
83-90
75-82
70-74
70-00

RMLC will progress feedback on a daily basis to recap lessons before end of day.

## CERTIFICATION

State approved **CERTIFICATE** and CLS credential will be presented upon the completion of:

1. A student must have a passing grade in each course of instruction.
2. The student must have completed the required hours of instruction.
3. The student must be free from all indebtedness to the RMLC.

## PLACEMENT ASSISTANCE

RMLC assists its graduates in locating employment opportunities, and offers advice on being a working professional electrologist and on starting a business. **THE RMLC DOES NOT GUARANTEE JOB PLACEMENT.**

## REFUND POLICY

**STUDENT COMPLAINTS:** Student complaints should be brought to the action of the school director in order to be resolved. If a student complaint cannot be resolved between the student and the school, a student may contact the Colorado Division of Private Occupational Schools at 303 894-2960. There is a two-year limitation of Division action on student complaints.

You will find the appropriate web-site links listed below to access both the Colorado Private Occupational Education Act of 1981 and the Division of Private Occupational Schools Rules and Regulations. It is your responsibility to have read and be familiar with both documents. If you do not have access to the Internet, please contact the Division of Private Occupational Schools at: 303.894.2960 – <http://www.state.co.us/dpos>

The **RMLC** refund policy, if any, will be made within 30 days of the date of cancellation. Monies paid for personal books and equipment is non-refundable. If you wish to terminate the **RMLC** Enrollment Agreement, you are requested to inform the **RMLC** in writing of your termination.

Notice of cancellation must be mailed: **RMLC**, 651 Garrison Street, 2<sup>nd</sup> Floor – Lakewood, CO 80215. A full refund of all monies paid if the school does not accept the applicant.

1. A full refund of tuition and fees paid if the applicant withdraws within 3 days after signing the contract or making an initial payment, provided that the applicant has not commenced training. After the 3 days there is a \$250 cancellation fee.
2. A full refund of tuition and fees paid in the event that the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same. This provision shall not apply if the school ceases operation.
3. That the school uses a method of determining the official termination dates of the student, which complies with the state board's established criteria.
  - (a) The date on which the school receives notice of the student's intention to discontinue the training program; or
  - (b) The date upon which the student violates published school policy, which provides for termination.

- (c) Refunds must be calculated on the last date of recorded attendance.
5. That except for retention of a cancellation charge not to exceed \$150 or twenty-five percent of the contract price, whichever is less, the policy for cancellation, settlement, and refund of tuition and fees provides for at least the following:
- (a) For a student terminating his/her training within the first ten percent of his/her program, the student shall be entitled to a refund of ninety percent of the contract price of the program exclusive of books, tools and supplies.
  - (b) For a student terminating his/her training after ten percent but within the first twenty-five percent of his/her program, the student shall be entitled to a refund of seventy-five percent of the contract price of the program exclusive of books, tool, and supplies.
  - (c) For a student terminating his/her training after twenty-five percent but within the first fifty percent of his/her program, the student shall be entitled to a refund of fifty percent of the contract price of the program exclusive of books, tools, and supplies.
  - (d) For a student terminating his/her training after fifty percent but within the first seventy-five percent of his/her program, the student shall be entitled to a refund of twenty-five percent of the contract price of the program exclusive of books, tools, and supplies.
  - (e) A student who has completed seventy-five percent of his/her program and has entered the final twenty-five percent shall not be entitled to any refund and shall be obligated for the full price of the program, which constitutes the maximum obligation.

**Postponement Clause:**

The School's policy regarding postponement of starting date and the effect on student's rights to a refund: "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.