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Transfer of Hours

to Paul Mitchell the School at MTI College

# Paul Mitchell

**Policy:**

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 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 at MTI College (PMTS at 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 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 at 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 Record of Withdrawl or transcript. . 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 to PMTS at MTI College. An MTI representative will also contact the Director and Education Leader of the 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 at MTI College shall not exceed 500 hours. All transferring future professionals will have the benefit of completing their ‘Creative’ hours at PMTS at 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 it own requirements for becoming a licensed cosmetologist. Because of this, MTI College will carefully evaluate the Proof of Training and Transcripts 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 CA State Board written 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 hoursmust be completed at PMTS at MTI College. Future professionals transferring from out-of-state must complete a minimum of 500 hours at PMTS at MTI College to ensure that they are adequately trained for licensure in the State of California.

# Procedure:

* Prior to final enrollment acceptance, PMTS at MTI College must receive the following:
	+ Official Proof of Training
	+ Offical TranscriptOfficial Record of Withdrawal, mailed directly from the original Paul Mitchell School.
* The award of transfer hours is determined by MTI Transfer Advisory Board within 72 hours of completing the exams.
* As part of the evaluation process, the board will identify the course hours that have been fulfilled by transfer hours.

Example:

|  |  |  |
| --- | --- | --- |
| Course | Length (clock hours) | Fulfilled by Transfer |
| Core | 200 hours | 200 hours |
| Adaptive A | 250 hours | 175 hours |
| Adaptive B | 200 hours |  |
| Creative A | 250 hours |  |
| Creative B | 100hours |  |
|  |  |  |
| Total | 1000 hours |  |

* The amount of tuiiton credit to be awarded is based on the number of clock hours being transferred and the course to which the hours are being applied. The number of clock hours being tranferred is multiplied by the appropriate per hour rate as published in the MTI College tuition schedule.
* Requests for transfer from non-Paul Mitchell schools must be presented in a written appeal to the program director.