

State Authorization Disclosures

Programs of Licensure

All programs offered at Butler, Kittanning, & New Castle Beauty Academy meet the educational requirements set by the Pennsylvania State Board of Cosmetology.

Our Academies currently do not hold information for each state in whether our programs meet their state/school requirements. For further information on licensing in other states please contact Pennsylvania State Board of Cosmetology.

Credit Transfer

Transfer Students The student is required to submit to the previous school a request for a notarized earned hours transcript. This document shall be included in the student's permanent file. No certification will be approved for a student that has obtained their hours outside the state unless the hours have been approved by the State Board of Cosmetology in that state. If previous hour's transcript cannot be obtained, the student is required to attend the entire hours needed to complete the course. The transcript must be received and "Testing Out" must be completed and evaluated before costs and/or Financial Aid can be determined. All transfer students are required to relinquish, at minimum, 300* clock hours so that we can ensure that the student will be able to complete enough clock hours thoroughly prepared for the state board testing as well as entry into the work force. Due to the rapid changes that occur in this field, any student that has been out of school for more than 4 years must relinquish all previous hours.

Returning Students The student must submit a "Letter of Request" that explains the reasons for leaving the previous enrollment and what has changed that would enable them to complete the course during this enrollment. This letter will be evaluated by the school administration and a meeting will be set with the student to discuss all necessary requirements and concerns from both parties. Student's requesting to return to the academy will be required to "Test Out" to determine which academic level to be placed into. The returning student must have all previous debt to the school paid in full. Students who re-enter the academy, regardless of the amount of time, must re-enter in the same status in which they left, and that status must last until the next scheduled evaluation. Due to the rapid changes that occur in this field, any student that has been out of school for more than 4 years must relinquish all previous hours per Pennsylvania State Board of Cosmetology.

Fire Safety Plan

Fire extinguishers are inspected twice a year at each of our Academy locations. Exit procedures are posted in each classroom and clinical floor where the emergency route for that area is clearly designated. Educators are well versed in emergency response and evacuation methods. Fire Drills are conducted quarterly at each location.