



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.



National Coalition of Estheticians Association



Graduate your students with the National Esthetician Certification-NCEA Certified credential

BENEFITS:

- Put your school ahead of the competition
- Grow brand visibility and student enrollments
- Increase graduate placement opportunities
- Portability of Licensure through endorsement/reciprocity
- Create an Active School Alumni Program with Continuing Education Approved by the [Commission on Accreditation](#)
- NCEA Certified [JOB BOARD](#) to help your students get their first position!
- [NCEA News](#) weekly to your inbox
- [Esthetician Code of Ethics Poster](#)

COST:

- Over 45% Discount on NCEA Study Guides.
- Discount on Volume Testing

EASY IMPLEMENTATION:

1. **NO requirement to add more hours**
2. **MINIMAL paperwork**
3. **NO additional teacher lesson planning – [SAMPLE STUDY GUIDE HERE](#)**
4. You can process study guide/exam orders 24/7

NCEA PROVIDES:

- 7-days a week support
- FREE NCEA Certified credentialing for teacher annually
- FREE One-year Student Memberships included
- FREE Teacher Memberships
- FREE digital license of the Certification Program
- NCEA Certified credentials shipped to school
- NCEA follows up on students if they fail for re-testing



National Coalition of Estheticians Association



This Agreement is made between _____ (“_____”), having a place of business at:

Address: _____

Address: _____

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

Federal Identification Number (EIN): _____

For Publication on NCEA website and social media channels:

School Phone: (____) _____ School Website: _____

School Email: _____

and

National Coalition of Estheticians Association, (NCEA) having offices at 17A Atlantic Blvd, Key Largo, FL 33037-4355.

RECITAL: Whereas: Upon the completion of this document and its appendices (“_____”) will become a NCEA Approved Training Facility (ATF) to meet the training and testing standards of the NCEA Certified credential.

It is agreed and understood that (“_____”) is to provide each enrolled undergraduate student the following:

- a) National Esthetician Certification Study Guide
- b) CPR/AED/First Aid certificate of completion
- c) Proctored NCEA Certified examination

AGREEMENT:

1. TERM: (“_____”) and NCEA agree to an initial term of Agreement beginning upon date of agreement (see page 5) and ending one year later with automatic renewal at thirty (30) days prior to agreement expiration. During each term one (1) complimentary teacher NCEA Certified is provided.
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 ATF 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. MARKETING and SUPPORTING MATERIALS: (“_____”) agrees to the NCEA use and application of NCEA logos and use of NCEA required materials. **See Appendix A and D.**



Letter of Agreement - Cont.

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

7. GRIEVANCE PROCEDURE:
 - a) Complaints alleging against (“_____”) with a violation of conduct, NCEA Code of Ethics, 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) (“_____”), 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 (“_____”) 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.

8. 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 to maintain Student Candidate Applications for five (5) years post-termination. (“_____”) is responsible for refunding of all fees paid by student should the ATF stop providing the certification program.

9. 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.

10. 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.



Letter of Agreement - Cont.

- 11. NOTICES: All notices given under the terms of the Agreement shall be sent first by email, and if not acknowledged, will be sent by United States certified mail, postage prepaid, to the respective party at the address set forth in this Agreement.
12. 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.
13. LAW: The Agreement is made in and governed by the laws of the State of Florida.

(“_____”) Accepted and Agreed:

Signature: _____ Date: _____

Print Name: _____ Title: _____

Cellphone: (____) _____ Email address: _____

Owner/Director Name: _____

Direct Email Address: _____

Direct Phone: (____) _____

NCEA Accepted and Agreed:

Signature: _____ Date: _____

Print Name: Susanne S. Warfield
Title: Founder/Executive Director



APPENDIX A

NCEA APPROVED TRAINING FACILITY REQUIREMENTS

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 ATF must be NCEA Certified to teach the program, and/or proctor exams. **NCEA provides one teacher NCEA Certified credentialing annually at no cost to ATF or Teacher. NCEA also provides Complimentary Teacher memberships for all teachers.*
4. Have classroom space to hold no less than six (6) students.
5. Have Microsoft PowerPoint capabilities for group learning.
6. ATF must be able to send scanned Candidate Applications with the Exam Order Form.
7. Maintain Student Candidate Applications for five (5) years.
8. ATF must display NCEA School Membership certificate where visible.
9. Logos and ATF advertising of the program must be displayed on your website within 45 days of signing this Letter of Agreement. NCEA must approve the NCEA website additions, and reserves the right to require changes if deemed inappropriate or incorrect.

REQUIRED STOCK

1. Each facility must maintain stock of National Esthetician Certification Study Guides.

Initials - ("_____"):_____

Initials – NCEA:_____



APPENDIX B

ATF TESTING CENTER REQUIREMENTS

BUSINESS ASPECTS

1. Have a computer lab or quiet room for student testing.
2. Have internet capabilities and Questionmark Secure downloaded onto computer testing device(s).

Proctor Requirements:

3. ATF is responsible for proctoring exams with a NCEA Certified teacher. One (1) proctor per 4 students at a time.
4. ATF will be responsible for ensuring examination security. See Student Candidate Information Bulletin.

Initials - ("_____"):

Initials – NCEA:



APPENDIX C

NCEA APPROVED TRAINING FACILITY FEE STRUCTURE

- 1. NCEA School Membership (Recurring yearly) \$ 500.00
2. NCEA Study Guide (ATF Wholesale Pricing) \$ 74.50 ea.
AFT Wholesale Purchase: Minimum Order Quantity = 12
Minimum Order Cost: \$894.00

3. NCEA Exam Level Pricing

Table with 3 columns: LEVEL, # of students, Cost per exam. Rows include LEVEL 1 through LEVEL 6 with corresponding student ranges and costs.

All ATFs will begin as a Level 1 School until passing the 25-student mark. You can then notify NCEA when next LEVEL pricing has been reached. The new pricing will go into effect immediately upon notification and will not be prorated to beginning of agreement term year. Note: NCEA reserves the right to adjust pricing at the anniversary date of this agreement, if ATF does not maintain next Level pricing.

4. Pricing per Student: Below is a table showing Esthetician Retail cost (from NCEA website) vs ATF Wholesale (what you pay for your students)

- Esthetician Retail Cost: Study Guide \$149.00, Registration \$ 700.00 to \$1200.00, NCEA Individual Membership \$ 80.00. Esthetician COST RANGE: \$ 929.00 to \$1,429.00
• ATF Wholesale Cost: Study Guide \$ 74.50, Exam \$ 350.00 to as low as \$225, NCEA Individual Membership \$ 0.00 Provided Complimentary. ATF COSTS RANGE: \$ 424.50 to as low as \$299.50

Initials - ("_____"):

Initials - NCEA:



APPENDIX D

NCEA APPROVED TRAINING FACILITY TOOL BOX

Upon execution of this Letter of Agreement, NCEA will email the following:

1. Countersigned Agreement.
2. SCHOOL INSTRUCTIONS.
3. ORDER LINKS – Confidential links and passwords to conduct ordering and exam management.
4. MASTER EXAM FORM – ATF Specific form.
5. STUDENT CANDIDATE APPLICATION.
6. STUDENT CANDIDATE INFORMATION BULLETIN.
7. NCEA PREP CLASS PowerPoint review of Study Objectives, Self Assessments and Knowledge Reviews.
8. LOGOs -
 - NCEA Certified Approved Training Facility
 - NCEA Certified
 - NCEA Association Logo
9. ESTHETICIAN CODE of ETHICS – Must be displayed in every esthetician classroom.

Initials - (“_____”): _____

Initials – NCEA: _____