

INTERNATIONAL EDUCATION BOARD LTD.



IEB / IEBDAC RULE BOOK

SECTION 1 STANDARDS FOR IEBDAC SCHOOLS

1.1 General Rules

- 1.1.1 A school may apply for and benefit from the official accreditation by **International Education Board (Department of Aesthetics and Cosmetology)** having its registered domicile in London, United Kingdom (hereinafter called **IEBDAC**), if, and for as long as, it fulfils all the standards mentioned in the present School Rules (such accreditation is hereinafter called **IEBDAC School Accreditation**). The school which has gained the IEBDAC School Accreditation is hereinafter called a **IEBDAC accredited School**.
- 1.1.2 A school applying for IEBDAC School Accreditation must be established as an independent legal entity and have been actively teaching in the field of Aesthetics, Cosmetology, Beauty, and Spa etc...
- 1.1.3 The present School Rules are not intended to interfere with any restriction imposed on the IEBDAC School by any other authority e.g. the IEBDAC Section of the country where the IEBDAC School is registered (hereinafter called **IEBDAC SECTION**) or a competent Government Body within its country. Should the IEBDAC School be confronted with any restriction not fully compatible with the present School Rules, the Board of IEBDAC may take the appropriate decision after receiving duly specified documentation of such restrictions.
- 1.1.4 IEBDAC School Accreditation cannot be sold or transferred.
- 1.1.5 Upon change of ownership or premises of the IEBDAC School, section 4 applies.
- 1.1.6 The IEBDAC School must fully comply with the laws of its country and be duly registered/accredited if such a registration is required by such law.
- 1.1.7 Communication between the IEBDAC School and IEBDAC, shall be in English. While emails can be in Local Languages.
- 1.1.8 The Board of IEBDAC through its appointed representatives is entitled – at any time - to carry out an unannounced inspection in an IEBDAC School to ensure that the IEBDAC standards are upheld at all times.
- 1.1.9 A IEBDAC School shall not accept a student who wishes to transfer from another IEBDAC School without written confirmation of her/his study and attendance records and without the written consent of IEBDAC.
- 1.1.10 The IEBDAC School shall not enter into or maintain any contractual or other agreement through which it directly or indirectly in any way licenses out (e.g. in connection with a franchise or otherwise) its rights granted under its IEBDAC School Accreditation.

1.1.11 The IEBDAC School shall not enter into or maintain any contractual or other agreement through which it directly or indirectly limits or hinders in any way the rights of another IEBDAC School granted under the IEBDAC School Accreditation of such other IEBDAC School.

1.2 Exclusive Dedication to Education

1.2.1 The IEBDAC School or the department applying for IEBDAC School Accreditation shall dedicate its activities exclusively to education.

1.2.2 The IEBDAC School shall not be or have close connection to a trading company or trade centre for commercial products or equipment or exercise any related commercial activity other than education, unless any such other activity is managed and realized under a legal entity and under a registration and in premises which are clearly separate from the entity, the registration and the premises under and in which the educational activity is managed and realized.

1.3 Pursuit of the Interests of IEBDAC and Participation in IEBDACSECTIONS

1.3.1 The IEBDAC School shall actively support and promote the interests of IEBDAC.

1.3.2 The IEBDAC School shall neither directly nor indirectly be involved in any activity which contravenes the interests of IEBDAC. In particular the IEBDAC School shall strictly follow the latest applicable version of the IEBDAC Code of Ethics.

1.3.3 The IEBDAC School shall be and remain a member of the IEBDAC SECTION, if such a Section exists. If such a IEBDAC SECTION is established at a later date, the IEBDAC School shall become a member within 6 months following the IEBDAC SECTION'S formation. IEBDAC Schools are obliged to abide by the Rules and Regulations of such IEBDAC SECTION. If the IEBDAC School is located in a country without a IEBDAC SECTION, it must become an Affiliate Member of IEBDAC as stipulated in the IEBDAC Statutes and pay Affiliate Membership fees.

1.3.4 The IEBDAC School shall continuously provide its students with information on IEBDAC, its history, goals, philosophy, and ethics and explain to them the responsibilities of a IEBDAC Diploma / Certificate Holder towards the profession and also towards the IEBDAC SECTION of its country if such a SECTION exists. The students should be encouraged to become student members and after graduation become a professional members of such a IEBDAC SECTION.

1.3.5 The IEBDAC School must send to the IEBDAC SECTION of its country if such section exists, a list of all its students and their contact details. This list shall only be used by such IEBDAC SECTION and IEBDAC International internally, and shall not be forwarded to a third party.

1.3.6 The IEBDAC School shall strictly abide by the applicable version of the IEBDAC Trademark Rules.

1.4 Management of the IEBDAC School

1.4.1 The persons responsible for the management of the IEBDAC School, actively supported also by their staff, shall ensure that the current IEBDAC School Rules are strictly followed.

1.5 Teachers

1.5.1 The teachers responsible for the IEBDAC Education (hereinafter referred to as **Teachers**) must be adequately trained and qualified in the subjects they teach.

1.5.2 The Teachers must have a minimum of 2 years' experience within the profession they teach after qualifying and preferably have teaching experience or working towards a teaching qualification.

1.5.3 The IEBDAC School must immediately inform IEBDAC if it no longer fulfils any of the requirements defined in sections 1.6.1 – 1.6.3 and immediately take appropriate measures to rectify this deficiency. The IEBDAC School shall keep IEBDAC informed about such measures and the consequences thereof on a continuous basis.

1.5.4 It is important that regular Teachers' meetings are held to discuss training, students' progress and examination procedures. Records of such meetings should be available to the IEBDAC Examiners nominated.

1.5.5 The Teachers must participate in continuous professional development.

1.5.6 The Teachers shall follow a dress code which is appropriate to the profession.

1.6 Standards of the Facilities and the Equipment of a IEBDAC Schools

1.6.1 The IEBDAC School shall always offer its Education courses in Facilities that comply with IEBDAC standards.

1.6.2 The IEBDAC School shall always offer and maintain equipment used in the teaching of its courses

- 1.6.3 The standards mentioned in sections 1.7.1 and 1.7.2 shall reasonably be defined by IEBDAC. They may be amended by IEBDAC in particular in order to adapt them in a flexible way to changed technical and economic circumstances. IEBDAC may thereby consult the education committee nominated by the Board of IEBDAC. IEBDAC shall also reasonably specify the terms and conditions as to how and until when the stated standards shall be applicable for already existing IEBDAC Schools.

1.7 Diary

- 1.7.1 The IEBDAC School shall keep attendance records of all students, records must include the dates and times of all practical and theoretical lessons, tests, and examinations and, subjects taught, whether practical work has been carried out on clients or on students. These records must indicate the length of each lesson, and the name of the tutor in charge as well as show the daily absenteeism of students.

SECTION 2 RIGHTS AND OBLIGATIONS OF A IEBDAC SCHOOLS

2.1 Use of IEBDAC Reputation

- 2.1.1 The School has the right to refer to its IEBDAC School status in its communication with its students and with other third parties.
- 2.1.2 The IEBDAC School has the right to organize IEBDAC Examinations in accordance with the IEBDAC Examination procedures
- 2.1.3 The IEBDAC School may use the IEBDAC Trademarks, but only in strict compliance with the applicable version of the IEBDAC Trademark Rules
- 2.1.4 The IEBDAC School shall receive a IEBDAC Plaque certifying its IEBDAC School Accreditation. Such IEBDAC Plaque shall remain the property of IEBDAC (see sections 5 and 6).

2.2 Observance of IEBDAC Standards and IEBDAC Rules and Regulations

- 2.2.1 The IEBDAC School shall at all times strictly observe, maintain and support all the standards defined in section 1 of the present School Rules as well as any further applicable rules in the latest applicable version, in particular the IEBDAC Code of Ethics and IEBDAC Trademark Rules
- 2.2.2 The Accredited IEBDAC School shall strictly observe additional ethical rules which may be issued by the IEBDAC SECTION, if such a Section exists, in order to assist as IEBDAC representative and ensure that the IEBDAC reputation is protected and upheld.

2.3 Financial Obligations

- 2.3.1 The IEBDAC School shall pay to IEBDAC the **Annual Training / School Accreditation Fee** specified in **Annex 1**. Such fee shall be payable by the end of February of each calendar year at the latest to the account indicated by the IEBDAC Secretariat. If an applying school is accredited after the 31st January the school shall pay their **Annual Training / School Accreditation Fee** pro rata according to the remaining months of the year.
- 2.3.2 The IEBDAC School shall also fully comply with the **further financial obligations** specified in **Annex 1** in connection with the organizing of IEBDAC Examinations. The IEBDAC School shall be responsible for:
- Hotel accommodation including breakfast for the IEBDAC Examiners nominated by IEBDAC for the specific IEBDAC Examination from the night prior to the examination up to and including the last night after the examination – should the IEBDAC Examiner not be able to leave immediately after the examination.
 - Examiners' hotel accommodation must be of a very good standard and located in a safe and appropriate area and include dining facilities and private bathroom & internet service.
- 2.3.3 The IEBDAC School shall fully observe all **financial and other obligations towards the IEBDAC SECTION** of which the IEBDAC School shall be a member under section 1.3.3, above.
- 2.3.4 An **Application/Inspection Fee** defined in **Annex 1** to the present School Rules is payable by the applying school together with the application for School Accreditation. Should the application not be approved for fifty percent of this fee will be refunded.
- 2.3.5 If the owner of the IEBDAC School changes or if the IEBDAC School has moved to different premises, then section 3 applies. In the case of section 3.4 the school under probation will be invoiced with a **Re-Inspection Fee** defined in **Annex 1**, payable before the re-inspection. In addition the IEBDAC School / school under probation shall pay the reasonable costs mentioned in sections 3.2 and 3.4.
- 2.3.6 The **Fee** for the **Affiliate Membership of IEBDAC School Fee** (see section 1.3.3) is additional to the annual School Accreditation Fee.
- 2.3.7 All the above-mentioned Fees are subject to annual review. They are not refundable or transferable, except where stipulated.

SECTION 3 CHANGE OF OWNERSHIP OR LOCATION OF PREMISES OF A IEBDAC SCHOOL

3.1 Notification to IEBDAC

If the ownership or the operator of the IEBDAC School change (e.g. as a consequence of the death of the owner or of the operator or because of a partial or full transfer of its ownership of the school) or if the IEBDAC School has moved to new premises, then the IEBDAC School Accreditation is not automatically transferred (see section 1.1.4). In such a case the school shall notify in writing the IEBDAC Secretariat, as well as the IEBDAC SECTION, if such a section exists, as soon as possible but in any case within one month of the occurrence of such change. The school shall add to such notification a duly documented explanation of the legal and practical consequences of the notified change.

3.2 Assessment

Following the receipt of the notification defined in section 3.1 the school will be inspected by a IEBDAC Assessor nominated by IEBDAC who will send a written report to the Board of IEBDAC for consideration. The school shall pay the reasonable costs connected with such inspection. The Board of IEBDAC in its full discretion may decide to accept the notified changes without such inspection, if it is clear that the notified changes do not affect the fulfilments of IEBDAC'S standards and requirements as described in the present School Rules and that therefore the IEBDAC School Accreditation shall be confirmed. The Board of IEBDAC will inform the IEBDAC School and the IEBDAC SECTION, if such a Section exists, whether such inspection will take place.

3.3 Possible new Probation Period

If the Board of IEBDAC after careful consideration of the information submitted by such school and after consultation of the IEBDAC SECTION, if such a section exists, in its discretion comes to the conclusion that the notified change may question the fulfilment of any of the standards of the IEBDAC School Accreditation, it will place the IEBDAC School Accreditation of the school on a 1 years' probation.

3.4 Re-Inspection

At the end of the probationary period stated in section 3.3 a re-inspection by a IEBDAC Assessor nominated by IEBDAC will be arranged and the school will be invoiced a Re-Inspection Fee defined in **Annex 1**, payable before the re-inspection. In addition the school under probation shall pay the reasonable costs connected with such re-inspection, such as travelling costs of the IEBDAC Assessor.

3.5 Definitive new Accreditation

Considering the results of the re-inspection mentioned in section 3.4 as well as any other pertinent information received, the Board of IEBDAC will decide on the definitive new IEBDAC School Accreditation of the school.

3.6 Existing Financial Obligations

All financial obligations of the seller or of the former operator towards IEBDAC must be settled in full before any assessment under section 3.2 takes place or the transfer of the IEBDAC School Accreditation to a purchaser is granted. The purchaser or the new operator may, however, pay the open financial obligations of the seller in order to avoid such consequences which would force it to reapply for IEBDAC School Application. For this purpose IEBDAC shall be allowed to inform the purchaser or the new operator about such open financial obligations of the seller or the former operator.

SECTION 4 WITHDRAWAL OF IEBDAC SCHOOL ACCREDITATION

4.1 Reasons for Withdrawal

4.1.1 The Board of IEBDAC shall consider the withdrawal of the IEBDAC School Accreditation if it receives knowledge, through credible and verifiable sources with substantiated information in writing that a IEBDAC School has violated any of its obligations mentioned in section 2 or no longer fulfils all the standards mentioned in section 1 of the present School Rules and in particular if any of the following cases has occurred:

- a) the IEBDAC Examinations organized by the IEBDAC School do not meet the IEBDAC requirements and standards referred to in the present School Rules or show repeatedly unsatisfactory results (i.e. in 3 consecutive IEBDAC examinations less than 60% of the students enrolled have participated or the students participating in such IEBDAC Examinations show less than 60% pass rate)
- b) the teaching methods of the IEBDAC School have proven to be unsatisfactory
- c) the IEBDAC School and/or its teachers and/or its staff are guilty of serious offences or unethical behaviour, in particular if any of the rules of the IEBDAC Code of Ethics is violated
- d) the IEBDAC School has not organized any IEBDAC Examination for two consecutive years, unless prior written consent has been given by IEBDAC
- e) the IEBDAC School has not fully observed the financial obligations specified in the present School Rules as well as in **Annex 1** to the present School Rules

- f) the IEBDAC School has accepted one or more student(s) for the IEBDAC Examination from another IEBDAC School or any other school without prior written consent of IEBDAC
- g) the IEBDAC School has cancelled a IEBDAC Examination repeatedly without justifiable reasons
- h) the IEBDAC School or an interpreter engaged by the IEBDAC School is guilty of deliberate incorrect translation, to the advantage of the candidates
- i) the IEBDAC School and/or its teachers and/or its staff have violated the present School Rules and/or the IEBDAC Trademark Rules, or are guilty of misleading or unfair advertising.

4.2 Investigations

- 4.1.1 The Board of IEBDAC may at any time, in particular if any of the specific cases mentioned in section 4 above has occurred, further investigate or arrange for further investigations by appropriate independent third persons.
- 4.1.2 The IEBDAC School has the obligation to fully cooperate in such investigations and to submit to the Board of IEBDAC any information or documentation it might reasonably request.
- 4.1.3 In such investigations the Board of IEBDAC will request the assistance of, and freely communicate with, the IEBDAC SECTION, if such a section exists.

4.3 Written warning

- 4.3.1 If the Board of IEBDAC comes to the conclusion that one of the cases mentioned in section 4 applies, then it shall send the IEBDAC School a warning letter specifying the shortcomings as well as the expected rectifications of such shortcomings and the reasonable deadline for such rectifications.
- 4.3.2 The IEBDAC School shall submit to the Board of IEBDAC reasonable evidence of such rectifications. Within the deadline defined in section 4.3.1 such evidence must be sent to the IEBDAC Secretariat.

4.4 Actual withdrawal of the IEBDAC School Accreditation

- 4.4.1 If the IEBDAC school has not fully rectified the shortcomings identified in the warning letter mentioned in section 4.3.1 and submitted to the Board of IEBDAC via the IEBDAC Secretariat within the set deadline sufficient evidence of the rectification of the shortcomings identified, then the Board of IEBDAC shall decide on the withdrawal of the IEBDAC School Accreditation of the IEBDAC School concerned.
- 4.4.2 Alternatively, instead of a withdrawal, the Board of IEBDAC may decide to put the IEBDAC School back to the status of a school under probation.

- 4.4.3 IEBDAC shall inform the IEBDAC School in writing of such decision, with copy to the IEBDAC SECTION, if such a section exists. The IEBDAC School Accreditation of the IEBDAC School concerned is withdrawn (in the case of section 4.4.1) or put back on probation (in the case of section 4.4.2) as from the date of receipt of this information by the school concerned.
- 4.4.4 There shall not be any right to appeal against the decision of the Board of IEBDAC under section 4.4 and no further correspondence will be entered into.

5.5 Consequences of Withdrawal

- 5.5.1 Upon receipt of the decision of withdrawal, mentioned in section 4.4, the school concerned shall:
- a) immediately notify its students participating in a course which is in progress and which was intended to lead to a IEBDAC Examination or which is due to commence in the future on the fact of the withdrawal, and submit to the Board of IEBDAC documented proof in writing that this obligation of notification has been fully complied with
 - b) immediately return to the IEBDAC Secretariat at its own cost the IEBDAC Plaque delivered to the school under section 2.1.4.
 - c) immediately withdraw and destroy any literature, advertisements, brochures, letterheads etc and delete any reference on the website of the school which contains the IEBDAC logo, the words "IEBDAC SCHOOL" or any other words or reference implying directly or indirectly its Accreditation.
- 5.5.2 In the case of a withdrawal the school is not entitled to any compensation or refund of any paid fees. All fees due and any other outstanding financial obligation of the school must be paid in full.
- 5.5.3 The Board of IEBDAC has the right to take any measures it deems appropriate if the school which has lost the IEBDAC School Accreditation does not fully comply with the obligations mentioned in section 4.5.1. In particular, the Board of IEBDAC reserves the right to inform the public about the withdrawal of the IEBDAC School Accreditation. For such measures, the Board of IEBDAC may also use the help of the IEBDAC SECTION, if such a section exists.

5.6 Re-Application

- 5.6.1 After withdrawal of the IEBDAC School Accreditation, a school must wait for at least two years before it can re-apply.

SECTION 6 RESIGNATION OF A IEBDAC SCHOOL

6.1 Notice of Resignation

The IEBDAC School may at any time decide to resign from its IEBDAC Accreditation. Such resignation can only be accepted to be effective at the end of the calendar year. The resigning IEBDAC School must give 6 months' notice in writing by registered mail addressed to the IEBDAC Secretariat before the end of the calendar year. A copy of the resignation shall be forwarded to the IEBDAC SECTION, if such a section exists.

6.2 Financial Consequences of Resignation

All Fees due and any other financial obligations including those of the calendar year in which the notice of resignation is given, must be paid in full. The resigning school is not entitled to any compensation or to a refund of any paid fee.

6.3 Further Consequences of Resignation

At the end of the notice period mentioned in section 6.1 at the latest, the resigning school shall comply with all obligations mentioned in section 5.5.1 a) – d). Sections 5.5.2 and 5.5.3 shall also apply to resigning IEBDAC Beauty Therapy School.

SECTION 7 Transitional Rules

7.1. The present School Rules as well as any later amendments thereof duly ratified by the General Assembly of IEBDAC shall, subject to section 7.2, apply with immediate effect as of the date of the ratification by the General Assembly of IEBDAC.

7.2 IEBDAC Schools which already existed before the ratification by the General Assembly of IEBDAC of a specific amendment of the present School Rules, shall abide by such amendments as soon as possible, in any case within 12 months following the date of ratification of such amendment by the General Assembly of IEBDAC.

SECTION 8

8.1 Examination: On completion of the course, students take the IEBDAC Examination which consists of:

- Multiple Choice Questions.
- Practical Examination.
- Personal Interview.
- Project with Case Histories.

8.2 Certificate: Certificate will be issued in hard copy as well soft copy.

8.3 Certificate Courier/Shipping Charges: Extra courier charges will be bear by students or Institutes of their respective certificates.

Non Exam: Students attending Schools who has their own or IEBDAC courses, teaching infrastructure, Faculty, own/IEBDAC developed curriculum, Blended Learning Applications, Fair Examinations (which is approved by IEBDAC committee) need not to sit in a separate examination of IEBDAC.

Annex 1

1 Accreditation Fees:

1000GBP for 3 years.

200GBP to renew Accreditation for the next three years.

2 Examination Fees:

Examiner Visit, Stay and Meal Charges: 100% waived off for 100 plus students attend examination at a time or its online examination (provided through zoom/google meeting and video of practical performed by students).

3 School Training Fees: According to quote provided by IEBDAC for what course related training school faculty need time to time.

4 Application/ Inspection/Reinspection Fees: 100% waived off.

5 Examination Fees:

- 150 GBP Students Certification
- 250 GBP Trainers/Instructors/Teachers Certification.

Examination fees for IEBDAC courses are included in IEBDAC course fees and need not pay separate examination fees.

IEBDAC courses and workshop fees will be notified from time to time.

Scholarships for students on examination fees will be notified from time to time on the examination registration form.

Percentage Ratio Share on IEBDAC courses:

- 70% of fees amount (Includes Study Material, Marketing, Online Webinars, and Workshop by International Faculties)
- 30% of Fees amount (includes Local & International faculty, study material, marketing, international workshop examination fees of IEBDAC).

Note: International Faculty are provided for courses that have international words in them.

Percentage Ratio Share on IEBDAC examination center:

Institute /Academy interested in examination center will get 20% share from examination fees collection from that particular center. (Includes discount on the calculation of examination fees).

***SUBJECTS/MODULES/CERTIFICATIONS/DIPLOMA, ETC... COVERED BY IEBDAC FOR BOARD CERTIFICATIONS**

(NOTE: BELOW SUBJECTS/MODULES MAY BE PART OF THE COURSE OR AS A WHOLE COURSE)

- **PROFESSIONAL MAKE UP ARTIST**
- **HAIRSTYLISTS**
- **SPA MANAGEMENT**
- **SEMI-PERMANENT MAKEUP**
- **FUSION BROWS**
- **RUSSIAN/PRESTIGE LIPS**
- **OXYGENEO**
- **HOLLYWOOD PEEL**
- **PHOTO FACIAL**
- **HYDRAFACIAL**
- **MDA FACIAL**
- **ACNE FACIAL**
- **HAIR EXTENSIONS**
- **HFS (HAIR FOLLICLE SIMULATION)**
- **EYELASH EXTENSIONS**
- **ARCHITECTURE OF EYEBROWS AND HENNA**
- **MICROBLADING**
- **MICRONEEDLING**
- **PLASM LIFTING HYALURON PEN (FACIAL, MESOBOTOX AND FAT & CELLULITE CONTROL)**
- **MICROPIGMENTATION (EYEBROWS, LIPS AND EYELINER AND PARAMEDICAL BREAST AREOLA RECONSTRUCTION)**
- **BB GLOW**
- **SKIN NUTRITION**
- **DETOX**
- **WEIGHT LOSS NUTRITION**
- **SKIN CLEANING COURSE**
- **CHEMICAL PEELINGS**
- **DERMAPLANING ALGAE PEELING**
- **SCREEN & MEDIA SPECIALIST MAKEUP**
- **NAIL TECHNOLOGY**
- **AIRBRUSHING**
- **ADVANCED MUFX**
- **FASHION RUNWAY**
- **PROSTHETICS**
- **CRYOLIPOLYSIS**
- **LASER LIPO**
- **ULTRASONIC LIPO**
- **RF**
- **EMS**
- **G5**
- **WEIGHT REDUCTION AND BODY SHAPING**
- **MICRODERMABRASION**

- **HYDRAJET**
- **CHEMICAL PEELS**
- **DIODE LASER**
- **IPL**
- **PICO LASER**
- **DERMAPLANING**
- **RF**
- **MNRF**
- **HIFU**
- **MESOTHERAPY.**

Medical Aesthetics, Medical Cosmetics, and Trichology have been added.

CODE OF ETHICS:

In order to ensure and promote integrity in the professional beauty and spa industry, IEBDAC expects all IEBDAC schools of the Cosmetology, Esthetics, Beauty/Spa section to abide by the standards which are reflected in this Code of Ethical Practice.

As a member of the IEBDAC School, IEBDAC Schools pledge to follow IEBDAC's Code of Ethical Practice which includes:

1. Promote positive awareness of the professional Cosmetology, Aesthetics, Beauty & Spa industry and encourage the highest level of integrity.
2. Provide high quality professional Cosmetology, Aesthetics, Beauty & Spa education/services to the students/consumer.
3. Treat all students, customers, clients and co-workers with respect.
4. Maintain the integrity of products and materials produced, sold and/or used in the provision of professional beauty and spa practical education/ consumer services.
5. Ensure all advertising and sales promotions are truthful and factually accurate.
6. Uphold lawful contractual agreements and commitments, with particular attention to agreements affecting product distribution and management.
7. Only employ licensed professionals/faculty when licensing is required to perform job function.
8. Keep licensing and/or registration current as required by Federal, State, and local authorities.
9. Accurately report tips and income as required by law.
10. Keep insurance current as required by Federal, State, and local authorities.

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11. Follow safety and sanitation guidelines.
12. Proudly represent IEBDAC, its positions, policies and support fellow IEBDAC members.
13. To provide full disclosure, to students/clients and potential clients, regarding the scope of staff/faculty practice, education and experience.
14. Not to suggest nothing harmful to anyone who asks for help or advice.
15. Not to discriminate against students/clients, or other professionals, based on race, religion, age, sex, physical ability, sexual orientation or economic conditions.
16. To keep all information about students/clients in the strictest confidence and only divulge such information if required by law or when authorized by the students/client in question.
17. To not engage in inappropriate relationships or behavior with students/clients.
18. Must agree to display all applicable Registration, Accreditations, Board certificates, diplomas, etc...in a prominent location in work environment, within easy viewing of the students/client and all who might inspect professional facilities.
19. To strive consistently to achieve these objectives and ideals, dedicating to the noble profession of Cosmetology, Aesthetics, Beauty and Spa Industry.

INTERNATIONAL EDUCATION BOARD LTD.

Institute/Academy's name: _____

Institute/Academy's Owner/Director signature: _____

Representative: _____

Date: _____

IEB / IEBDAC name: _____

IEB / IEBDAC signature: _____

Representative: _____

Date: _____