



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Bureau of Proprietary School Supervision, Room 964, Education Building Annex, Albany, NY 12234

Tel. (518) 474-3969

Fax (518) 473-3644

E-mail: BPSS@mail.nysed.gov

E-mail: cyates@mail.nysed.gov

TO: Owners and Directors

FROM: Carole W. Yates, Director

DATE: January 29, 2009

SUBJECT: Beauty School Transfer Approvals

In the past, appearance enhancement schools have submitted transfer hours sheets to their field supervisors for students transferring from other beauty schools to their schools. The review of these sheets has not been a universal practice within the Education Team.

We will no longer review the transfer hours sheets for students transferring from other beauty schools unless an immediate need to reinstitute that practice for your school arises.

This review is a practice which can be eliminated without harming the students. It should also facilitate the admissions process in that the school will no longer have to await the Bureau's response.

Rather, based upon the lack of any issues in the past regarding the transfer of hours, we will leave the transfer of hours up to the director's discretion. As always, the director must make certain that the student is not awarded more total transfer hours than were completed at the previous school and that the student is not awarded more hours in any specific unit than was awarded in the same or similar unit at the previous school (where units are identified).

Please place a copy of the transfer of hours sheet in any student's folder who has had hours transferred into any of your approved programs.

Should you have any questions about this policy, please contact me by e-mail at cyates@mail.nysed.gov.