Paul Mitchell The School Federal Way

EXTERNSHIP POLICY

At Paul Mitchell The School Federal Way, students have the opportunity to participate in an externship. This program allows students to earn hours toward their contracted program at a pre-approved salon, shop, or spa. According to WA State, WAC 308-20-091, students must meet the following criteria to receive credit for training in a licensed salon/shop:

- Students may receive up to 10% of the total program hours during this period, which must occur within the last 20% of their program.
- The Future Professional, School Director, and the salon, shop, or spa will sign a contractual agreement, which will be filed in the Future Professional's record.
- Future Professionals will only receive hours for instruction under the supervision of a licensed operator in their program of study, who must be physically present.
- Students will not receive wages or commission for hours credited during their externship.
- Participating salons/shops must provide weekly reports to both the school and the student, detailing the hours earned in each area of agreed training, which will be kept in the student's file.
- During the externship, students must attend all remaining theory hours. Absences from the scheduled day will result in absent hours.
- All school rules apply during the externship, including the requirement to wear a name tag at all times.

Services that may be performed during the externship, depending on the program, include:

Barbering:

- Hair cutting
- Shampooing
- Deep conditioning
- Scalp treatment
- (Note: Shaving is not permitted.)

Cosmetology/Hair Design:

- Hair cutting
- Hair styling
- Deep conditioning
- Shampooing
- Scalp treatments
- Manicuring (Cosmetology only)
- Pedicuring (Cosmetology only)
- Makeup application (Cosmetology only)
- Waxing (Cosmetology only)
- (Note: Chemical work is not permitted.)

Esthetics:

- Basic facial
- Full body waxing
- Mild peels

- Eyelash services
- Eyebrow services
- (Note: Medium depth peels and dermaplaning are not permitted.)

Eligibility requirements include:

- 90% attendance
- Passing all theory exams
- Being up to date with theory hours and all practical requirements
- Completion of all practical evaluations
- Being up to date with professional development

To apply for an externship, students must:

- Complete an Externship Application and have the salon, shop, or spa fill out their section.
- Provide a valid copy of the license of the professional who will directly supervise the externship.
- Supervision by any other person requires prior approval from the school.
- Note that approval is at the discretion of the school's management team, with final approval by the school's Director.
- Approval may take up to two weeks. Externships may need adjustments to fit the clinic classroom schedule, as communicated by the management team.

Failure to adhere to school rules or unexcused absences may result in termination of the externship opportunity, a written coaching, and a requirement to return to the school for the remainder of the program.

VA beneficiaries are not eligible for the Externship Program and must complete all practical training on-site.