Paul Mitchell The School North Haven

MASSAGE EXTERNSHIP POLICY

FUTURE PROFESSIONAL CRITERIA TO PARTICIPATE IN THE EXTERNSHIP PROGRAM

Requirements in Connecticut

 Duration: A minimum of 60 unpaid hours is required for state licensure.
 Supervision: The hours must be supervised by a licensed professional. Verifi cation of 60 hours of unpaid clinic or externship experience, the Future Professional shall arrange for the submission of a letter from the licensed supervisor indicating the dates, location, and total number of hours unpaid clinical or externship hours. The letter must be on business letterhead and be submitted directly to the offi ce of Connecticut Department of Health from the supervisor.

 Setting: Students may complete these hours in diverse environments such as day spas, chiropractic offices, massage clinics, or even public health settings.

 Documentation: Your educational institution must verify your completion of these hours as part of your 850-hour total requirement.

1. The Future Professional must have met the following requirements to participate: - 90% attendance - 75% minimum on all theory exams - Up to date on all practical requirements - All evaluations are completed and passed with a minimum score of 75% - Up to date with all Professional Development requirements .

2. Future Professionals must pass a written and practical exam to qualify to participate in the externship program.

3. Future Professionals will apply to salons/spas for available externship programs.

4. The participating salon/spa will select approved applicants.

5. Future Professionals must wear their Paul Mitchell The School nametag while externing in the salon/spa in addition to following the salon/spa's dresscode.

6. The Future Professional must follow all Future Professional guidelines in addition to the salon/spa's policies/guidelines while externing.

REPORTING REQUIREMENTS FOR THE SALON

The supervising operator of the salon/spa must complete the following documents for the Future Professional to be eligible to participate in the externship program. The Future Professional must submit all the required documentation to the school in order for them to receive credit for hours earned in the externship program. The required documents are listed below:

 Contractual agreement between the salon/spa, school, and Future Professional.
 Official names stated on the Salon License and Supervising Operators License.
 Training plan.
 Externship time tracking form.
 Completed student progress evaluation.
 Externship participation survey.

Contractual Agreement: The contractual agreement must be completed in its entirety prior to the Future Professional beginning the program. The signed copy will be returned to both the school and the salon for their official records.

Documentation of earned hours and subjects taught: Prior to the start of the externship, the supervising operator of the salon/spa must complete the Future Professional training plan. Additionally, the supervising operator of the salon must complete the Externship tracking form each day. The Future Professional must return this form at the end of each week to the school with the required salon and Future Professional signature. The supervising operator of the salon/spa is responsible and will verify that all hours reported are accurate. This document can be sent via email or physically turned in to the Future Professional Advisor. The School Director and/or Future professional Advisor will make periodic visits to the salon/spa to observe and verify the requirements are being met.

Completed Future Professional Progress Evaluation and Externship Participation Survey: Once the externship is completed, the salon is responsible to complete the Evaluation of Future Professional Performance form in order for the Future Professional to receive full credit of hours completed. Additionally, the school will send a survey to the salon to gain valuable feedback in regards to the externship experience.