



The River Rock Institute Inc.  
2523 West Folsom Street  
Eau Claire, WI 54703  
1-87-SMOOTH-89  
www.rr-ei.com

## Instructor Training Candidates With Out-of-State Training Policy

At the current time, the State of Wisconsin requires all Electrology Instructor Candidates to hold a valid current Wisconsin Electrologist license. Additionally, they must have 2,000 hours of documented work experience as a *licensed* electrologist.

If you were trained and worked in another state, you would still need to qualify for, and sit for, and pass, Wisconsin State Electrologist Board Examinations *prior* to your being accepted into an electrology instructor program. You also will need 2,000 hours of documented work experience. If your state did not regulate electrology, you may apply directly to the Department of Regulation and Licensing for a special exception so that they will recognize your prior years of work experience if it was in an unlicensed state. You will still need to first pass Wisconsin Board exams prior to requesting this exception and prior to beginning and Instructor Training Program for a Wisconsin Electrology Instructor License.

Instructor training programs are a minimum of 150 hours in length as per state statute.

Students who wish to be exempted from part of our training program due to previous course work or life experience may be granted partial credit for hours. Credit for previous training may be given if the prospective student attended a licensed or accredited school and that school furnishes a written document detailing the content and hours of previous training received at that Institute at the discretion of the Institute Administrator.

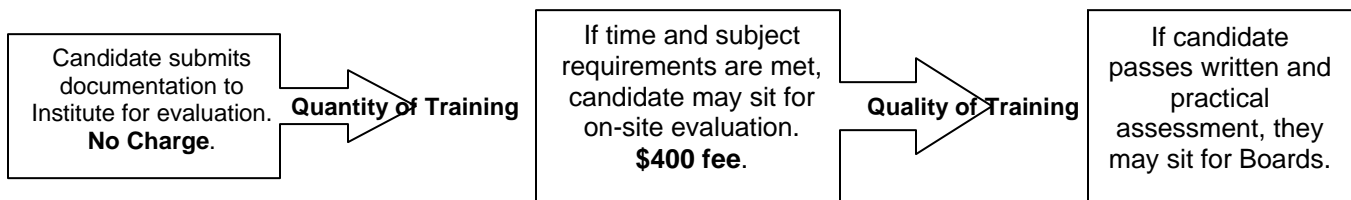
All students are required to do their practice teaching (40 hours) and a minimum of 14 hours of theory training on-site.

Please review the following two policies for handling out-of-state training to receive your initial electrologist license and/or for transfer credit acceptance.



## Candidates Trained Out-Of-Program Wishing to Sit For Wisconsin Board Exams

The State of Wisconsin regulates the practice of electrology by licensing its electrology schools and by requiring candidates to pass a licensure exam. Students who have been trained at a non-licensed school/or training program, in or out of state, who wish to take the Wisconsin State Board Exam for electrology must prove that they have received training that is the equivalent of what they would have had at a state licensed school so they are properly prepared to pass their board exams.



If a candidate received training outside the Institute, we have established a two-part process. First, the Institute will determine if the State required time and subject requirements have been met. This is not an evaluation of the quality of the previous training merely the appropriate quantity. The candidate must submit course records and transcripts detailing the subjects taught, the hours of practical and theory training in EACH subject area, and grades for each.

The River Rock Electrology Institute will evaluate the course records without charge. If the student appears to have met or exceeded Wisconsin State requirements for 450 hours of training in the appropriate subject areas and with the appropriate allocations of time, the Institute will allow the candidate to sit for an on-site assessment. This is the second step. The candidate will be required to pay an assessment fee of \$400 for the on-site assessment.

The candidate will be given a written and practical assessment in person at the River Rock Electrology Institute that is commensurate with the final exams our students would take. If the candidate passes the assessment, they will be allowed to sit for Wisconsin State Board Exams.



An actual student working hard.



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## Credit for Previous Training Policy

Students who wish to be exempted from part of our training program due to previous course work or life experience may be granted partial credit if it can be demonstrated that the training would meet Wisconsin State standards, and is current, and was completed at a level equivalent to that of "A/B" level work.

Credit for previous training may be given if the prospective student attended a licensed or accredited school and that school furnishes a written document detailing the content and hours of previous training received at that Institute at the discretion of the Institute Administrator. Each case will be evaluated individually; all documentation of prior training is to be submitted with the candidate's application materials.

All decisions of the Institute are final and will be rendered in writing at the time of the notification of admissions decision.

Our computer lab and library

