

AESTHETIC NATIONAL INSTITUTE

Center of Excellence

Setmore Course Listing Guidelines

All ANI Centers of Excellence are required to follow these standards when listing courses in Setmore. This ensures brand consistency, pricing clarity, accurate reporting, and a uniform booking experience across all ANI training sites.

Deviation from these guidelines must be approved by ANI leadership.

1. Setmore Category Structure

Each COE must create the following top level categories in Setmore.

Required Categories

- ANI Training Courses
- ANI Private Training
- ANI Group Training
- ANI Shadow Days and Observation
- ANI Special Events

No additional categories should be created without ANI approval.

2. Course Naming Convention

Course titles must follow this exact format:

ANI | Course Name | City, State

Examples:

- ANI | Overview Series | Houston, TX
- ANI | Facial Balancing Intensive | Austin, TX
- ANI | Large Group Neurotoxin Training | Bentonville, AR

Do not include emojis, promotional language, or pricing in the course title.

3. Description Formatting Standards

All course descriptions must be written in paragraph form, professional tone, no bullet overload, and no emojis.

Each description must include:

- Educational intent
- Format (didactic, hands on, observation only)
- Who the course is designed for
- Any limitations on participation

Descriptions must match ANI approved language and pricing intent.

4. Duration Requirements (Setmore Minutes Field)

Use the exact duration values below when listing courses.

Course Type	Duration (Minutes)
Overview Series	180
Private Training With Travel	180
Private Full Day	420
Private Half Day	240
Small Group Session	390
Large Group Session	240

Do not adjust minutes to fit scheduling preferences. These values are standardized across all COEs.

5. Pricing Standards (Per Attendee)

Pricing must be entered exactly as shown below and must reflect per attendee pricing, not total group cost.

Approved Course Pricing

Overview "Mini" Series (One Topic)

\$899 per attendee

180 minutes (1-2 Model)

Private Training With Travel

\$1,000 per hour with a 3 hour minimum

Set more price must display as \$3,000 per attendee

180 minutes (2 Models)

Private Full Day

\$5,000 per attendee

Up to 4 attendees from one clinic

420 minutes (3-4 Models)

Private Half Day

\$3,000 per attendee

One focus area only: Face or Neck

240 minutes (2 Models)

Small Group Session

\$2,000 per attendee

Up to 4 attendees

390 minutes (3-4 Models)

Large Group Session

\$999 per attendee

Limit of 10 attendees

240 minutes (2-3 Models)

Pricing source: ANI Course Pricing Guidelines

ANI Pricing Guidelines (1)

6. Capacity Settings

Setmore capacity must match ANI limits exactly.

Course Type	Max Capacity
Overview Series	As approved by COE
Private Training	1 booking per attendee
Private Full Day	4
Private Half Day	4
Small Group Session	4
Large Group Session	10

Do not exceed capacity limits under any circumstance.

7. Booking Notes and Disclaimers

Each course listing must include this statement at the bottom of the description:

This course is hosted by an ANI Center of Excellence. All training follows ANI educational standards, safety protocols, and ethical guidelines. Hands on participation is subject to licensure verification and state regulations.

8. Model Sitting Fees

ANI courses that include live models must charge a model sitting fee. This fee ensures that models are scheduled appropriately, that attendance is reliable, and that trainers

can plan safe and controlled hands on training environments.

Models are never charged for product. The fee represents the model's participation in a live educational training environment.

Centers of Excellence must follow the approved ANI sitting fee structure.

Approved Model Sitting Fees:

Standard Model Sitting Fee

\$500 per model

Advanced or Multi Area Model Sitting Fee

\$1,000 per model

The trainer determines which model category is appropriate based on the complexity of treatment and the number of treatment areas being addressed.

These standards protect ethical education practices and prevent the appearance of selling product during training. COEs must follow these requirements:

- Models cannot be charged for product
- Models cannot be charged per syringe or per unit
- The sitting fee must be clearly communicated prior to scheduling
- The sitting fee is required for all hands on courses unless otherwise approved by ANI

Free or Promotional Model Opportunities

In some cases, trainers may offer limited promotional model opportunities for educational purposes. This is optional and must be at the discretion of the trainer.

Even when promotional models are used, safety standards, screening requirements, and informed consent procedures must remain identical to standard courses.

9. CME Eligibility

Not all ANI courses qualify for continuing medical education credit. CME eligibility is determined by course structure, educational hours, and accreditation requirements. COEs must not advertise CME credit unless the course has been formally approved

through ANI accreditation channels. The following courses are not CME eligible:

- Mini Courses / Overview Series
- Free Courses
- Complication Management Workshops
- Promotional or educational demonstration events

10. Model Setup Guidelines in Setmore

Centers of Excellence must use Setmore to manage model scheduling for all courses that include hands on training. This ensures organized scheduling, consistent pricing, and proper documentation of model participation. Models must be listed as separate booking services from training courses. Model appointments are not educational registrations. They represent participation as a live training model.

Model Service Categories

Each COE must create the following category in Setmore: **ANI Training Models**

This category must contain all model appointments used for hands on training. No additional model categories should be created without ANI approval.

Model Service Naming Convention

Model services must follow this exact format:

ANI Model | Treatment Area | City, State

Examples:

ANI Model | Neurotoxin Treatment | Houston, TX

ANI Model | Lip Filler | Austin, TX

ANI Model | Facial Balancing | Bentonville, AR

Service titles must remain simple and descriptive. Do not include promotional language.

Model Appointment Duration

Model appointment time must match the structure of the course. Recommended Setmore duration:

Standard Model Appointment

60 minutes

Advanced Model Appointment

90 minutes

Trainers may adjust model appointment timing based on course structure, but appointment slots must allow adequate time for:

- Assessment
- Trainer oversight
- Treatment
- Post treatment review

Model Description Requirements

Each model listing must clearly state that the appointment is part of a training environment.

Description example:

This appointment is for individuals interested in participating as a model during an Aesthetic National Institute training course. Treatments are performed by licensed medical providers under the direct supervision of an experienced trainer. Participation requires flexibility with treatment planning and treatment areas may vary depending on the educational needs of the course. A model sitting fee applies and reflects participation in a clinical training environment.

Required Model Disclaimer

The following disclaimer must appear at the bottom of every model listing:

This appointment is part of a clinical training environment. Treatments are performed by licensed providers under trainer supervision. Treatment areas and techniques are determined by the trainer for educational purposes. Results may vary.