



National Coalition of Estheticians,
Manufacturers/Distributors & Associations



**NCEA Approved Training Facility
& Testing Center Information
With Letter Of Agreement**



Contents of Approved Training Facilities & Testing Center Application

Overview of the NCEA Certification Program

NCEA Certified Credential
Qualified NCEA Certified

NCEA Candidate Information Bulletin

NCEA Advocacy Positions

NCEA Training Manual - Table of Contents

NCEA Certification Prep Class

NCEA Curriculum Outlines

7 Hour Light Emitting Diodes (LED) Curriculum
14 Hour Microdermabrasion Curriculum
21 Hour Chemical Exfoliation Curriculum
42 Hour Laser and Light Therapy Curriculum

NCEA ReCertification Sections

Medical Esthetic
Laser & Light Therapy
Alternative Therapy
Radio Frequency, Ultrasound and Microcurrent Technologies

Ordering Training Manuals and Teaching Supplies

Letter of Agreement

Appendix A

NCEA Approved Training Facility Requirements

Appendix B

NCEA Testing Center Requirements

Appendix C

NCEA Approved Training Facility And Testing Center Fee Structure Dates

Appendix D

NCEA Certification Prep Class

Appendix E

NCEA Curriculums And NCEA Candidate Records Verification

Sample Bond Form



Overview of the NCEA Certification Program

The path to becoming NCEA Certified begins with knowing if you meet the candidate requirements. Complete the application with supporting documents, and submit for verification. Prepare for and take the Certification Exam. This entire program can be completed in as little as 6-8 weeks.

Purchase of the Training Pack is a mandatory first step. The Training Pack includes the application, forms and Training Manual. The Candidate Application and supporting documents are then submitted for Records Verification, with the applicable fee. Once your records are verified you are then provided with the Authorization to Test letter. (ATT)

As part of completing your application you will study with the Training Manual which helps you to review your knowledge in preparation for the exam. You also need to review the Candidate Information Bulletin (CIB) which outlines the exam content, and provides some sample questions. To further assist you, NCEA Approved Training Facilities offer the Certification Prep Class, for a fee.

The final step is to schedule and pay for your NCEA Certification exam. Obtaining a 75% passing grade earns you the right to call yourself "NCEA Certified". You will receive your Certification Certificate, along with your Certified Benefits Directory shortly thereafter.

NCEA Certification Program is currently available in the United States and Canada.

When a licensed esthetician becomes NCEA Certified, it means that the esthetician has, in addition to state licensure examinations:

- Completed Six Knowledge Review sections on Ethics/Professionalism, Medical Professional Interaction, Client Care and Sciences of the Skin, Professional Treatments, Risk Management and Business.
- Passed a rigorous computer-based examination administered by proctors

WHAT BEING NCEA CERTIFIED MEANS...

NCEA Certified is the professional status awarded to a skin care professional that has met the competency standards as set-forth by NCEA's 1200 Hour Esthetician Job Task Analysis. It represents the highest skin care credential available in the United States and adherence to the code of ethics of the profession.

WHAT BEING QUALIFIED NCEA CERTIFIED MEANS...

A Qualified NCEA Certified licensed esthetician means that the Candidate has passed the examination and upon submittal of required hours* to the NCEA, their credential will be issued.

**Each state will have different hours depending on license requirements.*

How does the NCEA Certified credential differ from CIDESCO & ITEC?

[Download Comparison Chart](http://www.nceacertified.tv/certification-overview) (<http://www.nceacertified.tv/certification-overview>)



Candidate Information Bulletin

The NCEA Certification Candidate Information Bulletin includes the content outline covered by the NCEA Certification exam, sample questions and answers. The time allowed for the NCEA Certification Exam test is 90 minutes.

Skin Sciences

30 Questions

- ◇ Anatomy & Physiology
- ◇ Skin Types
- ◇ Skin Conditions
- ◇ Classification Systems
- ◇ Health, Lifestyle & Nutrition
- ◇ Skin Diseases & Disorders
- ◇ Autoimmune Diseases

Skin Treatments

Face & Body

25 Questions

- ◇ Client Consultation
- ◇ Client Medical & Lifestyle History
- ◇ Skin typing /classification
- ◇ Informed Consent Documentation
- ◇ Precautions/Contra-indications to Treatment

Professional Treatments

- ◇ Exfoliation Methods
 - ◇ Chemical
 - ◇ Mechanical
- ◇ Laser & Light Therapy
 - ◇ Resurfacing
 - ◇ Permanent Hair Reduction
 - ◇ Photodynamic Therapy
 - ◇ Radiofrequency Technologies
- ◇ Light Emitting Diodes
- ◇ Ultrasound
- ◇ Microcurrent
- ◇ Body Treatments
- ◇ Lymphatic Drainage
 - ◇ Manual
 - ◇ Mechanical
- ◇ Water Treatments

- ◇ Camouflage Make-up

Medical Professional Interaction

25 Questions

- ◇ Dermatology
- ◇ Plastic Surgery
- ◇ Medical Spas
- ◇ Prescription Drugs/OTCs
- ◇ Medical Terminology
- ◇ Preoperative/Postoperative Care
- ◇ Wound Healing
- ◇ Cosmetic Procedures
 - ◇ Injectables

Risk Management, Professionalism & Business

20 Questions

Risk Management

- ◇ Legal Risk
- ◇ Client Health & Safety
- ◇ Personal Health & Safety
- ◇ First Aid
- ◇ CPR/AED

Professionalism

- ◇ Role Modeling/Ethics
- ◇ Professionalism
- ◇ Responsibilities

Business

- ◇ Business Plan
- ◇ Marketing
- ◇ Retailing
- ◇ Equipment
- ◇ Policies & Procedures
- ◇ Industry Relations

See complete Candidate Information Bulletin on www.nceacertified.tv



Advocacy Position – Esthetician Job Tasks/Hours

Rationale:

It is our position that all states should raise their esthetician licensing requirements to meet NCEA's Esthetician Job Tasks for a total of 1200 hours. Standardizing national educational requirements for esthetician licensees ensures that an esthetician trained in Idaho, is receiving the same education as an esthetician being trained in California. Thereby, increasing the esthetician's employability; further demonstrating standardized knowledge and comprehension of what industry is requiring of estheticians entering the work force.

Action:

We ask that your state utilize these industry-driven esthetician job tasks so that graduating estheticians entering the workforce can meet the demands of today's employers by having obtained the highest equally accessible education.

Advocacy Position - Endorsement of the NCEA Certified Professional Credential

Action:

If an applicant is applying for Advanced Esthetician licensure by reciprocity or endorsement in your state, "...a licensed esthetician who has attained the NCEA Certified credential shall be recognized."

Rationale:

NCEA Certified is the professional status awarded to a skin care professional that has met the competency standards as set-forth by NCEA's 1200 Hour Esthetician Job Task Analysis. It represents the highest skin care credential available in the United States and adherence to the code of ethics of the profession. NCEA Certified professionals must re-certify in three years and obtain 12 units of COA-Approved Continuing Education, maintain liability insurance, First Aid/CPR/AED certifications and be a NCEA member in good standing.

Advocacy Position - Continuing Education and the Commission on Accreditation

It is the position of the NCEA that:

It is NCEA's position that all states that regulate esthetician licensees should mandate a minimum of 12 hours of Continuing Education credits (CEUs)–before an esthetician can renew their license.

Action

Promulgate rules or regulations that require a minimum of 12 continuing education units of COA or other agency-approved skin care education. In addition, recognize the NCEA Commission on Accreditation (COA) as a resource to facilitate and supervise compliance of continuing education activities for your licensees.

Rationale

The NCEA position above was voted and passed prior to the launching of the NCEA Certification program. In May of 2007 when the certification program became a reality, it was mandated that 12 continuing education units would be part of the recertification process. In the 5-year NCEA Certification plan, the Commission on Accreditation would be created to assist the recertifying of candidates as well as assist state boards with the process as well prior to relicensure.

To view all NCEA Advocacy Positions – got www.ncea.tv/state-regulatory-issues



NCEA Certification Training Manual (Rev.1-14)
Table of Contents

Introduction

Course Overview
Approved Training Facilities/Testing Centers
Recertification Requirements
How to Use this Training Manual
Knowledge Reviews
How to Prepare for the Written Examination
Succeeding in this Certification
Commission on Accreditation (COA-Approved CEs)

Section 1

The Role and Characteristics of the NCEA Certified Professional

What is a NCEA Certified Professional?
Role Modeling
Professionalism
Benefits and Responsibilities of the NCEA Certified Professional
Five Reasons to be a NCEA Certified Professional
Knowledge Review

Section 2

Client Care and the Sciences of Skin

Anatomy and Physiology
Skin Types
Skin Conditions
Classification Systems
Skin Disorders and Diseases
Autoimmune Diseases
Knowledge Review

Section 3

Professional Treatments

Client Consultation Form
Client Medical and Lifestyle History Form
Treatment Documentation Form
Informed Consent and Signed Release Form
Client Care and Recommended Home Care
Precautions to Treatment
Contraindications to Treatment
Exfoliation
Lasers and Light Therapy
Light Emitting Diodes
Ultrasound
Microcurrent
Body Treatments
Lymphatic Drainage
Water Treatments
Spa & Wellness
Camouflage Makeup
Knowledge Review



Table of Contents (continued)

Section 4

Medical Professional Interaction

Disciplines & Definitions
Prescription Drugs/OTCs
Medical Terminology
Preoperative/Postoperative Care
Wound Healing
Injectables
Knowledge Review

Section 5

Risk Management

What is Risk Management?
Legal Risk Management
Professional Liability Insurance
NCEA Equipment Evaluation Form
Managing & Identifying Risks
Client Health & Safety
Personal Health & Safety
Legal Risk Management Steps in the Event of an Accident
First Aid
CPR/AED
Knowledge Review

Section 6

The Business of Skin Care

Business Plan
Types of Corporations
Marketing
Retail
Franchising
Menu Development
Business Software
Record Keeping
Human Resources
Policies and Procedures
Facility Layout
Equipment & Product Purchasing
Continuing Education
Knowledge Review

Appendix A

Report Errors and/or Corrections Form

Appendix B

Candidate Information Bulletin

Appendix C

Self Assessment Answers



What is a Prep Class?

A Prep Class is an interactive study group that allows the candidate to further their knowledge development. Its an excellent way to "brush-up" on skills, develop a nurturing mentor relationship with their instructor, and provides more interaction than if the candidate only used the self-study method.

Utilizing the training manual format, the instructor will review study objectives and knowledge reviews, provide interactive verbal quizzes, and conclude the class with a sample written test. This sample test provides the candidate with an overview of how a test question will appear on the examination.

NCEA Approved Training Facilities purchase the NCEA *Instructors Manual* and *Instructors Prep Class* ppt. The NCEA Instructor Manual contains NCEA Training Manual *Study Objectives, Self Assessments Exercises, Knowledge Reviews* and other ancillary information necessary for conducting a NCEA *Prep Class*. Each question and answer is in the order they are presented in the Training Manual to allow for easy instruction and review. The Instructors Prep Class also follows the Study Objectives, Self Assessments and Knowledge Reviews for each Section.

Three sections of the Training Manual address "soft" skills. Specifically, Sections 1, 5 and 6 discuss professional characteristics, risk management and business aspects of professional skin care. These skills may not have been addressed in other classroom environments. NCEA has set soft skills for the national standard for the NCEA Certified Professional. This is an introduction into a fundamental knowledge base as professionals take their careers forward.



NCEA CURRICULUM OUTLINES

NCEA currently distributes the following curriculum outlines:

- 7 Hour Light Emitting Diodes (LED) Curriculum
- 14 Hour Microdermabrasion Curriculum
- 21 Hour Chemical Exfoliation Curriculum
- 42 Hour Laser and Light Therapy Curriculum

As a NCEA Approved Training Facility, you will have the option of offering these NCEA courses at your facility. The hands-on portion of the curriculums have been purposely left open for your facility to use the device(s)/product(s) that you choose.

NCEA RECERTIFICATION SECTIONS

ReCertification is required three (3) years from the date of expiration of NCEA Certified certificate. An NCEA Certified professional is responsible for completion of the ReCertification Application requirements, including completion of (1) ReCertification Section. These NCEA ReCertification Sections are an interactive section that will guide their learning and it will take a place in their professional library for future reference. Each section includes 30 Study Objectives, 3 Self Assessments and a Knowledge Review. The Instructor ppt. takes the learner through the section objectives, self assessments and knowledge reviews.

1. Alternative Therapies

- Ayurveda
- Sound Therapies
- Reiki
-

2. Medical Esthetics

- Medical Esthetic Career Opportunities
- Dermatology, Plastic Surgery, Medical Spa
- Estheticians' Role in Laser & Light Therapy
-

3. Laser & Light Therapies

- Laser Physics and Laser Safety
- FDA Device Classification and Laser Hazard Classes
- Client Medical & Lifestyle History, Consultation, Documentation and Skin Evaluation

4. Radio Frequency, Ultrasound and Microcurrent Technologies

NOTE: Any facility that advertises they use a NCEA Curriculum Outline or NCEA Recertification Section must be a NCEA Approved Training Facility



ORDER FORM * Use to teaching supplies only
Wholesale training manuals are ordered using a supplied link.

PLEASE PRINT CLEARLY:

Training Facility	
Contact Name	
Address	
City / State / Zip	
Telephone	
Fax	
Email	

	#			TOTAL
ATF Use Only -Wholesale Training Manual			\$ 62.40	ORDER ONLINE
NCEA Instructors Manual	_____	@	\$150.00*	\$
NCEA Prep Class ppt	_____	@	\$ 89.00*	\$
Medical Esthetic Class ppt	_____	@	\$ 69.00*	
Laser & Light Therapy Class ppt	_____	@	\$ 69.00*	
Alternative Therapy Class ppt	_____	@	\$ 69.00*	
RF, Ultrasound, Microcurrent ppt	_____	@	\$ 69.00*	
*Not for resale, ATF/Instructor Use only	TOTAL DUE			\$

***Required Shipper Account for Training Manual shipments**

Federal Express (Ground)	#
UPS (Ground)	#

PAYMENT METHOD: Check# _____ Payable to NCEA Certified
Amex/Visa/MC# _____

Exp Date: ____ / ____ / ____ Verification Code: _____

Name on Credit Card: _____

Signature: _____



LETTER of AGREEMENT

This Agreement is made between _____ ("_____"), having a place of business at _____ and the National Coalition of Estheticians, Manufacturers/Distributors & Associations, ("NCEA") having offices at 484 Spring Avenue, Ridgewood, NJ 07450-4624 (NCEA) .

RECITAL

Whereas: Upon the completion of this document and its appendices ("_____") will become a NCEA Approved Training Facility (ATF) and/or Testing Center (TC) to support the training and testing requirements of the NCEA Certification Program.

AGREEMENT:

1. TERM: ("_____") and NCEA agree to an initial term of Agreement beginning upon date of agreement and ending one year later with automatic renewal at thirty (30) days prior to agreement expiration.

2. CONDITIONS: ("_____") agrees to the NCEA Approved Training Facility Requirements.

See NCEA Approved Training Facility Requirements as Appendix A.

3. CONDITIONS: ("_____") agrees to the NCEA Testing Center Requirement.

See NCEA Testing Center Requirements as Appendix B.

4. FEE STRUCTURE: ("_____") agrees to the NCEA Approved Training Facility Fee Structure.

See NCEA Approved Training Facility/Testing Facility Fee Structure as Appendix C.

5. DEPOSIT: ("_____") places a non-refundable Training Facility deposit of \$375.00 on account with NCEA. Deposit is due and payable at time of signing the Letter of Agreement.

6. NOTIFICATION: ("_____") will notify NCEA of NCEA Certification Prep Class dates. **Complete Training Facility Certification Prep Class Dates as Appendix D.**

7. NOTIFICATION: ("_____") will notify NCEA of NCEA Curriculums, Records Verification and Recertification courses offered.

Training Facility will complete Appendix E.

8. EXCLUSIVITY: During the term of this agreement and one year post agreement, ("_____") agrees not to offer any courses supporting any competing United States-based professional skin care certification programs.



9. GRIEVANCE PROCEEDURE:

- a) Complaints alleging a violation of conduct, Code of Ethics, or Training Facility Requirements or Testing Center Requirements must be submitted in writing to the NCEA. Such written complaint shall be signed by the complainant and shall state fully in as precise a manner as possible the facts surrounding the acts considered to be violations, and the nature and extent of the alleged violations. Any NCEA member may initiate a grievance.
- b) All documents and findings of the proceedings involving disciplinary procedures shall be kept strictly confidential in order to protect the rights of the accused, unless ordered released by a court of law.
- c) A training facility or testing center against whom a grievance has been submitted shall be informed in writing of such grievance by certified mail, return receipt requested, sent within thirty (30) days of receipt of said complaint.
- d) NCEA may at any time communicate with a training facility or testing center against which a grievance/complaint has been filed, the person who filed said grievance/complaint, or both, in order to determine whether the matter can be resolved among the parties without further NCEA involvement. In the event the matter can be resolved between the parties pursuant to mediation by the NCEA or its designee, the grievance will be withdrawn and the matter will be closed.
- e) Decisions of the NCEA or its designee are considered final.

10. TERMINATION: ("_____") and NCEA agree to the following termination clause: Either party may terminate the Agreement at any time upon forty-five (45) days written notice to the other party. In the event of breach of any term or condition of the Agreement, then either party may terminate the Agreement with no further obligation to either party. Termination does not release ("_____") of NCEA Approved Training Facility Requirements or Testing Centers specific to STUDENT RECORDS VERIFICATION and STORAGE, and all fees must be refunded to registered students of any future NCEA Certification Prep classes due to the termination of this Agreement.

11. ASSIGNMENT: The Agreement will be exclusive to the parties and may not be assigned by either party prior to written consent of the other party. Any attempted assignment without such approval shall be void and shall constitute a breach of the Agreement

12. MISCELLANEOUS: NCEA shall have no legal obligation regarding the administration, and/or teaching of the NCEA Certification Prep Class. NCEA Approved Training facility shall defend against claims its students make in connection with the NCEA Certification Prep Class which do not involve a failure by NCEA to fulfill its obligations under this agreement.

13. MODIFICATIONS and WAIVERS: Only the parties upon written mutual consent may modify the Agreement. No waiver of any breach of any provision of the Agreement shall constitute a waiver of any other breach.



14: NOTICES: All notices given under the terms of the Agreement shall be sent by United States certified mail, postage prepaid, to the respective party at the address set forth on the signature page of the Agreement, or to such other addresses as the parties shall designate in writing from time to time.

15: SEVERABILITY: Should any portion of the Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in force and effect.

16: LAW: The Agreement is made in and governed by the laws of the State of New Jersey.

NAME OF TRAINING FACILITY and/or TESTING CENTER

Federal Identification Number: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____ +4 _____

Direct Telephone: (____) _____ Fax Number: (____) _____

Email address: _____ Website: _____

Accepted and Agreed:

Signature: _____ Date: _____

Print Name: _____

Title: _____

Accepted and Agreed:

Signature: _____ Date: _____

Print Name: Susanne S. Warfield

Title: Executive Director



APPENDIX C

**NCEA APPROVED TRAINING FACILITY/TESTING FACILITY
FEE STRUCTURE**

NCEA School/Corporate Membership (annual)	\$ 375.00
NCEA Approved Training Facility/Testing Center Registration Note: Only (1) Registration required	\$ 375.00
NCEA Training Manual	\$ 62.40 ea
NCEA Certification Prep Class Instructors Manual (each)	\$ 150.00*
NCEA Certification Prep Class ppt	\$ 89.00
7 Hour Light Emitting Diodes (LED) Curriculum eOutline	\$ 19.95
14 Hour Microdermabrasion Curriculum eOutline	\$ 19.95
21 Hour Chemical Exfoliation Curriculum eOutline	\$ 19.95
Hour Laser and Light Therapy Curriculum eOutline	\$ 39.95
Laser & Light Therapy eBook	\$ 49.95
Laser & Light Therapy Class ppt	\$ 69.00
Medical Esthetic eBook	\$ 49.95
Medical Esthetic Class ppt	\$ 69.00
Alternative Therapy eBook	\$ 49.95
Alternative Therapy Class ppt	\$ 69.00
Radio Frequency, Ultrasound and Microcurrent Technologies eBook	\$ 49.95
RF, Ultrasound and Microcurrent Technologies Class ppt	\$ 69.00

Note: Price adjustments may be made by NCEA upon Agreement renewal periods.

Initials – “_____” : _____

Initials – NCEA: _____



APPENDIX D

NCEA CERTIFICATION PREP CLASS DATES

NCEA Approved Training Facilities will conduct at least six (6) * NCEA Certification Prep Classes throughout each yearly Agreement term. The following dates will be scheduled to present the NCEA Certification Prep Class through the Agreement term.

*Schools offering a 1200 Undergraduate Program are exempt from this requirement. If additional post-graduate Prep Classes will be given, please list below so they can be posted on the website.

Please indicate the scheduled dates below for publication on the NCEA Certified Website

List as Month/Day/Year (Example: November 23, 2014)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Document completed by: _____

Date Completed: _____

Initials –“____” : _____

Initials – NCEA: _____



APPENDIX E

**NCEA CURRICULUMS, NCEA CANDIDATE RECORDS VERIFICATION
AND RECERTIFICATION COURSES**

Courses and services offered by
NCEA Approved Training Facility

Courses:

- NCEA Certification Prep Class
- NCEA's 7 Hour Light Emitting Diodes (LED) Curriculum
- NCEA's 14 Hour Microdermabrasion Curriculum
- NCEA's 21 Hour Chemical Exfoliation Curriculum
- NCEA's 42 Hour Laser and Light Therapies Curriculum
- NCEA's Medical Esthetics Recertification Section
- NCEA's Laser & Light Therapy Recertification Section
- NCEA's Alternative Therapy Recertification Section
- NCEA's Radio Frequency, Ultrasound and Microcurrent Technologies Recertification Section

Services:

- NCEA Certification Candidate Records Verification
- NCEA Testing Center

Check the courses and services offered by your company as a NCEA Approved Training Facility/Testing Center. Your selections will be posted with your website listing on www.nceacertified.tv as a NCEA Approved Training Facility.

Please note, as you choose to add to the above elections at a later date, please notify NCEA Executive Office. NCEA will update the website listing.

Document completed by: _____

Date Completed: _____

Initials – "____" : _____

Initials – NCEA: _____



SAMPLE BOND FORM

We, _____, located
at: _____

_____ ,
hereafter, referred to as Principal, and National Coalition of Estheticians,
Manufacturers/Distributors & Associations (NCEA), organized and located in the State of
New Jersey, for the use and benefits of all persons who may damage, by breach of this
bond, as Oblige, in the penal sum of Ten Thousand Dollars (\$10,000), USD, for the
payment of which sum, well and truly to be made, we bind ourselves, our executives,
administrators, successors and assigns, firmly by these present.

The Condition of This Obligation is such that the Principal has accepted payment from
students for attendance of the NCEA Prep Class, and /plus any other course or service
as outlined in Agreement.

Therefore, if the Principal shall comply with its obligations to provide such classes, or,
provide a minimum of thirty (30) day cancellation of schedule and the options of
providing full refund and, if available, the rescheduling options to enrollee, and shall
keep harmless the Obliges from all losses or damages which may be sustained as a
result of not fulfilling the class schedule or cancellation options as described above.

This Bond will expire _____ but may be continued by renewal
certificate signed by Principal and Surety. The Surety may at any time terminate its
liability by giving forty-five (45) days notice to NCEA, 484 Spring Avenue, Ridgewood,
NJ 07450, and Surety shall not be liable for any default after such forty-five (45) day
notice period, except for defaults occurring prior thereto.

Signed, Sealed, and Dated this _____ day of _____, 20____.

PRINCIPAL:

Name: _____ Title: _____

Signature: _____

SURETY:

Name: _____ Title: _____

Signature: _____

Attach: Bond Endorsement Page