



PAUL MITCHELL[®]
the school
MTI COLLEGE

Catalog Supplement 2022

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PROGRAM OVERVIEW

Why Paul Mitchell?

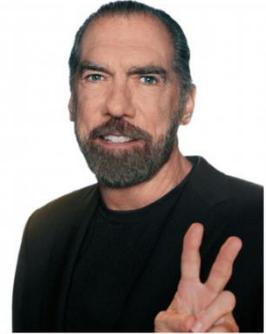
Quite simply, the beauty industry offers you the personal freedom and financial rewards you desire!

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

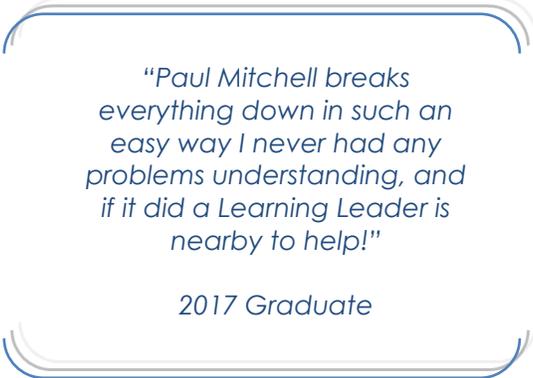
The Cosmetology Learning Experience

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 10 days as a Protégé preparing you for the clinic classroom experience.

Clinic Classroom Learning Experience: Your clinic classroom time from 235 to 1000 hours will be guided with individual attention and group learning experiences using mini-classes, practical operations 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 200 to 1000hours 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 1000ours. 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.

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



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.

PROGRAM OVERVIEW

Returning MTI Paul Mitchell Graduates and Students New to MTI College

Graduates from the MTI Paul Mitchell cosmetology program 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

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! .. 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/Barbering Test Pass Assurance Program

Overall Pass Rate: 94.34%

(7/8/2021)

Final Phase

- Final Phase is designed to help future professionals refresh and review all state board written material and practice tests in preparation for the state board licensing exam.
- Final Phase consists of five practical exams, *that are taken in an open book format, designed to allow future professionals to locate the information in their text books, allowing them to create and execute successful exam preparation.*
- Final Phase is a cosmetology/barbering program requirement and is scheduled during the final weeks of the program.

Certification of Program Completion

- Once a future professional successfully completes all program requirements including hours, tests, practical operations, and Final Phase, the operations leader completes a State of California Board of Barbering and Cosmetology 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 (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 place a hard copy of the original POT in an official, sealed envelope To be delivered with the future professionals official application for the state written exam.
- The future professional is advised to take the envelope containing the hardcopy POT and their admission letter on the day of the exam. Both will need to be provided to the state in order to test.

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.*



GUIDELINES, POLICIES & EXPECTATIONS

Future Professional Image Standards:

These are the requirements and expectations of all future professionals as it relates to maintaining a 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. All future professionals are expected to arrive to school looking the part of an impeccable professional - hair, makeup and clothing included.

Professional Attire

1. Future professionals must 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, with a back strap (sandals), professional, practical and comfortable.
5. All future professionals must wear their name tag and PMTS MTI provided lanyard while in attendance.
6. Shorts must fall below the fingertips, tights or leggings must be worn with skirts or dresses that fall below fingertips for all future professionals.
7. Stylish hats, scarves, head wraps, baseball hats may not have any logo besides PM
8. All clothes must be modest and well-fitting to portray a professional image.

Unprofessional Attire

1. Sleeveless or tank tops, spaghetti straps, belly shirts.
2. Clothing/hats with visible logos other than Paul Mitchell
3. Hooded tops, Yoga pants, workout pants, running pants.
4. Visors, beanies, or caps.
5. Headphones, headgear/earphones are not permitted on the clinic floor or classrooms.
6. Sunglasses worn on the face or top of the head.

Personal Hygiene

1. Wash hands with soap and water for 30 seconds before and after eating, smoking, and using the restroom.
2. Wash hands immediately before and after serving a guest (use hand sanitizer where allowed).
3. Avoid touching your eyes and face.
4. Do not share cell phones.
5. Students should arrive at the salon/school showered and in clean, protective clothing.
6. Students should change and launder clothing and shower after their work/school day.

Future Professionals that fail to comply with the Professional Image standards 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

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 1000 hours of curriculum study in order to graduate from the MTI College Paul Mitchell cosmetology program, or 1200 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 or text 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.

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 Theory 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 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.

GUIDELINES, POLICIES & EXPECTATIONS

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 check in before 9:15 a.m.
- Following the morning meeting, 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 meeting, 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
- Four or more guest requests
- Up to date with practical operations

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.

Practical Operations

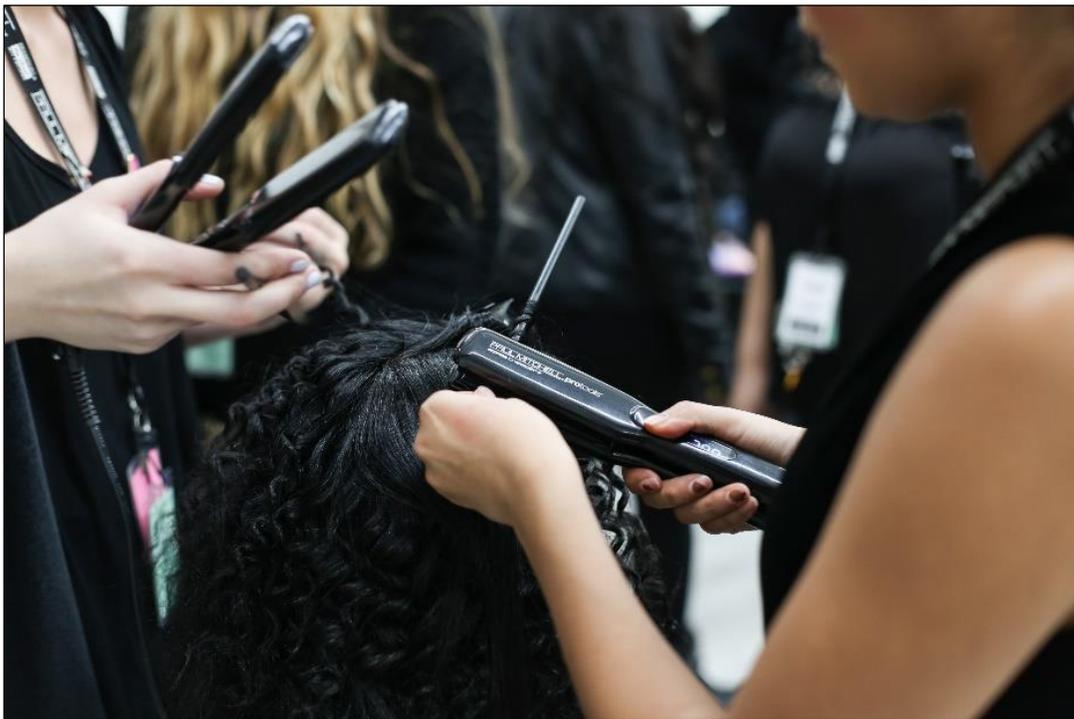
- Future professionals must remain current with their practical operations in order to develop their skills and meet program requirements. Future professionals who do not maintain their operations and fail to complete the required practical skill-building tasks will not be listed on the Visionary List for the following month..
- Future Professionals who maintain 90% attendance, timely completion of theory tests at 80% and practical operations 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 1000 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 written test 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.

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 – between 201-450

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 650 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.

GUIDELINES, POLICIES & EXPECTATIONS

Professional Assessment – upon completion of 900 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 Written – upon completion of 1000 hours

Designed to emulate the State Board written exam, the Mock Board is a timed written administered to future professionals prior to their State Board date. Future professionals completing the Paul Mitchell cosmetology / barbering 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 and 900 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 or vaping 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, drug or alcohol 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. The proof of training document may be obtained from the current school, this document outlines 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 to *PMTS - MTI College*. An MTI representative will also contact the director, future professional advisor, or education leader of the originating school to inquire about the future professional's academic performance, aptitude, attendance, attitude, and advisory history.

GUIDELINES, POLICIES & EXPECTATIONS

Please note: The maximum number of transfer hours accepted by *PMTS - MTI College* shall not exceed 500 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 document 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 500 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.

Institutional Refund Policy

GUIDELINES, POLICIES & EXPECTATIONS

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 practical operation requirements with a 100% completion rate;
- Make satisfactory arrangements for payment of all debts owed the school.

Once a future professional successfully completes all program requirements including hours, tests, practical operations, 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 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.

Completion of Course within Designated Period of Time

The State of California requires cosmetology training programs to be a minimum of 1000 clock hours in length. Full Time future professionals who maintain perfect attendance and do not take a leave of absence should complete their course of study within 30 weeks of schooling; Part Time future professionals should take approximately 45 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 1,000 hours of practical training and technical instruction in the practice of cosmetology as defined in Section 7362.5 of the Act.

(1) One hundred hours in health and safety, which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

(2) One hundred hours in disinfection and sanitation, which includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

(3) Two hundred hours in chemical hair services, which includes coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

(4) Two hundred hours in hairstyling services, which includes arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

(5) One hundred fifty hours in skin care services, which includes chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

(6) Fifty hours in hair removal and lash and brow beautification, which includes tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

(7) One hundred hours in manicure and pedicure, which includes water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.

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 1000 hours of practical training and technical instruction in the practice of barbering as defined in Section 7362.5 of the Act.

- (1) One hundred hours in health and safety, which includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.
- (2) One hundred hours in disinfection and sanitation, which includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.
- (3) Two hundred hours in chemical hair services, which includes coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.
- (4) Two hundred hours in hairstyling services, which includes arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.
- (5) Two hundred hours in shaving and trimming of the beard, which includes preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

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	200	40



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Program Start and Graduation Dates

*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.

Start Dates for Cosmetology

Day Start:	Monday, January 3, 2022	Graduation Date:	August 31, 2022
Day Start:	Monday, February 14, 2022	Graduation Date:	October 12, 2022
Night Start:	Monday, February 28, 2022	Graduation Date:	March 2, 2023
Day Start:	Monday, March 28, 2022	Graduation Date:	November 23, 2022
Day Start:	Monday, May 16, 2022	Graduation Date:	January 13, 2023
Night Start:	Tuesday, May 31, 2022	Graduation Date:	June 1, 2023
Day Start:	Monday, June 27, 2022	Graduation Date:	February 27, 2023
Day Start:	Monday, August 8, 2022	Graduation Date:	April 14, 2023
Night Start:	Monday, August 22, 2022	Graduation Date:	August 24, 2023
Day Start:	Monday, September 19, 2022	Graduation Date:	May 25, 2023
Day Start:	Monday, October 31, 2022	Graduation Date:	July 30, 2023
Night Start:	Monday, November 14, 2022	Graduation Date:	November 16, 2023
Day Start:	Monday, December 12, 2022	Graduation Date:	August 9, 2023
Day Start:	Monday, January 3, 2022	Graduation Date:	August 31, 2022
Day Start:	Monday, February 14, 2022	Graduation Date:	October 12, 2022
Night Start:	Monday, February 28, 2022	Graduation Date:	March 2, 2023
Day Start:	Monday, March 28, 2022	Graduation Date:	November 23, 2022
Day Start:	Monday, May 16, 2022	Graduation Date:	January 13, 2023

Start Dates for Barbering Program

Day Start:	Monday, January 3, 2022	Graduation Date:	August 31, 2022
Day Start:	Monday, February 14, 2022	Graduation Date:	October 12, 2022
Day Start:	Monday, March 28, 2022	Graduation Date:	November 23, 2022
Day Start:	Monday, May 16, 2022	Graduation Date:	January 13, 2023
Day Start:	Monday, June 27, 2022	Graduation Date:	February 27, 2023
Day Start:	Monday, August 8, 2022	Graduation Date:	April 14, 2023
Day Start:	Monday, September 19, 2022	Graduation Date:	May 25, 2023
Day Start:	Monday, October 31, 2022	Graduation Date:	July 10, 2023
Day Start:	Monday, December 12, 2022	Graduation Date:	August 16, 2023

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Start Dates for Cosmetology & Barbering Program

Normal

Alternate

Day Start:	Monday, January 3, 2022	Graduation Date:	October 18, 2022	February 15, 2023
Day Start:	Monday, February 14, 2022	Graduation Date:	December 1, 2022	March 29, 2023
Night Start:	Monday, February 28, 2022	Graduation Date:	May 18, 2023	January 23, 2023
Day Start:	Monday, March 28, 2022	Graduation Date:	January 19, 2023	May 16, 2023
Day Start:	Monday, May 16, 2022	Graduation Date:	March 3, 2023	June 28, 2023
Night Start:	Monday, May 30, 2022	Graduation Date:	August 11, 2023	April 24, 2023
Day Start:	Monday, June 27, 2022	Graduation Date:	April 20, 2023	August 9, 2023
Day Start:	Monday, August 8, 2022	Graduation Date:	June 1, 2023	September 20, 2023
Night Start:	Monday, August 22, 2022	Graduation Date:	November 3, 2023	July 18, 2023
Day Start:	Monday, September 12, 2022	Graduation Date:	July 6, 2023	October 24, 2023
Day Start:	Monday, October 31, 2022	Graduation Date:	August 24, 2023	December 15, 2023
Night Start:	Monday, November 14, 2022	Graduation Date:	February 7, 2024	October 9, 2023
Day Start:	Monday, December 12, 2022	Graduation Date:	October 3, 2023	November 9, 2023
Day Start:	Monday, January 3, 2022	Graduation Date:	October 18, 2022	February 15, 2023
Day Start:	Monday, February 14, 2022	Graduation Date:	December 1, 2022	March 29, 2023
Night Start:	Monday, February 28, 2022	Graduation Date:	May 18, 2023	January 23, 2023
Day Start:	Monday, March 28, 2022	Graduation Date:	January 19, 2023	May 16, 2023
Day Start:	Monday, May 16, 2022	Graduation Date:	March 3, 2023	June 28, 2023

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Cost of Tuition and Supplies

Cosmetology Program

Tuition	\$14,000.00
Registration Fee	200.00
Equipment, iPad, Textbook, Supplies, Misc., including tax.....	\$3165.00
TOTAL COSTS	\$17365.00

Barbering Program

Tuition	\$14000.00
Registration Fee	\$200.00
Equipment, iPad, Textbook, Supplies, Misc., including tax.....	\$3162.00
TOTAL COSTS	\$17362.00

Cosmetology/ Barbering Program

Tuition	\$17000.00
Registration Fee	200.00
Equipment, iPad, Textbook, Supplies, Misc., including tax.....	\$3466.00
TOTAL COSTS	20,666.00

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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.

Paul Mitchell Metal Pick Teasing Comb, 109

Paul Mitchell White Cutting Comb, 408

Paul Mitchell Red Cutting Comb, 416

Paul Mitchell Teal Cutting Comb, 424

Paul Mitchell Black Metal Tail, 429

Paul Mitchell Black Rat Tail, 814

Paul Mitchell Detangler Comb

Paul Mitchell Paddle Plastic Brush 427

Paul Mitchell Scalp Brush

Paul Mitchell Styling Plastic Brush 407

Paul Mitchell Sculpting Plastic Brush 413

Paul Mitchell Express Ion Round® Brush - Large

Paul Mitchell Express Ion Round® Brush - Small

Paul Mitchell All Purpose Cape

Paul Mitchell Cutting Cape

Paul Mitchell Metal Clips (pack of 10)

Paul Mitchell Rolling Metal Case

Paul Mitchell Water Bottle

Chart, POP XG® Paper - 2018

Chart, Paper, the Demi 2018

Chart, PM the color, Paper

Guide, Pro-Usage, PM Blonde

Workbook, Product Guide 2017

Female Mannequin

Wahl Clipper and Trimmer Set

Paul Mitchell Feathering Razor (for cutting hair)

Express Ion Dry+® (Plus) - N. America 125V

Express Gold Curl™ Marcel, .75"

Paul Mitchell Manicure Set

Express Ion Smooth® + (Plus) - North America 120v

Scissor Kit, **RIGHT HAND** 6.0", Texturizer, 5.5", Case

Paul Mitchell Tripod

Paddle, Paul Mitchell Lightener

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Barbering Kit

Paul Mitchell Clipper Comb, 318
Paul Mitchell White Cutting Comb, 408
Paul Mitchell Red Cutting Comb, 416
Paul Mitchell Teal Cutting Comb, 424
Paul Mitchell Black Metal Tail Comb, 429
Paul Mitchell Black Rat Tail Comb, 814
Paul Mitchell Taper Comb, 818
Paul Mitchell Detangler Comb

Paul Mitchell Paddle Plastic Brush 427
Paul Mitchell Scalp Brush
Paul Mitchell Styling Plastic Brush 407
Paul Mitchell Sculpting Plastic Brush 413
Paul Mitchell Express Ion Round® Brush - Large
Paul Mitchell Express Ion Round® Brush - Small

Paul Mitchell All Purpose Cape
Paul Mitchell Cutting Cape

Paul Mitchell Barber Brush
Paul Mitchell Metal Clips (pack of 10)
Paul Mitchell Neck Duster
Paul Mitchell Rolling Metal Case
Paul Mitchell Water Bottle
Chart, POP XG® Paper - 2018
Chart, Paper, the Demi 2018
Chart, PM the color, Paper
Guide, Pro-Usage, PM Blonde
Workbook, Product Guide 2017

Male Mannequin with Beard
Female Mannequin
Wahl Clipper and Trimmer Set
Wahl Foil Shaver
Express Ion Dry+® (Plus) - N. America 125V
Scissor Kit, **RIGHT HAND** 6.0", Texturizer, 5.5", Case
Paul Mitchell Tripod
Paul Mitchell Barber Razor (for face shaving)
Paul Mitchell Feathering Razor (for cutting hair)
Express Gold Curl™ Marcel, .75"

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School Faculty and Administration

President Michael Zimmerman
Campus Director Lawrence Richman
Director of Education..... Teri Dillon
Paul Mitchell Program Director..... Jamie Gums
Director of Admissions..... Anita Pei
Admissions Leader..... Victor Reyes
Marketing Leader..... Cassidie Wages
Take Home Leader..... Britney Johnson
Learning Leaders..... Anna Favero

Sen Saelee
Ashli Crain
Yolanda Ramierz
Coco Sanchez
Courtney Poston
Donnae Childress

Sarah Green
Danny Ruiz
Rachel Bonchea
Leslie Wentland
Juliaunne Ryan

Clinic Floor Captains Beth Lyons
Gina Parker
Phase II Learning Leaders..... Gina Parker
Leslie Wentland
Service Desk Coordinator.....
..... Jamie Jenkins
..... Bailey Rogers
..... Marcella Jasso
Operations Leader Aimee Gunton
Future Professional Advisor Jamie Gordon
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

JOIN THE PAUL MITCHELL FAMILY

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