



PAUL MITCHELL[®]

the school

MTI COLLEGE

Catalog Supplement 2018

5231 Madison Avenue, Sacramento CA 95841 (916) 339-1500
www.mticollege.edu

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PROGRAM OVERVIEW

Why Paul Mitchell?

Quite simply, the beauty industry offers you the personal freedom and financial rewards you desire!

Thanks to the life and teachings of Paul Mitchell, the legendary hair designer, product innovator, and salon educator, careers in hair design today can be both personally and financially rewarding. As a Paul Mitchell-trained professional, you can realize your artistic dreams and will have the foundation to work almost anywhere in the world.

Whether you choose to create fashion behind a chair in the salon; own your own salon or spa business; or opt for the excitement of a career in fashion, feature film, TV, or product education, Paul Mitchell Schools will help you reach your artistic, technical, and lifestyle goals.

- **John Paul DeJoria**

Chairman and CEO, John Paul Mitchell Systems



John Paul DeJoria

Paul Mitchell the School Sacramento at MTI College is proud to offer an outstanding learning facility, experienced and competent learning leaders, and a curriculum that reflects the Paul Mitchell systems and culture. Our goals are to:

- Provide a comprehensive hands-on curriculum designed by Paul Mitchell systems, integrating state-of-the-art training and techniques;
- Educate future professionals on the California state laws and regulations that apply to the cosmetology or barbering field;
- Prepare future professionals to successfully pass the state cosmetology or barbering licensing exam;
- Train future professionals to be professional, knowledgeable, and skilled cosmetologists or barbers;
- Promote lifelong learning and the continuous fine-tuning of skills among learning leaders and future professionals;
- Develop positive relationships with salon and business professionals within the community;
- Teach courtesy and professionalism as the foundation of a successful career;
- Instill confidence and excitement within future professionals as they begin successful careers in the salon and beauty industry.

PROGRAM OVERVIEW

Cosmetology Program

MTI has partnered with Paul Mitchell Advanced Education to deliver a career-oriented program where future professionals develop the knowledge and skills necessary to become licensed cosmetologists through the State of California. The program follows the highly successful Paul Mitchell approach toward developing a full range of professional skills in hair, skin, and nail care as well as in client relations, retail sales, and the fundamentals of salon management. All courses are taught by trained learning leaders, who are licensed cosmetologists with direct experience in the field. As students move through each phase of the program, they will successfully demonstrate the knowledge, skills, and confidence they have acquired in the classroom and on the clinic floor. Upon completion of the 1600-hour program, future professionals will have satisfied the State of California Board of Barbering and Cosmetology educational requirements for becoming licensed cosmetologists.

Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Demonstrate an understanding of the laws and rules regulating the cosmetology industry in the State of California;
- Discuss and apply the scientific aspects of cosmetology, including anatomy and physiology, chemistry and bacteriology to their professional activities;
- Follow general sanitation procedures and safety guidelines as applied to all aspects of hair, skin and nail care;
- Consistently apply appropriate Paul Mitchell systems techniques in the following areas:
 - Hair cutting and styling;
 - Hair coloring, permanent waving, chemical relaxing, and other scalp and hair treatments;
 - Skin care treatments and the application of cosmetics;
 - Manicures, pedicures and advanced nail techniques.
- Make appropriate product recommendations and properly advise customers on the product's use and safety;
- Apply fundamental business practices to a salon environment, including customer service, and retail skills;
- Demonstrate an understanding of service and sales techniques;
- Demonstrate an understanding of the skills needed for building and retaining clientele.

PROGRAM OVERVIEW

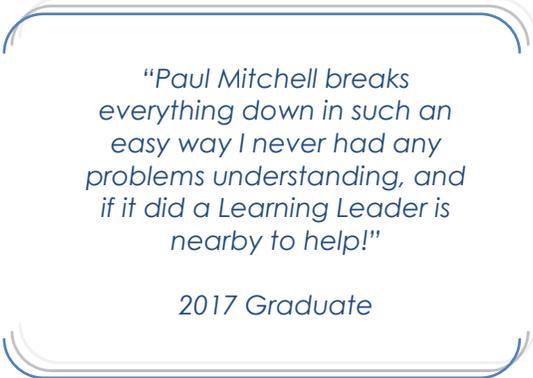
The Cosmetology Learning Experience

Core Curriculum: A 200 hour orientation, known as the Core program, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in cutting, coloring, permanent waving, and chemical texture services.

Protégé Learning Experience: Your experience as a Protégé produces a smooth transition from Core student to Adaptive student. You spend 70 hours as a Protégé preparing you for the clinic classroom experience.

Clinic Classroom Learning Experience: Your clinic classroom time from 270 to 1600 hours will be guided with individual attention and group learning experiences using mini-classes, monthly worksheets, and periodic evaluations developed specifically for this monitoring progress. This is when you begin experiencing your clinic classroom education on paying clients in the clinic classroom area.

Classroom Learning Experience: Your classroom time from 270 to 1600 hours is divided into six (6) areas: cutting, coloring, texture, makeup, skin, and nails. Each area has an instructor who conducts the different specialty classes each week; Classroom Learning Experiences may also include retail, motivation, self-improvement, professional development, and attendance education which may be conducted by an instructor, non-licensed staff member or guest artist.



"Paul Mitchell breaks everything down in such an easy way I never had any problems understanding, and if it did a Learning Leader is nearby to help!"

2017 Graduate

PROGRAM OVERVIEW

Barbering Program

Program Objective

To prepare future professionals with the knowledge and skills necessary to become licensed barbers with the State of California. The program follows the highly successful Paul Mitchell-approach toward developing a full range of professional skills in hair, skin, and barbering as well as in client relations, retail sales, and the fundamentals of salon management. As future professionals move through each phase of the program, they will successfully demonstrate the knowledge, skills, and confidence they have acquired in the classroom and on the clinic floor.

Program Description

The barbering program is a comprehensive program that is based on the requirements set forth by the State of California Board of Barbering and Cosmetology and meets all educational requirements (instruction and required operations) for becoming a licensed barber in the State of California. The total length of the program is 1500 hours. Upon successful completion, future professionals will earn a diploma in barbering and will be eligible to pursue licensure with the State of California.

All students considered for enrollment into the barbering program must possess a positive attitude and an ability to benefit from the program, and demonstrate good attendance, a cooperative work style and a strong work ethic.

Student Learning Outcomes

Upon successful completion of this program, students will be able to do the following:

- Describe and adhere to the laws and rules regulating the cosmetology and barbering industry in the State of California;
- Discuss and apply the scientific aspects of cosmetology and barbering, including anatomy and physiology, chemistry and bacteriology to their professional activities;
- Follow general sanitation procedures and safety guidelines as applied to all aspects of hair, skin and shaving and beard maintenance.
- Consistently apply appropriate principles and techniques in the following areas:
 - Hair cutting and styling following the Paul Mitchell Barbering system
 - Skin care treatments for men
 - Beard Design, shaving with straight edge razors and maintenance
- Make appropriate product recommendations and properly advise customers on the product's use and safety;
- Apply fundamental business practices to a barbershop or salon environment, including customer service, retail skills, and client recordkeeping.

PROGRAM OVERVIEW

Cosmetology and Barbering

The Cosmetology and Barbering Program is a comprehensive program that is based on the requirements set forth by the State of California Board of Barbering and Cosmetology and meets all educational requirements (instruction and required operations) for becoming a licensed cosmetologist and/or a barber in the State of California. The total length of the program is 1800 hours. Upon successful completion, future professionals will earn a diploma in Cosmetology and Barbering and will be eligible to pursue licensure with the State of California. Please note: Students must qualify, apply for, and pass the cosmetology and barbering licensure exams separately.

All students considered for enrollment into the Cosmetology and Barbering program must possess a positive attitude and an ability to benefit from the program, and demonstrate good attendance, a cooperative work style and a strong work ethic. At admissions, the future professional will enroll in the Cosmetology program. The future professional will attend the CORE, protégé, and adaptive portions of the cosmetology program, and at the 1400-hour mark of instruction, the future professional's eligibility to transfer to the Barbering and Cosmetology program will be assessed.

Eligibility Criteria

Future professionals will have the ability to transfer to the Barbering and Cosmetology program under the following conditions:

- The future professional meets/met the eligibility criteria noted below at the 1400-hour mark of instruction.
- Eligibility Criteria
 - Overall attendance rate of 95% or higher.
 - A minimum of 80 paid "service guests" between the 200-hour and 1400-hour marks in the program.
 - All theory exams completed and passed with a score of 90% or higher.
 - All worksheets 100% completed.
 - No documented advisory concerns.

If the prospective future professional meets the criteria at the 1400-hour mark of instruction, he/she will be eligible to transfer to the Barbering and Cosmetology program as follows:

- Additional tuition and supply charges for barbering-related items not included in the original cosmetology kit will be covered by grant monies and/or institutional scholarship.
- The future professional will be required to pay for replacement items that were in the original cosmetology kit but may have been lost or worn out.
- The future professional's program will be changed to Cosmetology and Barbering.
- Typically, the barbering component will begin after the 1600-hour cosmetology curriculum and Final Phase have been completed.
- If there is an extended period of time separating the time the future professional completes his/her cosmetology requirements and the time the barbering component is scheduled to begin, the future professional may be placed on a leave of absence as allowed by the US Department of Education. Should the time exceed what is allowed, the future professional may take the Barbering Crossover course within two years of completing his/her cosmetology requirements. Additional tuition and supply charges for barbering-related items not included in the original cosmetology kit will be covered by grant monies and/or institutional scholarship. The future professional will be required to pay for replacement items that were in the original cosmetology kit but may have been lost or worn out.

(Note: This incentive program is temporary, but will remain in effect for any future professional who meets the eligibility criteria and has a start date prior to the announcement ending the incentive program.)

PROGRAM OVERVIEW

Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Describe and adhere to the laws and rules regulating the cosmetology and barbering industry in the State of California;
- Discuss and apply the scientific aspects of cosmetology and barbering, including anatomy and physiology, chemistry and bacteriology to their professional activities;
- Follow general sanitation procedures and safety guidelines as applied to all aspects of hair, skin and nail care;
- Consistently apply appropriate principles and techniques in the following areas:
 - Hair cutting and styling following the Paul Mitchell Barbering system;
 - Skin care treatments for men;
 - Beard design, shaving with straight edge razors and maintenance.
- Make appropriate product recommendations and properly advise customers on the product's use and safety;
- Apply fundamental business practices to a salon environment, including customer service, retail skills, client recordkeeping.



PROGRAM OVERVIEW

Barbering Crossover Course

This course focuses on technical instruction and practical experience in shaving preparation and performance. Topics include preparing the client's hair for shaving, assessing the condition of the client's skin, performing proper shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, and rolling cream massages.

General Information

The Barbering Crossover Course consists of 200 hours of instruction intended for individuals who have already completed their cosmetology education and are looking to expand their knowledge and skills into barbering. The course is based on the requirements set forth by the State of California Board of Barbering and Cosmetology and meets all educational requirements (instruction and required operations) for becoming a licensed barber in the State of California. The date and time the course is offered will coincide with the barbering component of the Cosmetology and Barbering program. Students in the class may be a combination of current and past MTI future professionals. **Upon successful completion, future professionals will earn a certificate in barbering and will be eligible to pursue licensure with the State of California.** Please note: Students must qualify, apply for, and pass the cosmetology and barbering licensure exams separately.

Existing MTI Paul Mitchell Future Professional

If an existing future professional does not meet the criteria to advance to the Cosmetology and Barbering program, he/she may be eligible for the Barbering Crossover course as follows:

- If the prospective future professional meets the following criteria at the 1600-hour mark of instruction, he/she will be eligible to add the Barbering Crossover course.
- The future professional will receive a 30-percent discount on tuition. To receive the tuition discount, the future professional must enroll in the Barbering Crossover course within two years of earning his/her cosmetology diploma.
- The future professional will be required to pay for the cost of the barbering related items necessary for the course, including items that were in the original cosmetology kit but may have been lost or worn out.
- Eligibility Criteria
 - Overall attendance rate of 90% or higher.
 - A minimum of 40 paid "service guests" between the 200-hour and 1600-hour marks in the program.
 - Theory exams must be completed and passed with 80% or higher.
 - Monthly theory attendance of 75% or higher.
 - Worksheets current and 100% completed.
 - State of California Board of Barbering and Cosmetology Proof of Training document.
 - Future professional in attendance August 23, 2016 or later.

PROGRAM OVERVIEW

Returning MTI Paul Mitchell Graduates and Students New to MTI College

Graduates from the MTI Paul Mitchell cosmetology program who do not meet the criteria listed above and students who completed their cosmetology training at another Paul Mitchell school and are new to MTI College will be responsible for paying full tuition and the cost of the barbering kit.

To be considered for admission, the prospective student must:

- Have successfully completed the Paul Mitchell cosmetology program at MTI College or another Paul Mitchell school.
- Provide a completed State of California Board of Barbering and Cosmetology Proof of Training document.
- Participate in an interview with an admissions leader.
- Be in "good-standing" with the College.

NOTE: Students are not required to be a licensed cosmetologist with the State of California.

Course Outcomes

Upon successful completion of this program, students will be able to do the following:

- Follow sanitation procedures and safety guidelines appropriate to all aspects of the cosmetology/barbering industry;
- Cut and style hairstyles using the Paul Mitchell cutting system and appropriate tools;
- Mix and apply hair color, bleach, and tints to achieve optimum results;
- Provide professional chemical cosmetology/barbering services, including, but not limited to, permanent waving and chemical relaxing;
- Provide facial shaving services;
- Successfully perform the duties of a salon employee through the application of fundamental business practices, customer service and retail sales skills, and guest recordkeeping;
- Model behavior that reflects confidence, competence, and professionalism;
- Demonstrate proficiency in:
 - Hair-cutting procedures;
 - Hair color procedures;
 - Hair styling procedures
 - Chemical retexture procedures;
 - Facial procedures;
 - Shaving procedures;
 - Chemical retexture procedures.

Financial aid not available for this course. Payment plans are available. Please contact an MTI admissions advisor for complete details.

PROGRAM OVERVIEW

Advanced Makeup Course

Future professionals have the option to add the Advanced Makeup course (C450) to their program. The Advanced Makeup course enables future professionals to continue building and applying their knowledge and skills through classroom instruction and working on live models. This course will improve the employability of current future professionals and Paul Mitchell graduates by teaching advanced makeup techniques that build on the skills learned in the cosmetology program. The Advanced Makeup course consists of fifteen modules in which future professionals gain additional experience through hands-on practice and evaluation by the instructor. Additionally, the course will assist future professionals in understanding the importance of, and how to create a professional makeup portfolio.

- 15-week course.
- Adds an additional 45 hours to the program.
- Future professionals may begin the course once they have accumulated at least 800 hours in the cosmetology program.
- Classes are held on Wednesdays from 2:00 p.m. to 5:00 p.m.
- Future professionals bring their own models each week.
- Practical and written exam.
- A certificate of completion is awarded to future professionals at the end of the course.

Course Outcomes

Upon successful completion of this course, students will be able to do the following:

- Model behavior that reflects confidence, competence, and professionalism;
- Demonstrate competency in:
 - Tools of the Trade;
 - Corrective Makeup;
 - Makeup for Mature Skin;
 - Makeup for Dark Skin;
 - Makeup for Asian Eyes;
 - Male Makeup;
 - Classic Pinup Makeup;
 - Airbrushing Makeup;
 - Bridal Makeup;
 - Film/Photography Makeup;
 - Special FX Makeup;
 - Theatrical Makeup.
- Follow general sanitation procedures and safety guidelines as applied to all aspects of makeup application as prescribed by the California state requirements and procedures for licensed cosmetologists.

Financial Aid not available for this course. Payment plans are available. Please contact an MTI admissions advisor for complete details

PROGRAM OVERVIEW

What Makes Your Experience at Paul Mitchell the School Sacramento at MTI College Unique?

When you choose to attend the *Paul Mitchell the School Sacramento at MTI College*, you get the best of both worlds - an amazing cosmetology education backed by an industry leader, and the reputation and resources of an established college that has been a part of the Sacramento community for almost 50 years. The partnership between Paul Mitchell and MTI College sets the standard for education in the cosmetology industry, and has earned MTI's *Paul Mitchell the School* program the KCRA A-List Award as one of the BEST salons in the Sacramento Area on multiple occasions!

Professional Development Classes: Passing the California State Cosmetology Board Exam is important, but a winning career also requires a foundation in marketing, client retention, cash flow management, and retail merchandising and social media presence. MTI's cosmetology curriculum includes a business component that helps our future professionals become well-rounded salon professionals.

Job Placement Assistance: Job security is a must in an ever-changing economy like ours. That's why MTI College has a full-time career services staff that's ready to assist you. As a graduate in good standing from *Paul Mitchell the School Sacramento at MTI College*, you are eligible to receive job placement assistance on a continual basis. You can count on MTI College to help you keep your career moving forward.

Small Class Sizes: Individual attention is critical to our future professionals' success. We limit the number of future professionals starting in our programs to ensure that we can build a learning environment that caters to the specific needs of each individual. Through this one-on-one attention, our graduates are more successful in passing the California State Cosmetology Board Exam and in finding good careers in the beauty industry!

PROGRAM OVERVIEW

Test Pass Assurance (TPA) Programs

We know what it takes to help you get licensed and jumpstart your career! Backed by almost 50 years of experience in preparing students to become working professionals, we will help you prepare for the California State Board of Barbering and Cosmetology licensing exams so you will pass with flying colors! Through innovative tools like the Test Pass Assurance program, practice exams, and the Final Phase program, you will receive an intense hands-on review of the knowledge and skills needed to obtain your license. All future professionals are strongly encouraged to participate in the Test Pass Assurance program (TPA) which offers a significant added value **not offered** by other cosmetology schools. The program is designed to facilitate program completion and graduation, and help future professionals prepare to pass the California State Board of Barbering and Cosmetology licensing exam.

Cosmetology Test Pass Assurance Program

Overall Pass Rate: 96.27%
(8/1/2018)

Here's how it works:

Once a future professional has completed 1150 hours of training, he/she schedules an appointment to meet with the operations leader to discuss the pre-application process for the state board exam. By choosing to pre-apply for the exam, the future professional becomes part of the Test Pass Assurance Program (TPA). The operations leader will assist the future professional through the process of program completion, certification of hours, final phase and the mock boards; all in preparation for graduating from the program and sitting for the state board exam.

Pre-Application for State Board Exam

- A future professional may pre-apply for the state board exam upon completing at least 1150 but no more than 1235 hours of training. This window of time is determined by the California Board of Barbering and Cosmetology.
- Pre-applying for the exam is optional. Future professionals are not required to pre-apply; however, they are strongly encouraged to do so. Generally speaking, a future professional who pre-applies for the exam and takes advantage of the TPA program is assigned a test date that is closer to the date he/she completes the program. In addition, the future professional is better prepared for the exam and is more likely to pass.
- When a future professional pre-applies for the exam, the state assigns an "anticipated examination date". Note: This is just a tentative date! The state will mail an admission letter to the future professional's home address confirming the actual test date. It is the future professional's responsibility to contact the Board of Barbering and Cosmetology (barbercosmo@dca.ca.gov) if he/she has not received the admission letter at least 3 weeks prior to the anticipated examination date.
- The future professional is instructed to take a copy of the admission letter with him/her on the day of the exam.

Certification of Program Completion

- Once a future professional successfully completes all program requirements including hours, tests, worksheets and projects, the operations leader submits a Proof of Training (POT) to the California Board of Barbering and Cosmetology. The POT certifies to the state that the future professional has completed the program and its requirements. The state requires this certification for a future professional to be considered eligible for licensure and admitted to the exam.
- The state will not allow a future professional (even one who has pre-applied) to take the exam unless he/she has completed all the program requirements and has received a POT.
- The operations leader will create a hard copy of the POT to the state and provide the future professional with a hard copy in an official, sealed envelope. DO NOT open the envelope; if the seal is broken, it will not be accepted by the state.

PROGRAM OVERVIEW

Final Phase

- Participation in Final Phase is an added benefit of MTI's Test Pass Assurance Program and greatly increases the likelihood of passing the state board exam. Final Phase is designed to help future professionals refresh and review all state board written and practical drills, exercises, and practice tests in preparation for the state board licensing exam. While participating in Final Phase is not required for program completion, it is required for earning a diploma and is highly recommended.
- Final Phase consists of eight modules and two mini-mock board exams. Future professionals who successfully pass both mini-mock board exams receive a complimentary state board kit to use for the final exam/mock board. *Please note: The complimentary kit is only available to future professionals who complete their 1600 hours and all program completion requirements within the specified timeframe. Future professionals who extend beyond the grace period following their scheduled program completion date are not eligible to receive the kit.*
- Final Phase is scheduled during the weeks immediately preceding the future professional's state board exam date. In some cases, future professionals may be attending Final Phase beyond their 1600 hours.

Final Exam/Mock Board

- The final exam, called a mock board, is designed to simulate the actual state board exam and requires up to four hours to complete. Both the mock board and the state board exam require a state board kit.
- Future professionals or graduates will attend a mock board exam scheduled as closely as possible to the date of their state board exam. Should a future professional or graduate fail to attend his/her scheduled mock board exam or arrive more than 10 minutes late, he/she will forfeit the mock board exam opportunity for that day.
- A \$100 rescheduling fee will be charged and the future professional or graduate will be assigned a new mock board exam date as soon as possible - based on instructor availability.
- Future professionals who pass the mock board exam will receive a complimentary state board exam kit to use during the actual state board exam. Future professionals who do not pass the mock board exam will not receive a state board exam kit until they successfully complete the mock board exam. *We strongly recommend that future professionals who do not pass the final exam/mock board make arrangements with the exam proctor to obtain a second kit and reschedule the mock board test. Any costs related to subsequent mock board exams are the responsibility of the future professional.*
- Participation in Final Phase and the successful completion of the final exam/mock board are part of the MTI College requirements for earning a diploma. We recognize that circumstances may arise which prohibit future professionals from attending Final Phase, completing the two mini-mock board exams, or passing the final exam/mock board. If a future professional successfully obtains licensure from the State of California or any other state without completing these requirements, he/she may submit evidence of licensure to obtain a diploma from MTI College.

PROGRAM OVERVIEW

Barbering Test Pass Assurance Program

Overall Pass Rate: 85.71%
(8/1/2018)

This TPA program is designed to facilitate program completion and help future professionals prepare to sit for the California Board of Barbering and Cosmetology licensing exam(s).

Here's how it works:

Once a future professional has completed the additional 200 hours of barbering training, he/she schedules an appointment to meet with the operations leader to discuss the application process for the state board exam. By choosing to apply for the exam, the future professional becomes part of the Test Pass Assurance Program (TPA). The operations leader will assist the future professional through the process of program completion, certification of hours, final phase and the mock boards; all in preparation for sitting for the state board exam.

Certification of Program Completion

- Once a future professional successfully completes all program requirements including hours, tests, worksheets and projects, the operations leader will create a Proof of Training (POT). The POT certifies to the state that the future professional has completed the program and its requirements. The state requires this certification for a future professional to be considered eligible for licensure and admitted to the exam.
- The state will not allow a future professional to take the exam unless he/she has completed all the program requirements and has received a POT.
- The operations leader will assist the future professional with completion of the Barber Application and provide a POT.
- The application and POT will be mailed to the State or can be filled out on line. The future professional is responsible for communicating their test date to the operations leader once it is received.

Final Phase

- Participation in Final Phase is an added benefit of MTI's Test Pass Assurance Program and greatly increases the likelihood of passing the state board exam. Final Phase is designed to help future professionals refresh and review all state board written and practical drills, exercises, and practice tests in preparation for the state board licensing exam.
- Final Phase consists of four modules and a mini-mock board exam. Future professionals who successfully pass the mini-mock board exam receive a complimentary state board kit to use for the final exam/mock board.
- *Please note: The complimentary state board kit is only available to future professionals who complete their 200 hours and all program completion requirements within the specified timeframe/on time. Future professionals who do not complete the program on time/ within the scheduled program completion date are not eligible to receive the kit, and will pay a \$100 rental fee.*
- Final Phase is scheduled immediately following the completion of the 200 hour Barbering course. Future Professionals cannot attend Final Phase until all 200 hours have been clocked. Future Professionals are not clocking in or out for Final phase.

PROGRAM OVERVIEW

Final Exam/Mock Board

- The final exam, called a mock board, is designed to simulate the actual state board exam and requires up to four hours to complete. Both the mock board and the state board exam require a state board kit.
- Future professionals or graduates will attend a mock board exam scheduled as closely as possible to the date of their state board exam. Should a future professional or graduate fail to attend his/her scheduled mock board exam or arrive more than 10 minutes late, he/she will forfeit the mock board exam opportunity for that day.
- A \$100 rescheduling fee will be charged and a new mock board exam date will be assigned as soon as possible - based on instructor availability.
- Future professionals who pass the mock board exam will receive a complimentary state board exam kit to use during the actual state board exam. Future professionals who do not pass the mock board exam will not receive a state board exam kit until they successfully complete the mock board exam. *We strongly recommend that future professionals who do not pass the final exam/mock board make arrangements with the exam proctor to obtain a second kit and reschedule the mock board test. Any costs related to subsequent mock board exams are the responsibility of the future professional.*



PROGRAM OVERVIEW

Paul Mitchell Golden Rules

A code of conduct

- *Be on time. (Always)*
- *Always be in a great mood. (Fake it when necessary)*
- *Come to work prepared.*
- *Be informed. (Read all memos and information)*
- *Gossip is not allowed.*
- *Hold each other accountable. (24-hour rule)*
- *Resolve all personal challenges with love.*
- *Go to the decision maker with any apparent unsolvable challenges. Use the "Go in Asking" rule.*
- *Be knowledgeable, literate, and articulate.*
- *Always "look the part" of an impeccable professional. (classic, dramatic or fashion forward)*
- *Be professional always.*
- *Do not get personally involved with Future Professionals or clients.*
- *Personal lives remain personal.*

"I have learned so much and formed so many amazing relationships! I know I will always be able to reach out to my learning leaders if I ever need any help!"

2017 Graduate

GUIDELINES, POLICIES & EXPECTATIONS

Professional Image

All future professionals must adhere to the following professional dress code while in attendance, including student run team events, final phase and mock boards.

1. Future professionals may wear black or gray in any combination.
2. Phase Two future professionals may wear black, white and gray in any combination.
3. Clothing must be clean, professional and free of odors.
4. Shoes should be black/white, professional, practical and comfortable.
5. Hair and any cosmetics must be applied prior to arriving at school.
6. All future professionals must wear their name tag and PMTS MTI provided lanyard while in attendance.

The following is a list of acceptable dress:

1. Jeans or clothing made of jean material if they are black/gray in color, white for Phase Two.
2. Printed T-shirts with the Paul Mitchell logo or school logo.
3. Stylish hats, scarves and head wraps.
4. Shorts that fall below the fingertips.
5. Tights or leggings must be worn with skirts or dresses that fall below fingertips for all future professionals.

The following is a list of unacceptable dress for all future professionals in attendance:

1. Athletic shoes, foot thongs, crocs, slides of any kind, beach sandals.
2. Sleeveless or tank tops, spaghetti straps, belly shirts.
3. Any clothing made of sweatshirt material.
4. Hooded tops.
5. Yoga pants, workout pants, running pants.
6. Baseball hats, visors, beanies or caps.
7. Spandex or biking shorts/pants.
8. Headphones, headgear/ear phones are not permitted on the clinic floor or classrooms.
9. Sunglasses worn on the face or top of the head.

Future professionals who fail to comply with the Professional Image policy will be coached, and asked to fix the challenge and stay on the clock. If they are unable to do so they will be asked to leave.

GUIDELINES, POLICIES & EXPECTATIONS

Attendance

(Rev 8/2016)

Regular future professional attendance is essential to successfully accomplish all program outcomes. In accordance with the regulations put forth by the State of California Board of Barbering and Cosmetology, future professionals must complete a minimum of 1600 hours of curriculum study in order to graduate from the MTI College Paul Mitchell cosmetology program, or 1800 hours for the Cosmetology and Barbering program. One hundred percent class attendance is expected of all MTI Paul Mitchell future professionals. We understand that emergencies and illness may occur; therefore, future professionals who maintain a minimum 90% cumulative attendance rate will complete the program "on time", earning their mock board kit.

General Attendance (All Future Professionals)

- If a future professional's cumulative attendance falls below 90% he/she will meet with the future professional advisor (FPA) to discuss the impact of poor attendance and will be placed on the At Risk list. At that time, the future professional will be given 30 days to increase his/her attendance. If the future professional's attendance does not improve, he/she will be placed on probation.
- Once placed on probation, the future professional will be given an additional 30 days to improve his/her attendance. If the future professional's attendance does not improve, he/she will be placed on final advisory warning.
- Once placed on final advisory warning by the director, the future professional will have one final 30-day opportunity to improve his/her attendance. If the future professional is not successful, he/she will be dropped from the program.

To ensure a minimum of 90% attendance, all future professionals have the opportunity to clock in 15 minutes prior to the start of their scheduled shift, attend student-run team meetings while on the clock, and schedule out of schedule appointments to earn additional hours. This equates to as much as 10 additional hours each week.

Absences

- Future professionals must call in and speak to the service desk coordinator or follow the telephone prompts to leave a message to report their absence or anticipated late arrival in order to avoid suspension.
- When calling in to report an absence or late arrival, future professionals must provide their name, student number, and the estimated time of arrival (if calling in late). Day future professionals must call in by 9:30 a.m. and evening future professionals must call in by 5:30 p.m. Phone number: (916) 339-1888.
- Future professionals are allowed four suspension-free mandatory days. Fridays are mandatory for day future professionals and Thursdays are mandatory for evening future professionals. These absences are recorded as full days/evenings even if the future professional is absent for only a portion of the day or evening (e.g. arriving late or leaving early). Absences on Thursday or Friday that exceed the maximum number allowed will result in an immediate one-day suspension.

Classroom Attendance

- Attendance in assigned/scheduled classes is required. Future professionals are expected to arrive on time, prepared with the appropriate tools, and remain in class until they are dismissed by the learning leader.
- Future professionals who arrive to Specialty or State Board classes more than 5 minutes late will be coached. Multiple tardies will result in suspension.
- Future professionals who arrive to any class unprepared or without the appropriate tools will be asked to locate the appropriate tools, otherwise they will not be permitted to attend the class. If they are not allowed to attend class, they are to clock out until the start of the next class.
- Future professionals who do not attend their scheduled classes will not receive hours for that time. Future professionals may not leave class without losing attendance hours. Brief restroom

GUIDELINES, POLICIES & EXPECTATIONS

breaks not exceeding 10 minutes are always acceptable; however, future professionals attending less than 90% of a class period will be marked absent and will not receive hours for that period.

- Per State Board regulations, future professionals will not be admitted to theory class after instruction has started. They are to clock out until the start of their next assigned class.
- Future professionals must maintain 75% monthly theory attendance.

Time Clock

- Each future professional is assigned a time card that corresponds with his/her student number.
- Future professionals may only use their own time card to clock in or out.
- Future professionals are not allowed to clock in or out for another future professional without both future professionals being present at the time of clocking in or out. Violation of this policy will likely result in an immediate drop from the program.
- Future professionals are expected to clock in upon arrival and clock out when they leave campus.
- Day future professionals are expected to clock out for a 30-minute lunch break.
- All students must clock out before leaving campus for any reason. *Including breaks.*

Day Program Future Professionals

In addition to the attendance policies that impact all future professionals, the following applies to future professionals enrolled in the **Day Program**:

- Future professionals may only attend school during the following daytime program hours – Monday through Friday, 9:30 a.m. to 5:00 p.m.
- Future professionals may not clock in before 9:15 a.m.
- Following the morning Pow Wow, future professionals are expected to be prepared and in their scheduled class or on the clinic floor no later than 9:45 a.m.

Evening Program Future Professionals

In addition to the attendance policies that impact all future professionals, the following applies to all future professionals enrolled in the **Evening Program**:

- Future professionals may only attend during evening program hours - Monday through Friday, 5:30 p.m. to 10:00 p.m.
- Future professionals may not clock in before 5:15 p.m.
- Following the daily Pow Wow, future professionals are expected to be prepared and in their scheduled class or on the clinic floor no later than 5:45 p.m.

Visionary List Criteria

Each month, leadership reviews all future professionals' current status as it relates to the criteria listed below. Each of the criteria must be met in order to be eligible to secure a place on the Visionary List. The Visionary List is created monthly using the previous month's data. Future professionals who are on the current month's Visionary List are eligible to attend student-run team events off campus and receive or perform a student service.

- Monthly attendance of 90% or higher
- Theory exams must be current and passed with 80% or higher
- Monthly theory attendance of 75% or higher
- Four or more guest requests
- Worksheets current and 100% completed

GUIDELINES, POLICIES & EXPECTATIONS

Guest Requests

MTI College recognizes the importance of the future professionals' clinic floor experiences during their time attending the Paul Mitchell program at MTI. Each potential student receives information about key requirements for participation in the program prior to enrolling. These key points—attitude, creativity, image and business initiative are important elements needed for success in the beauty industry. The college's expectation that every future professional service a minimum of one guest request weekly is included in the requirements explained prior to enrollment. A Guest Request occurs when a guest requests and receives services from a specific future professional.

Why guest requests are important...

- Hands-on experience with guests builds future professionals' confidence and skills for later board testing and employment.
- There is no comparison to servicing actual guests as opposed to working on doll heads.
- The more future professionals practice on real guests, the more comfortable they will be when they are in a salon.
- You chose a Paul Mitchell cosmetology education program, and for the reasons stated above, guest services are a significant part of the Paul Mitchell learning experience.
- Graduate evaluations show that the most valuable experience our future professionals gain is on the clinic floor.
- It's a great opportunity for future professionals to build their clientele for when they graduate and go to work in a salon.
- Our future professionals invest a substantial amount of money in their education and should be getting as much clinic floor experience and related instruction as possible while they are here.
- Our learning leaders have an enormous amount of training, experience and guidance to share with future professionals during their services.
- Each guest service brings the possibility of more referrals.
- The guest service also builds experience for the future professional in providing product education and take home sales experience.
- Future Professionals qualify for student services only when the minimum guest recommendation is met.

*"Every single Learning Leader
has helped me in so many
ways. I can't express the
amount of love I have for
them. I will be forever
grateful!"*

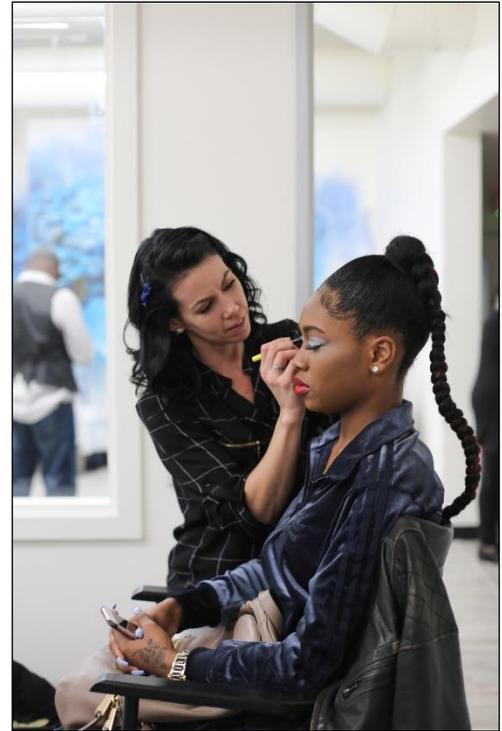
2017 Graduate

GUIDELINES, POLICIES & EXPECTATIONS

Future Professional Academic Policy

Full academic participation is essential for a future professional to successfully achieve program outcomes. In accordance with the regulations put forth by the State of California Board of Barbering and Cosmetology (CBBC), future professionals must complete a pre-determined number of skill-building tasks and exercises as a requirement for graduation. *Paul Mitchell the School Sacramento MTI College (PMTS - MTI College)* has grouped these tasks and drills into monthly worksheets. Completion of the monthly worksheets ensures that the CBBC requirements are met as the future professional develops his/her skills and progresses through the program. Future professionals are required to complete their monthly practical worksheets by specified deadlines in order to remain on pace for completing the program.

PMTS - MTI College and the CBBC also require that each future professional complete 160 hours of theory study, demonstrated by the successful completion of theory-related tests with a minimum passing score of 80%. Each week, future professionals receive new chapter assignments in their theory classes. Future professionals are expected to read and study off campus. A new Theory test is given each week. Future professionals who score below 80% may retake the test. Attendance requirements for theory classes are mandated by the CBBC and are detailed in the future professional attendance policy.



Worksheets

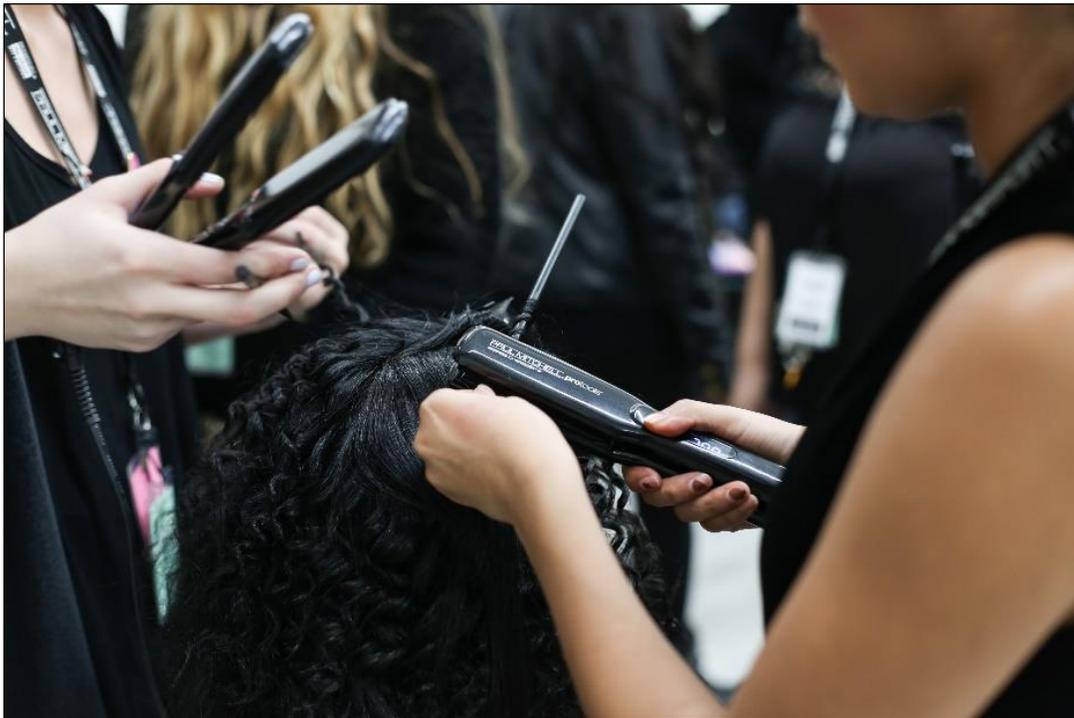
- Future professionals must remain current with their monthly worksheet assignments in order to develop their skills and meet program requirements. Future professionals who do not maintain their worksheets and fail to complete the required practical skill-building tasks will not be listed on the Visionary List for the following month. The future professional will be given his/her next worksheet and is expected to complete the new worksheet and the incomplete worksheet. Future professionals who fail to turn in a required worksheet will not be able to clock in until their worksheet (completed or not) is turned in.
- If the future professional continues to fall behind on worksheets, he/she will be required to meet with the future professional advisor to create an action plan to help the future professional catch up on the delinquent work. In addition, the future professional will be placed on Probation.
- Future Professionals who maintain 90% attendance, timely completion of theory tests at 80% and monthly worksheet completion by deadline, while meeting our minimum Guest Request recommendation will be acknowledged for their Academic Progress and secure their place on the monthly Visionary List. Each month, FPs with Visionary status will be celebrated with eligibility to participate in off-campus activities, attend extra-curricular team events, and enjoy the reward of one student service during that month.

Theory Testing

Future professionals must remain current with their theory tests to keep pace with the theory chapter learning required by the CBBC and *PMTS - MTI College*. Tests are administered weekly, based on the course material covered that week. Future professionals who fall behind in their tests may be at risk of losing pace, compounding the number of outstanding tests, and putting their enrollment at risk.

GUIDELINES, POLICIES & EXPECTATIONS

- Future professionals who fall behind in their theory tests will be coached by their team leader and forfeit their place on the Visionary List.
- Future professionals, who fall behind on 4 or more theory tests due to missing tests or scoring below 80%, will be placed on probation for the following month. The future professional will also be required to meet with the future professional advisor to create an action plan to regain pace.
- If, during the following month, the future professional remains 4 or more theory tests behind, he/she will be moved to final advisory warning and will be required to attend an Academic Counseling Session with the director of cosmetology. This meeting is designed to discuss concerns about the future professional's academic progress and identify a course of action which may include tutoring or a leave of absence (LOA), etc. Once a future professional is placed on final advisory warning, he/she will remain on FAW throughout the remainder of his/her program. If the future professional does not regain and maintain pace with the theory testing requirement within 30 days, he/she will be dropped from the program.



GUIDELINES, POLICIES & EXPECTATIONS

Cosmetology Program Testing and Grading Procedure

The following tests and grading procedures are incorporated throughout the future professional's 1600-hour program:

- With the exception of the advisory assessment, future professionals will be given three opportunities to pass each of their exams. Future professionals who fail to pass an exam after the third attempt may be dropped from the program.
- Practical and written skill evaluations are given at the end of the CORE phase. Future professionals must receive 80% or higher on the Core exams.
- Theory tests are given weekly throughout the Adaptive and Creative phases. These tests apply to all cosmetology-related subjects, i.e., anatomy, chemistry, et cetera.
- Future professionals must receive 80% or higher on each weekly theory test.
- Future professionals must receive 80% or higher on the mid-term written exam and successfully complete a skills assessment in order to advance to the Creative phase.
- Mock state board practical and written tests are given throughout the Creative phase. The mock board written exam covers theory instruction, California state law, and other items covered on the state board exam. The mock board practical exam includes all aspects of what is to be expected on the state board examination.
- Monthly worksheets that cover all operations and state board requirements are distributed the first day of the month.

Evaluation Procedures and Required Level of Achievement

Throughout the program future professionals are evaluated on their technical knowledge and demonstrated proficiency in all areas of cosmetology. Exams are used to evaluate the future professional's understanding of course content, and hands-on practical experiences are used to evaluate his/her ability to apply the knowledge and skills learned.

CORE Practical and Written Exams – upon completion of 200 hours

The CORE written and practical exams are administered near the end of the CORE course. Before CORE future professionals are eligible to advance onto the clinic floor, they must demonstrate a fundamental understanding of basic Paul Mitchell technical skills and systems through written and practical (hands-on) demonstration.

Advisory Assessment – upon completion of 450 hours

The advisory assessment is a written multiple choice exam designed to help future professionals review MTI and Paul Mitchell's expectations and guidelines, and the Paul Mitchell advisory process. Exam questions cover MTI and Paul Mitchell rules and policies, advisory scenarios and the Golden Rules which pertain to all future professionals and their success at MTI College

Midterm – upon completion of 800 hours

The Midterm is a written assessment that focuses on Theory progress. Future professionals are only tested on the Theory content that has been delivered during the specific months of their enrollment, i.e. from their time of enrollment to the date of the midterm exam.

PM Practical Exam – upon completion of 900 hours

The Practical Exam is designed to evaluate future professionals' level of proficiency in applying Paul Mitchell technical skills. The exam requires that future professionals demonstrate proper techniques, and the correct usage of tools, timing, and chemicals, and an overall competency in following Paul Mitchell systems.

GUIDELINES, POLICIES & EXPECTATIONS

Professional Assessment – upon completion of 1250 hours

The Professional Assessment encompasses the Theory chapters that are specific to professional development. Topics include resume writing, interviewing, and professional communication skills.

Mock Board Practical and Written – upon completion of 1600 hours

Designed to emulate the State Board written and practical exams, the Mock Board is a timed written and practical exam administered to future professionals prior to their State Board date. Future professionals completing the Paul Mitchell cosmetology program must pass the Mock Board exam to earn MTI graduation status.

Satisfactory Academic Progress Policy

The primary objective of Paul Mitchell the School Sacramento MTI College is to qualify future professionals for employment. In support of this goal, future professionals must meet formal standards used to measure their satisfactory progress toward graduation. These indicators are continuously monitored and MTI pledges to provide additional time to future professionals if such time is needed to reach skill levels prescribed by the program's stated outcomes. However, future professionals who demonstrate the lack of ability to master primary skills within the allowable time period will not be allowed to continue. Satisfactory progress applies to all future professionals, whether or not they receive federal financial aid.

Minimum Requirements

In accordance with federal law, MTI expects future professionals to maintain satisfactory academic progress and complete their program of study within the published timeframe. Satisfactory academic progress is comprised of qualitative and a quantitative measurements. Future professionals are expected to attend regularly and progress through their coursework with a cumulative grade point average (GPA) of 2.0 or C, or better. While future professionals are expected to complete their program and graduate within the published program length, exceptions may be made as a result of extenuating circumstances. In certain instances, future professionals may appeal to extend their program length, not to exceed 1.5 times the normal timeframe required to complete the program. Requests for appeal must be submitted in writing and are approved by the director of education, Paul Mitchell program director and director of financial aid.

Progress Evaluation

The satisfactory academic progress (SAP) calculation is based on the future professional's GPA (qualitative measure) and the pace at which the future professional progresses through his/her program to ensure that he/she will complete within maximum timeframe (quantitative measure).

Financial Aid Warning

Future professionals who do not meet the qualitative and quantitative SAP requirements will be placed on financial aid warning. While on financial aid warning, the future professional will be considered to be making satisfactory academic progress. If the future professional meets the minimum SAP requirements by the end of the warning period, the warning status will be removed and the future professional will continue to be eligible to receive financial aid. However, if the future professional does not meet the minimum SAP requirements within the warning period, the future professional will no longer be eligible to receive Title IV financial aid (financial aid suspension). At this point, the college will notify the future professional in writing, after which the future professional has 10 days to submit an appeal to be placed on financial aid probation, if applicable.

Financial Aid Probation

Under certain circumstances, a future professional who has failed to meet the minimum SAP requirements while on financial aid warning may appeal to be placed on financial aid probation. A written appeal is required anytime a future professional is placed on financial aid probation. Qualifying

GUIDELINES, POLICIES & EXPECTATIONS

circumstances include death in the family, injury or illness, or other extenuating circumstances. The appeal is to be submitted to the Paul Mitchell program director and must include the reason the future professional failed to make satisfactory academic progress, and a description of what has changed in the future professional's situation that will allow him/her to demonstrate satisfactory academic progress at the next evaluation. The future professional's appeal must be approved by the Paul Mitchell program director before the future professional is placed on financial aid probation. While on financial aid probation, if the future professional meets the requirements specified by the Paul Mitchell program director within the set timeframe, the probation status will be removed and the future professional will continue to be eligible to receive Title IV financial aid. However, if the future professional does not meet the specified requirements within the set timeframe, his/her eligibility for Title IV financial aid funding will be terminated. The future professional will be allowed to continue attending only if alternate funding arrangements can be made.

Grade Point Average (Qualitative Measure)

At the end of each grading cycle the PM operations leader verifies grade point averages for all future professionals to determine if they are maintaining a minimum 2.0 GPA. If a future professional is below a 2.0 grade point average his/her financial aid eligibility may be at risk.

Pace toward Program Completion (Quantitative Measure)

Future professionals are scheduled based on an established program template. Future professionals who maintain good attendance and successfully complete each term can expect to complete their program within the published program length. An evaluation of academic progress will take place at the following points in the program based on federal guidelines: 450, 900 and 1250 program hours. At the time of each assessment, the PM operations leader verifies the likelihood of the future professional completing his/her program within the maximum timeframe allowed if the future professional continues at the current pace. Future professionals who fail to attend the scheduled number of clock hours or who fail to make-up hours that were missed will experience a delay in their graduation date and may be placed on financial aid warning or probation. Academic suspension and/or final advisory warning may apply as well (see Future Professional Academic Policy).



GUIDELINES, POLICIES & EXPECTATIONS

Future Professional Conduct

Future professionals are expected to respect and abide by the policies, rules and expectations associated with the Paul Mitchell Cosmetology program. On the first day of attendance all future professionals attend orientation and learn about policies and guidelines associated with the Paul Mitchell cosmetology program. They are presented with an advisory document which we review in detail and the future professional signs. This document is kept accessible in the future professional's file throughout the duration of their program.

Future professionals who fail to conduct themselves professionally, demonstrating behaviors that are contrary to the Paul Mitchell/MTI culture or are disruptive to the learning process will result in corrective action including coaching, suspension, or termination from school. Please note: While varying levels of corrective action may exist, the course of action to be taken is at the discretion of Paul Mitchell/MTI management depending on the severity of the situation.



- Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, locker room, or clinic floor area.
- Only emergency calls are permitted on the school phone.
- Future professionals may not visit with another future professional who is servicing a guest.
- Future professionals may not gather around the reception or Take Home desks or offices.
- Food and drinks are allowed only in the locker room. Only water is permitted in all other areas of the school.
- Smoking is allowed in designated areas only. All buildings on the MTI campus, including the area within 100 feet surrounding the buildings are smoke-free environments.
- Cheating, illegal drug possession or use, and taking school property or another individual's personal property are grounds for termination.

GUIDELINES, POLICIES & EXPECTATIONS

Admission Services

Admissions personnel are experienced in recommending the proper training needed to prepare individuals for various careers. They are well informed about general job requirements in the Sacramento area. Individual backgrounds, experience levels, aptitudes, and interests vary widely from person to person. For this reason, it is very important that students obtain our recommendation regarding their potential for a career field and the training needed to qualify for that career, prior to making a decision.

Entrance Requirements

Admission into a program of study is determined through an interview with an admissions advisor at the college. Applicants may make an appointment for an interview by calling the college admissions office. Selecting a training program is a serious matter that should be given proper consideration and planning. MTI College will approve admission for students who demonstrate a potential to benefit from an available curriculum. While each applicant is evaluated on a case-by-case basis, factors typically used to determine potential to benefit include aptitude, attitude, experience, and demeanor.

Qualification for admission is determined on an individual basis. Formal education and background requirements vary depending on the program. A high school education or its equivalent is required for all programs. This requirement may be satisfied by a high school diploma, GED, the California High School Proficiency Examination (CHSPE), college degree, or federally recognized equivalent.

Transfer Policy Future Professionals

MTI's mission dictates that graduates entering the workforce should be fully prepared with the knowledge, skills, and confidence necessary to support their success. One way that MTI strives to ensure each individual future professional's success, both in the classroom and on the job, is by being an outcomes-based institution. This means that in order to transfer hours earned at another school, future professionals must demonstrate that they can perform the outcomes and/or skills associated with the *Paul Mitchell the School Sacramento at MTI College* cosmetology courses. The college reserves the right to accept or reject any or all hours earned at other institutions.

Transfer from a Non-Paul Mitchell School

The curriculum offered by *Paul Mitchell the School Sacramento MTI College (PMTS - MTI College)* is highly specialized and focuses on the cutting, color, texture, make-up, skin, and nail systems that are unique to Paul Mitchell. While other cosmetology schools may teach the hair-cutting, coloring, and texture processes that help students pass the State of California licensing exam, they do not focus on teaching the Paul Mitchell systems. For this reason, hours acquired from non-Paul Mitchell schools are generally considered non-transferable to MTI College. Students coming from non-Paul Mitchell schools are welcomed and encouraged to consider enrolling as new students with *Paul Mitchell the School Sacramento at MTI College*.

Transfer from a Paul Mitchell School

The Paul Mitchell curriculum is designed to be consistent among Paul Mitchell schools across the country. Because of this, hours acquired from other Paul Mitchell schools are considered transferable to *PMTS - MTI College*. All active Paul Mitchell future professionals wishing to transfer from another Paul Mitchell school are invited to apply. To transfer hours, the future professional must ask his/her current school to complete the Paul Mitchell Proof of Training and the MTI Transfer Evaluation Worksheet. The proof of training document may be obtained from the current school, and the evaluation worksheet may be obtained from MTI. Together, these documents outline the tasks and specific number of hours the future professional has completed in each area of study. The future professional must mail or hand-deliver the completed Proof of Training and Transfer Evaluation Worksheet to *PMTS - MTI College*. An MTI representative will also contact the director, future professional advisor, or education leader of the

GUIDELINES, POLICIES & EXPECTATIONS

originating school to inquire about the future professional's academic performance, aptitude, attendance, attitude, and advisory history.

Please note: The maximum number of transfer hours accepted by *PMTS - MTI College* shall not exceed 800 hours. All transferring future professionals will have the benefit of completing their 'Creative' hours at *PMTS - MTI College*. On a case-by-case basis, additional hours may be accepted as determined through skill assessments and exams.

Transfer from a Paul Mitchell School Outside of California

Each state across the country maintains its own requirements for becoming a licensed cosmetologist. Because of this, MTI College will carefully evaluate the Proof of Training and Transfer Evaluation Worksheet documents received from the originating school when considering the transfer of hours.

The California State Board of Barbering and Cosmetology requires that California-specific criteria be met by each future professional before he/she is eligible to attempt the California State Board exam. Paul Mitchell schools across the country teach State Board tasks, skills, and requirements *specific to the state where the school resides*. In most cases, the outcomes from out-of-state programs do not align with the California State Board of Barbering and Cosmetology requirements. If a future professional wishes to transfer from outside of California, all of the California State Board requirements and corresponding hours must be completed at *PMTS - MTI College*. Future professionals transferring from out-of-state must complete a minimum of 800 hours at *PMTS - MTI College* to ensure that they are adequately trained for licensure in the State of California. On a case-by-case basis, additional hours may be accepted as determined through skill assessments and exams.

Canceling Enrollment

Prior to Starting Class: If a student is not accepted into the college, the enrollment agreement will be cancelled and the college will refund all money paid within thirty days. A student may cancel the enrollment agreement at any time prior to starting school and any tuition paid will be refunded in full.

After Starting Class: The institution provides to all students the right to cancel the enrollment agreement and obtain a refund of charges paid through the second class period the student attends, or the 14th day after the student signs the enrollment agreement, whichever is later.

Withdrawal and Refund Policies

Students who are awarded Federal Title IV Financial Aid are subject to the provisions of the Return of Title IV Funds policy as well as the Institutional Refund Policy. A Return of Title IV Funds calculation is determined first, followed by an institutional refund calculation.

Return of Title IV Funds Policy

Tuition charges and refunds made are determined based on the stipulations of this regulation, as outlined in the Higher Education Act of 1965, as amended.

The school must determine what percentage of the current payment period a student has completed, based on institutional records. If it is determined that aid has been unearned, Federal Financial Aid must be returned to the originating source based upon the unearned percentage. A portion of unearned aid may be the responsibility of the college and a portion may be the responsibility of the student. If it is determined that the student owes a Title IV refund, MTI College will notify the student in writing with appropriate instructions.

After 60% of the student's payment period has passed, all tuition charged for the payment period, and all Title IV aid disbursed, is considered earned.

GUIDELINES, POLICIES & EXPECTATIONS

Institutional Refund Policy

For students enrolling utilizing an official MTI College Enrollment Agreement, the following institutional refund policy applies:

Tuition charges are calculated using the student's Last Date of Attendance (LDA) based on institutional records. The number of weeks from the student's start date to their LDA is divided by the number of weeks of their enrollment period as indicated on the student's Enrollment Agreement. If a student withdraws after completing 75 percent or less of length of the program shown on the agreement, the unused portion of the tuition will be refunded. If a student completes more than 75 percent of the program, no refund will be due. The refund policy applies to the first-year curriculum and the second-year curriculum individually. Students will only be charged tuition for enrollment periods in which they attend. Additionally, an account reconciliation fee equivalent to 5% of program tuition may be applied. If the amount that you owe is more than the amount that you have paid, then you will make arrangements to pay for the balance that is outstanding. If the amount that you have paid is more than the amount that you owe for the time you were scheduled to attend, a refund will be made.

Programs will receive such funds in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Program
5. Federal SEOG Program
6. Cal Grant
7. Cash payment made on students' behalf
8. Arnold E. Zimmerman Scholarship Program

Important notes regarding the MTI College refund policy:

- The registration fee is a one-time, nonrefundable charge.
- MTI College follows federal guidelines regarding the disbursement of financial aid for which a student is eligible. Certain financial aid funds received after a student's LDA may be retained by the school to apply against any outstanding balance.
- A student may have outstanding charges due after the withdrawal calculation is completed. The student agrees that any monies owed to the school are payable within 30 days.
- If any funds could have been disbursed but were not disbursed by the student's LDA, the student could be eligible for Post-Withdrawal disbursement to cover any outstanding tuition balance.
- For Cal Grant recipients: Any funds remaining subsequent to a "Return of Title IV Funds" refund will be sent to the California Student Aid Commission.

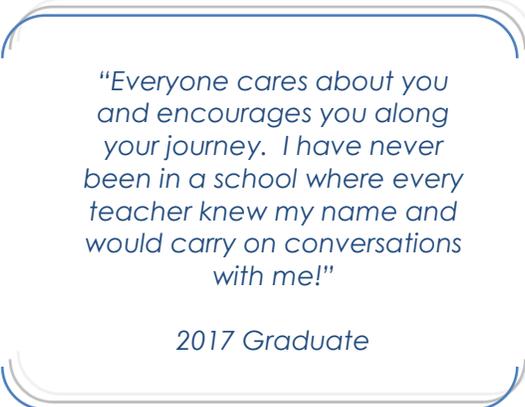
GUIDELINES, POLICIES & EXPECTATIONS

Withdrawal and Re-Entry of Future Professionals

Re-admittance to the program must be approved by the school and requires a written appeal, personal interview with school administration, and current tuition payment. If re-admitted, the future professional must remain current on all academic requirements with a minimum grade of 80% or higher. In addition, the future professional must successfully complete a 30-day probation period upon re-entry.

Please note:

- Future professionals who have been away from the program for six months or longer may be required to retake some or all of their coursework.
- Upon re-admittance, hours previously earned and approved will be credited to the future professional's transcript and prior tuition payments will be credited to the future professional's balance.
- Tuition fees and costs are subject to change. Future professionals who are re-admitted will be contracted according to the current tuition costs, and will be required to pay any additional fees if applicable.
- Any outstanding tuition, fees and overtime expenses must be paid in advance. A future professional may also make arrangements with the financial aid office.



*"Everyone cares about you
and encourages you along
your journey. I have never
been in a school where every
teacher knew my name and
would carry on conversations
with me!"*

2017 Graduate

GRADUATION & STATE BOARD LICENSING

Graduation Requirements

Future professionals must fulfill the following requirements in order to graduate:

- Complete the required number of clock hours of training;
- Earn passing grades on all practical graduation requirements and projects, including both practical and theory examinations;
- Complete all monthly worksheets with a 100% completion rate;
- Complete the required theory hours and exams;
- Make satisfactory arrangements for payment of all debts owed the school.

Once a future professional successfully completes all program requirements including hours, tests, worksheets, and projects, MTI contacts the California State Board of Cosmetology and certifies the future professional's program completion. Final certification is required by the State in order for the future professional to be eligible for licensure. Please Note: Participation in Final Phase and the successful completion of the final exam/mock board are part of the MTI College requirements for earning a diploma.

Paul Mitchell the School Sacramento MTI College reserves the right to retain a future professional in school if the future professional's progress is not satisfactory as determined by the education leader and/or if the future professional fails to complete all listed requirements or pass the written and practical exams. For the purpose of transfer or graduation, hours will not be released by *Paul Mitchell the School Sacramento MTI College* until all monies owed to the institution have been paid as agreed and all academic requirements pertaining to those hours have been completed.

Completion of Course within Designated Period of Time

The State of California requires cosmetology training programs to be a minimum of 1600 clock hours in length. Day future professionals who maintain perfect attendance and do not take a leave of absence should complete their course of study within 48 weeks of schooling; evening future professionals should take approximately 76 weeks of schooling.



GRADUATION & STATE BOARD LICENSING

State of California Requirements

Cosmetology Curriculum Requirements

The State of California Barbering & Cosmetology Act states that a course in cosmetology shall consist of not less than 1,600 hours of practical training and technical instruction in the practice of cosmetology as defined in Section 7316 of the Act.

Subject	Total Hours Required
Technical Instruction and practical training in Hairdressing Hairstyling Permanent Waving and Chemical Straightening Hair coloring and Bleaching Haircutting	1,100
Technical Instruction in Health and Safety Laws and Regulations Health and Safety Considerations Disinfection and Sanitation Anatomy and Physiology	200
Technical Instruction and Practical Training in Esthetics Manual, Electrical, and Chemical Facials Eyebrow Beautification and Make-up	200
Technical Instruction and Practical Training in Manicuring and Pedicuring Manicuring and Pedicuring Artificial Nails and Wraps	100
TOTAL	1,600

All practical work includes proper product usage and safety. The school also provides training in the areas of communication skills, including professional ethics, salesmanship, decorum, record keeping, and client service record cards. In addition, instruction is provided in resume writing, interview techniques, and job search (including compensation packages and payroll deductions).

GRADUATION & STATE BOARD LICENSING

Barbering Curriculum Requirements

The State of California Barbering & Cosmetology Act states that a course in cosmetology shall consist of not less than 1,500 hours of practical training and technical instruction in the practice of barbering as defined in Section 7316 of the Act.

Subject	Total Hours Required
Technical Instruction and practical training in Hairdressing Hairstyling Permanent Waving and Chemical Straightening Hair coloring and Bleaching Haircutting	1,100
Technical Instruction in Health and Safety Laws and Regulations Health and Safety Considerations Disinfection and Sanitation Anatomy and Physiology	200
Technical Instruction and Practical Training in Shaving Shaving Preparation and Performance	200
TOTAL	1,500

All practical work includes proper product usage and safety. The school also provides training in the areas of communication skills, including professional ethics, salesmanship, decorum, record keeping, and client service record cards. In addition, instruction is provided in resume writing, interview techniques, and job search (including compensation packages and payroll deductions).

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Barbering Curriculum for Cosmetology Future Professionals

To qualify for the barber licensing examination, a cosmetologist or individual who has completed a cosmetology program must complete 200 hours of technical instruction and practical training in shaving as follows:

Subject	Minimum Required Technical Instruction (hours)	Minimum Required Practical Operations (actual operations, not hours)
Shaving Preparation and Performance		
Includes, but is not limited to: Preparing the client's hair for shaving Assessing the condition of the client's skin Performing shaving techniques Applying after-shave antiseptic following facial services Massaging the client's face Rolling cream massages	100	40



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Program Start and Graduation Dates

2018 Cosmetology Program

Day Program	Graduation Dates	
Start Dates	Full-Time 46 weeks	Alternate 67 weeks
June 11, 2018	June 26, 2019	December 16, 2019
July 23, 2018	August 7, 2019	February 6, 2020
September 4, 2018	September 19, 2019	March 20, 2020
October 15, 2018	October 30, 2019	May 7, 2020
December 3, 2018	December 18, 2019	June 23, 2020

Evening Program	Graduation Dates	
Start Dates	Full-Time 76 weeks	Alternate 50 weeks
June 25, 2018	August 15, 2019	February 13, 2020
September 17, 2018	November 6, 2019	May 13, 2020
December 10, 2018	February 11, 2020	August 3, 2020

*Future professionals must make up any work and hours missed resulting from absences, late arrivals, early departures or suspensions. Graduation dates will be adjusted for future professionals who take a leave of absence.

2018 Barbering Program

Day Program	Graduation Dates
Start Dates	Full-Time 43 weeks
July 2, 2018	June 26, 2019
February 25, 2019	January 15, 2020
August 19, 2019	July 9, 2020

Evening Program	Graduation Dates
Start Dates	Full-Time 67 weeks
October 8, 2018	March 2, 2020
March 25, 2019	August 7, 2020
September 9, 2019	January 27, 2021

*Future professionals must make up any work and hours missed resulting from absences, late arrivals, early departures or suspensions. Graduation dates will be adjusted for future professionals who take a leave of absence.

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2018 Barbering Crossover Course

Day Program	Graduation Dates
Start Dates	Full-Time 200 hours
August 13, 2018	September 20, 2018
May 6, 2019	June 13, 2019

Evening Program	Graduation Dates
Start Dates	Part-Time 200 hours
March 19, 2018	May 24, 2018
February 4, 2019	April 5, 2019

*Future professionals must make up any work and hours missed resulting from absences, late arrivals, early departures or suspensions. Graduation dates will be adjusted for future professionals who take a leave of absence.

2018 Advanced Makeup Course

Day Program	Graduation Dates
Start Dates	Full-Time 15 weeks
September 26, 2018	January 9, 2019
March 27, 2019	July 10, 2019

*Future professionals must make up any work and hours missed resulting from absences, late arrivals, early departures or suspensions. Graduation dates will be adjusted for future professionals who take a leave of absence.

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Cost of Tuition and Supplies

Cosmetology Program

Tuition	\$18,000.00
Registration Fee	50.00
Equipment, iPad, Textbook, Supplies, Misc., including tax.....	\$2,873.00
TOTAL COSTS	\$20,923.00

Barbering Program

Tuition	\$16,875.00
Registration Fee	50.00
Equipment, iPad, Textbook, Supplies, Misc., including tax.....	\$2,906.00
TOTAL COSTS	\$19,831.00

Cosmetology and Barbering Program

Tuition	\$19,815.00
Registration Fee	50.00
Equipment, iPad, Textbook, Supplies, Misc., including tax.....	\$3,313.00
TOTAL COSTS	\$23,178.00

Barbering Crossover Course*

Tuition	\$2,450.00
Registration Fee	50.00
Equipment, iPad, Textbook, Supplies, Misc., including tax.....	\$288.00
TOTAL COSTS	\$2,788.00

*Financial aid not available for this course. Payment plans are available. Please contact an MTI admissions advisor for complete details.

Advanced Makeup Course*

Tuition	\$500.00
Registration Fee	50.00**
Equipment, iPad, Textbook, Supplies, Misc., including tax.....	\$950.00
TOTAL COSTS	\$1,500.00

* Financial aid not available for this course. Payment plans are available. Please contact an MTI admissions advisor for complete details.

** Registration fee does not apply for existing future professionals

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Future Professional Kit - Supplied Through Paul Mitchell

The Paul Mitchell Future Professional's kit is included in the total program cost. The items in the kit are subject to change; however, when a change occurs, comparable items are typically substituted. Please note that future professionals are responsible for the purchase of most stationery supplies.

Combs

- 1 Detangler Comb
- 1 Taper Comb
- 1 Metal Tail Comb
- 1 Metal Pick Teasing Comb
- 1 Rat Tail Comb
- 1 408 Comb
- 1 416 Comb
- 1 424 Comb
- 6 Standard Cutting Combs

Brushes

- 2 Color Tint Brushes
- 1 Paddle Brush 427s
- 1 Styling Brush 407s
- 1 Sculpting Brush 413s
- 1 Express Ion Small Round Brush
- 1 Express Ion Medium Round Brush
- 1 Express Ion Large Round Brush
- 1 Express Ion XL Round Brush
- 1 Scalp Brush

Tools

- 1 Kit Carrying Case
- 2 Doll Heads (Shelby)
- 1 Express Ion Plus Dryer
- 1 Marcel ¾" Curling Iron
- 1 Express Ion Plus Smoothing Iron
- 1 Professional Clipper/Trimmer Set
- 1 Black Hand Mirror
- 1 Paul Mitchell Complete Scissor Set
- 1 Tripod
- 1 Classic Razor
- 1 Trolley
- 1 Doll Head Bag

Capes

- 1 Shampoo Chemical Cape
- 1 Cloth Cutting Cape
- 1 Cutting Apron

Accessories

- 12 Butterfly Clips Black/White
- 10 Black Skinny Clips
- 1 Aluminum Spray Bottle
- 1 Professional Manicure Kit

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School Faculty and Administration

President.....	Michael Zimmerman
Campus Director	Malcolm Carling-Smith
Director of Education	Teri Dillon
Paul Mitchell Program Director.....	Jamie Gums
Director of Admissions	Amy Dreager
Admissions Leader.....	Rebecca Gilbert
Brand Leader.....	Alix Montanes
Take Home Leader.....	Lindsay Fizer
Learning Leaders	Anna Favero
	Chelsey Vanderschrier
	Jamie Martin
	Nikki Montgomery
	Sen Saelee
	Marichal Brown
	Clyde Prout
	Jessica Bowen
	Libby Welton
	Carolyn Fernberg
Clinic Floor Captains.....	Beth Stewart
	Sabreena Davit
Phase II Learning Leaders	Shawn Burke
	John Galindo
Service Desk Coordinator	Natalie Dennis
	Vanessa Huerta
	Lindsay Green
Operations Leader	Aimee Gunton
Future Professional Advisor	Rachael Dale
Director of Financial Aid.....	Paula Perez
Financial Aid Advisors	DeAmbra Johnson
	Kristina Chilton

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Student Records and Privacy Rights

(Rev 12/2017)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day MTI College ("College" or "the college") receives a request for access.
A student must submit to the dean a written request that identifies the record(s) the student wishes to inspect. The dean or another appropriate school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask MTI College to amend a record must submit a written request to the dean clearly identifying the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and of the student's right to appeal.
3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. A form to provide written consent may be obtained from the dean.

Under FERPA, MTI College may disclose information from a student's education records without the student's prior written consent when the disclosure is to school officials with legitimate educational interests. MTI College also may disclose a student's PII without consent and without violating the FERPA rules when such information is considered "directory information", unless the student has restricted access to their personal information. The following items are considered directory information for this purpose: student name, email address, address, telephone number, program and curriculum, enrollment status (e.g. actively attending), dates of attendance, participation in officially recognized activities, photography, receipt of diploma or degree, and academic awards received.

While attending, students may request to restrict the release of their directory information except to College officials with a legitimate educational interest. In order to restrict all information, a signed and dated request must be made in writing to the dean. The form may be obtained from the dean. Should the student graduate or otherwise leave the College, this restriction will remain in place until the student requests for it to be removed. Please note: If a blanket restriction makes a student's entire record confidential, no information can be shared about the individual without the student's written consent. In such a case, problems may occur thereafter when potential employers or other parties make inquiries about the student.

The College is permitted to disclose personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Please refer to the complete Student Rights Under the Family Educational Rights and Privacy Act (FERPA) policy document available on the MTI College website disclosures page <https://mticollege.edu/about/disclosures/> or on campus by request.

Students with questions or concerns regarding their records may schedule an appointment with the campus director. Questions regarding grades should be addressed directly with the appropriate instructor or dean. Complaints regarding the institution's compliance with FERPA requirements may be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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Corporate Control

MTI Business Schools of Sacramento, Inc, doing business as Paul Mitchell the School MTI College is an independently owned and operated franchisee of Paul Mitchell Advanced Education LLC.

Regulatory and Accreditation Agencies

The following institutions license and regulate *Paul Mitchell the School MTI College*:

The Bureau of Barbering and Cosmetology
P.O. Box 944226
Sacramento, CA 94244-2260

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges
10 Commercial, Suite 204
Novato, CA 94949