



National Coalition of Estheticians Association



**NCEA Approved Training Facility
Letter Of Agreement**

Giving your students the opportunity to graduate with their state-issued license and the National Esthetician Certification–NCEA Certified credential to give them the best possible start to their career as an Esthetician.



LETTER of AGREEMENT

This Agreement is made between _____ ("_____"),
having a place of business at _____
and the National Coalition of Estheticians Association, ("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) to support the training and testing requirements of the National
Esthetician Certification Program.

It is agreed and understood that by becoming a NCEA Approved Training Facility that all enrolled
Esthetician Students are included in this 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 Requirements. See Testing Center
Requirements as Appendix B.

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

5. 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.

6.GRIEVANCE PROCEDURE:

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.



LETTER of AGREEMENT

(con't)

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.

7. 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.

8. 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

9. 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.

10: 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.

11: 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.



LETTER of AGREEMENT (con't)

12: 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: (____) _____

Email address: _____ Website: _____

Accepted and Agreed:

Signature: _____ Date: _____

Print Name: _____

Title: _____

Accepted and Agreed:

Signature: _____ Date: _____

Print Name: Susanne S. Warfield

Title: Executive Director



National Coalition of Estheticians Association



APPENDIX A

NCEA APPROVED TRAINING FACILITY REQUIREMENTS

FEES and MEMBERSHIP

1. Training Facility must be a current NCEA School Member.

Annual Fee \$425.00

TOTAL ANNUAL FEES (Payable to NCEA)

\$425.00

BUSINESS ASPECTS

Approved NCEA Training Facility must:

- 1. Maintain Professional and General Liability Insurance.
2. Meet the requirements of the NCEA Candidate Information Bulletin (CIB).
3. Program Director and/or Teachers of Training Facility must be NCEA Certified.
4. Have classroom space to hold no less than (6) students.
5. Have ppt. capabilities for group learning.
6. ATF/Testing Centers must send original Candidate Application with Photo attached to the NCEA executive office after giving out Training Manuals.

NO CREDENTIALS WILL BE ISSUED TO CANDIDATE WITHOUT AN ORIGINAL APPLICATION AND PHOTO

REQUIRED STOCK

- 1. Each facility must maintain stock of NCEA Certification Training Manuals and be made available in a timely manner or referred to a point of purchase.

Initials - "_____": _____

Initials - NCEA: _____



APPENDIX B

TESTING CENTER REQUIREMENTS

BUSINESS ASPECTS

- 1. Have a computer lab or quiet room for student testing.
- 2. Have internet capabilities and Questionmark Secure can now be download on Windows, Mac and iPad. Use the link below and follow the download instructions for that device.

<https://support.questionmark.com/content/get-questionmark-secure>

- 3. Each testing facility is responsible to provide a Proctor to administer the test and provide supervision of test taker(s). One (1) proctor per 4 student test takers.

Proctor Requirements:

- 1. Approved testing facilities will proctor tests in accordance with this Agreement.
- 2. Testing Center will be responsible for maintaining security of NCEA Certification Exam Login, Secure Web Login, Payment Login information and Participant Login information.
- 3. Testing Centers will be responsible for ensuring Examination security by having testing Candidate follows instructions provided by NCEA Certified upon approval of this Agreement. Instructions will include, but not limited to, i) Candidate Identification Requirements, ii) Candidate Examination Policies, iii) Candidate appointment time/rescheduling/inclement weather, iv) No food or drink in examination room, v) Candidate instructions on oral and/or written communication during the examination. See Candidate Information Bulletin.

Document completed by: _____

Date Completed: _____

Initials – “_____” : _____

Initials – NCEA: _____



APPENDIX C

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

1. NCEA School/Corporate Membership (annual) \$ 425.00
Includes everything here
<https://nceacertified.org/ncea-national-esthetician-association-membership-benefits/>
PLUS Complimentary Certification for One Esthetics Instructor per year

2. NCEA Training Manual \$ 62.40 ea

ATF Use Only - Wholesale Training Manual - Min. Order Qty. – Multiples of 12

3. NCEA Exam Volume Pricing – Choose your estimated LEVEL *

LEVEL 1	1 – 25	\$350
LEVEL 2	26 – 50	325
LEVEL 3	51 – 75	300
LEVEL 4	76 – 100	275
LEVEL 5	101 – 125	250
LEVEL 6	126 – 150	200

*At the annual executed date of this agreement, LEVEL pricing will be determined for the coming year based on prior years’ volume. School must notify NCEA if during the current term year, next LEVEL pricing is reached. The new pricing will go into effect immediately upon notification, but will not be prorated.

4. Individual Student Membership \$ FREE
(65.00 ea Value)

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

Initials – “_____” : _____

Initials – NCEA: _____