

# COURSE CATALOG

SEPTEMBER 2023 – AUGUST 2024

CHICAGO HARPER  
Made in the USA

P O R T L A N D  
F A S H I O N  
I N S T I T U T E

4301 NE TILLAMOOK, PORTLAND, OR 97213



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*This catalog is for your information only; information found in this catalog is subject to change at any time. Detailed policies and academic information are available on our website at [www.pfi.edu](http://www.pfi.edu) and from the Registrar's Office.*



Licensed by Oregon's Higher  
Education Coordinating Commission



Accredited by Accrediting Council for  
Continuing Education & Training

## WELCOME

Thank you for considering Portland Fashion Institute (PFI) to launch and enhance your career. From day one, you'll find yourself in a professional atmosphere geared for job placement. An education here offers a chance to transform your talent and acquire skills sought by the apparel marketplace.

As Oregon's only fashion design school, PFI is licensed by Oregon's Higher Education Coordinating Commission and accredited by the Accrediting Council for Continuing Education and Training (ACCET).

PFI has been helping students transform their lives for over a decade — first as Portland Sewing, then licensed as PFI. The ACCET accreditation validates that PFI operates at a high level of excellence and the school's teaching and programs meet rigorous educational standards.

More than 7,000 persons have studied at the school since it opened its doors in 2010 and I look forward to counting you among them.

I hope the passionate faculty, friendly facilities and focused curriculum detailed in this catalog convince you that PFI should be your first choice for formal training in fashion design and business. No matter the class, PFI's job is to make sure students gain skills, create a project they like, build confidence — and have a good time doing it.

Sincerely,

*Sharon Blair*

Sharon Blair BA, MA, PAA

Director



## PHILOSOPHY

Portland Fashion Institute (PFI) was founded in 2002 as Portland Sewing with a beginning sewing class for just four students. Since then, PFI has grown to offer beginner, intermediate and advanced sewing classes as well as three Certificate Programs in apparel business.

Our graduates have gone on to do beautiful things. They hold executive positions at apparel manufacturers, compete (and win) at the highest level, and run their own thriving businesses. They fuel the fashion industry in Portland and around the world.

PFI courses can help you become industry proficient in clothing design, patternmaking, construction, manufacturing and production. All of our teachers work in apparel and are well-versed in current techniques. We are apparel people teaching apparel people. We welcome you to join us!

## LICENSE & ACCREDITATION

Today, PFI is a private, nonprofit nationally accredited career institute of higher learning.

PFI is licensed by the Oregon Higher Education Coordinating Commission, 3255 25th Street SE, Salem, OR 97302 and is accredited by the Accrediting Council for Continuing Education & Training, 1722 N St NW, Washington DC, 20036.



Previous experience with sewing and design are not required for admission. PFI maintains an inclusive admissions policy for its Certificate Programs. It is our belief that all students who follow the application steps plus have passion, persistence and aptitude can succeed and learn professional-level skills to enter the world of fashion and apparel. See page 32 for complete admission requirements.



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## MISSION STATEMENT

Portland Fashion Institute is a nonprofit fashion design school with a mission to introduce creative people to the apparel skills they need to get a job or better job in the industry — or to simply enjoy a more productive life. We believe in a debt free education while promoting a diverse, progressive, sustainable and ethical industry.

## OUR GOALS

Changing people's lives. Making fashion dreams come true.

Real skills, real jobs, real world knowledge.

To demonstrate thought leadership in the apparel industry and teach forward-thinking skills and techniques to fashion creatives.

To prepare fashion and apparel students to excel in the apparel industry locally in the Pacific Northwest and globally.

To create an affordable / low-cost higher education.  
#schoolwithoutdebt



## WHAT WE OFFER

### CERTIFICATE PROGRAMS

All three of our programs were designed by an advisory board of subject matter experts from four major Portland apparel companies. Apparel companies are looking for the skills we teach and a certificate from PFI will open opportunities for you. Look within this catalog for a complete overview of each certificate.

- ☐ Apparel Designer page 13
- ☐ Apparel Technical Developer page 19
- ☐ Apparel Entrepreneur page 25

### A LA CARTE CLASSES

**"Can I start with just one class?"** Yes! If you decide you want to earn a certificate after taking a 'just for fun' class, hang on to your projects and talk to the registrar. They'll walk you through the process to convert your noncredit class to credit.

### CONTINUING EDUCATION

Typically, Continuing Education (CE) is chosen when an employer is covering the cost of your education. You can also choose CE if you wish to get credit for classes, then apply that credit to a PFI Certificate Program in the future. CE students pay the same class, registration and fees as students enrolled in a Certificate Program. See the Registrar for details.



PORTLAND  
FASHION  
SUPPLY



### MATERIALS & SUPPLIES

Everything you need to take a class is right here on campus. Portland Fashion Supply sells quality fabrics and special items for apparel you can only find here. Open to both students & the public, you're welcome to stop by and share your current project ideas!

[www.portlandfashionsupply.com](http://www.portlandfashionsupply.com)





There's more than just our on-campus classes! Our **Sewing Wisdom blog** has lots of great advice, features and articles. Also, be sure to subscribe to our YouTube channel, **PFI-tv**, to take a virtual tour of our campus and follow along with tutorials. You'll find our community on these platforms too:

 @portlandfashioninstitute

 @portlandfashion

 PFI-tv

 Portland-Fashion-Institute

## EVENTS, FACILITIES, LIBRARIES + RESOURCES

### INDUSTRY PROFESSIONALS:

All of PFI's instructors are professionals working in the apparel industry. See page 10 for a complete list.

### ANNUAL FASHION EVENTS:

Graduates show collections at annual industry events that attract buyers, press and managers from top area apparel companies. Participants walk through all steps of apparel production and marketing, including fashion styling and photo shoots. PFI hosts career and portfolio shows.

### REAL WORLD PROJECTS:

PFI collaborates with industry, companies and community leaders on projects, competitions and exhibits.

**VERSATILITY:** While lecture and computer classes are online, more than two-thirds of the classes are hands-on and in person.

### LIBRARY AND E-LIBRARY:

PFI maintains a well-curated collection of books, periodicals and media for every aspect of fashion design and the apparel industry on loan through the

library or e-library. A current student ID and login is all you need to use the library materials at PFI.

**TOP NOTCH FACILITIES:** Students use commercial-grade, industry standard equipment in our newly renovated, 7682 sq. ft. building in the heart of Portland's Hollywood district. Classrooms include sewing and pattern rooms, a computer lab, textile design and photo studios, machine knitting room and lecture halls. Plus, PFI offers online business and design classes. ADA accommodations range from accessibility onsite to online closed captioning and transcription.

**EQUIPMENT ACCESS:** With an equipment fee, qualified students have access during business hours to patternmaking equipment, industrial sewing machines, computer hardware & programs, knitting machines for product development, pattern drafting, and computer patternmaking in both 2D and 3D.

**STUDENT SERVICES:** Students enrolled in a Certificate Program are advised on a program of study upon enrollment.

Advisement continues through future terms, class changes, progress evaluation, and planning for internships and graduation. Enrollees discuss their academic progress with the registrar at least once every term. These and other regular meetings with advisors evaluate progress and help enrollees stay on track towards a certificate. Career services helps place enrollees upon graduation.

### ACADEMIC SUPPORT & CLASSROOM SERVICES:

PFI supports students with special academic needs in every way possible. In addition to requesting special services, students may request general academic support for anything they wish help with, such as communication with instructors, working on grade improvement, time management or study skills.

**INTERNSHIPS:** In partnership with area apparel companies, designers and talent acquisition agencies, PFI works to place seniors and graduates in paid internships and entry-level jobs.



## AN AFFORDABLE EDUCATION

PFI is a private, nonprofit nationally accredited career institute of higher learning. PFI strives to remain affordable for all. We believe in #schoolwithoutdebt and keep the cost of completing a certificate as low as we can.

See page 34 for a breakout of tuition costs and payment options.

## SCHOLARSHIP PROGRAM

### Annual Teen Fashion Scholarship Contest.

Each year, PFI offers a scholarship contest to talented high school juniors and seniors. The winner is awarded a scholarship that covers the cost of a Certificate Program at PFI.

For details, visit [www.pfi.edu/scholarship](http://www.pfi.edu/scholarship)

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## HOW OUR CLASSES ARE STRUCTURED

Hands on classes are no fewer than 6 students and no more than 12 students—student to teacher ratio is typically 8:1. Lecture classes are no more than 24 students—student to teacher ratio is typically 15:1. Once registered for an online class, be sure to visit its class page in Populi to see what you need and practice.

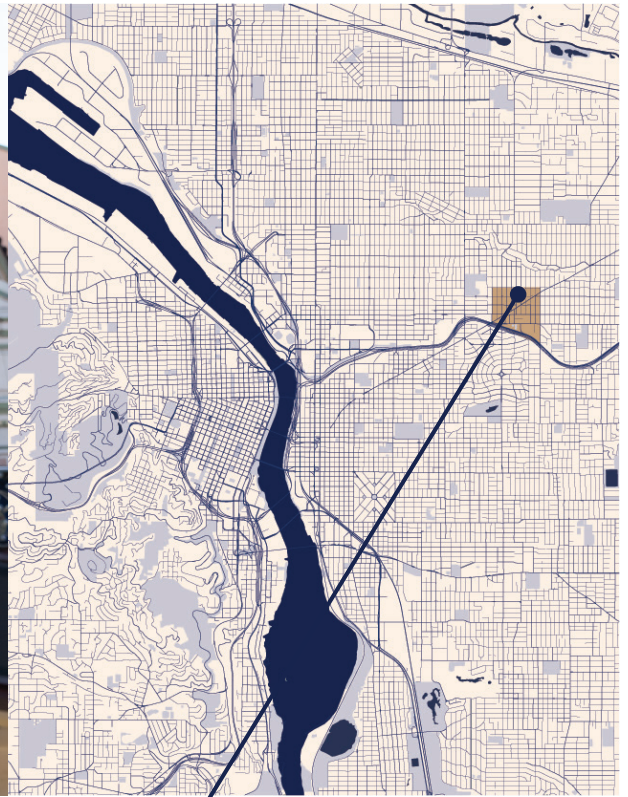
A typical Apparel Designer or Apparel Technical Developer class is one-third lecture and two-thirds hands-on laboratory. A typical Apparel Entrepreneur class is one-third writing laboratory and two-thirds lecture.

PFI uses Carnegie Clock-to-Credit Hour Conversions to convert clock hours to credit hours (Carnegie calculations may result in fractions of credit hours). The conversion for quarter terms follows:

- **Lecture:** 10 clock hours to 1 quarter credit
- **Lab:** 20 clock hours to 1 quarter credit
- **Internship:** 30 clock hours to 1 quarter credit

A breakdown of lecture and lab hours with a comparison of clock to credit hours is given in each certificate overview section on pages 15, 21 and 27.





## OUR LOCATION

PFI offers students a prime spot in the heart of the Hollywood District of Portland, Oregon. Apartments and extended stay hotels are within easy walking distance, along with grocery stores, restaurants, library, health services and entertainment.

Portland is widely known as a center for creativity and the makers movement. According to a recent study from Portland State University, more independent designers live and work here per capita than any other city in the United States.

Whether you are looking to start your own apparel business, line of clothing or work at a large apparel company, PFI will prepare you for a wide range of opportunities as a fashion designer. Students taking courses at PFI will experience a vibrant community of artists and designers in the school and in the broader community. With stimulating faculty, professional grade equipment and the creative environment of the Portland area, students will experience the freedom to bring their visions to life. Arrive and transform your future in the spirit of Portland, the City of Roses.

### ● Primary Site of Instruction

4301 NE Tillamook, Portland, OR 97213

Home to both **Portland Fashion Institute** and **Portland Fashion Supply**, campus is located in a mixed commercial and residential area primarily used as a shopping district by the adjacent neighborhoods of Alameda, Grant Park and Laurelhurst.

P O R T L A N D  
F A S H I O N  
I N S T I T U T E

PORTLAND  
FASHION  
SUPPLY

## WHO WE ARE

### PORTLAND FASHION INSTITUTE

**Sharon Blair**; PFI director; MA, BA, Ball State University; couture design certificate, Paris American Academy

**Candice Freedman**, PFI registrar; MBA, Charter College; BA, Xavier University

### BOARD OF DIRECTORS

**Marjorie Skinner**, Adidas; BA, Reed College

**Adrienne Hranko**, Columbia Sportswear; BA, Art Institute of Portland; BS, University of Colorado

**Cheryl Douratsos**, Nike; BA, University of Creative Arts, London

**Adam Andreas**, REI; BFA, Art Institute of Portland

### CONTRACT INSTRUCTORS

All of our instructors work in the apparel industry and teach at PFI as contractors.

**Ajay Chadha**, Materials Development; MA, North Carolina State College of Textiles; MBA, Symbiosis International University; BS, Guru Jambheshwar University

**Adrianna Aguirre**, Apparel Construction, Intermediate Sewing; BFA, Academy of Art University

**Anne Stone**, Patternmaking; BA, Lewis & Clark College

**Austin Lingelbach**, Overseas Production; MBA, Portland State University; BS University of Oregon

**Dana Ditto**, Inside Fashion, Portfolio; BS, Colorado State University

**Daniel Roeder**, Product Development; MS, Diplom Wirtschafts-Ingenieur; MS, Diplom Ingenieur Bekleidungstechnik

**Jena Nesbitt**, Visual Merchandising, Fashion Buying, E-Commerce, Concept & Development, Graphic Design, Computer Print Design, AI & Fashion Design; BS, Illinois Institute of Art

**Joshua Buck**, Advanced Patternmaking, Digital Patternmaking; BFA, Art Institute of Portland

**Kel Jackson**, Fashion Illustration; PhD, Royal College of London; BA, MA, Art Institute of Portland

**Kimmy Schenter**, Color Theory; MA, University of California Davis; BA, Fashion Merchandising

**Lisa Silveira**, Advanced Sewing; BFA, Art Institute of Portland

**Liza Rietz**, Innovative Design; BS, Lewis & Clark College


**Mary Iris Gray**, Industrial Machine Sewing, Leatherworking; BA, North Carolina State University

**Nancy Simon**, Adobe Illustrator for Fashion, Flats & Techs; BFA & AA, Art Institute of Portland; design certificate, Fashion Institute of Technology

**Suzi Gurney**, Intermediate Sewing; BA, Western Business College

**Tricia Langman**, Textiles, Textile Design, Sustainable Design; BFA, University of Brighton



A woman with long brown hair and red lipstick stands in the center, wearing a grey blazer over a white collared shirt and a black skirt. She is being styled by two other people. On the left, a person with long blonde hair and a red top is looking at her. On the right, a person with long black dreadlocks, wearing a blue shirt and a face mask, is adjusting her hair. The background is a plain, light grey.

At PFI, you'll find a passionate group of apparel people supporting you.

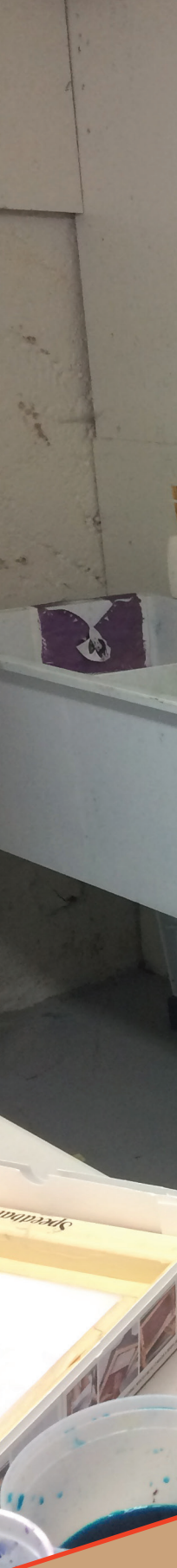
**We want you to be free.**

Free to be your best selves.  
Free from student debt.  
Free to live your fashion dreams.

We want you to experience the freedom that comes with success. The freedom to transform as you forge your path.

That comes from learning from the best in the business. The industry professionals who teach at PFI pass down the hard-won skills and secrets that it takes to succeed in fashion. You will learn technical skills, create portfolio-worthy projects, gain confidence and have a good time doing it. You will build a solid foundation, hands-on, that you can take in any direction you choose.









**APPAREL DESIGNER  
CERTIFICATE PROGRAM**





## APPAREL DESIGNER

An apparel designer must have a visually arresting sketchbook and portfolio showing strength in trend research and ability to apply that inspiration into designs that reflect the company's brand and sell product.

VP of Design  
Creative Director  
Senior Designer, Design Director  
Designer  
Associate Designer  
Assistant Designer: women's / mens  
Design Assistant:  
lab, sourcing, materials, visual

### LARGE COMPANY

VP of Design  
Senior Designer  
Designer  
Assistant Designer  
Design Assistant

### SMALL COMPANY

Costume Shop Director  
Costume Designer  
First Hand  
Assistant Designer  
Production Assistant

### COSTUME DESIGN

## TYPICAL CAREER PATH FOR APPAREL DESIGNERS

With the skills you learn in this program, you can start as an assistant and work your way to the top.



## CERTIFICATE REQUIREMENTS

Classes are given in the order they should be taken so you can meet the required prerequisites. Typical program length is 2 years Full Time (~5 classes/term). Maximum program length is 3.5 years Part Time (~3 classes/term). The full curriculum begins each Fall but you can start any time. These classes will also prepare you for our annual career day event(s).

----- Beginning Sewing

### FIRST TERM

AD103	Apparel Construction
AD114	Color Theory
AD117*	Fashion Illustration
AD128*	History of Fashion
AD129*	Inside the Fashion Industry
AD169	Textiles
AD221	Patternmaking 1

### SECOND TERM

AD118	Digital Illustration (optional)
AD119	AI & Fashion Design (optional)
AD201	Industrial Machine Sewing
Intermediate Sewing (Choose 3):	
AD211	Casual Jackets
AD212	Womens Shirts
AD213	Womens Pants
AD214	Dresses
AD215	Menswear Shirts
AD216	Menswear Pants
AD217	Knits
AD313	Activewear
AD231	Pattern 2 (Manipulation)
AD321	Pattern 3 (Design)
AD261A*	Adobe Prep
AD261*	Adobe Illustrator
AD242	Draping

### THIRD TERM

AD331	Pattern 4 (Knits & Stretch)
ATD361*	Flats & Technical Packages
AD315	Lingerie
AD317	Couture Techniques
AD333	Fit & Pattern Alteration
AD335*	Graphic Design

### FOURTH TERM

AD402*	Concept & Development
AD410	Tailoring
AD412	Advanced Pattern & Construction 1
AD413	Advanced Pattern & Construction 2
ATD421	Optitex
ATD422	Browzwear
AD461*	Portfolio
Apparel design electives (Choose 2):	
AD311	Machine Knitting
AD318	Corset & Bustier
AD319	Petticoats
AD411	Textile Design
AD414	Outerwear
AD415	Leatherworking
AD417	Couture Dress
AD418	Costume Design & Construction
AD419	Swimwear
AD420	Innovative Design
AD421	Underwear Pattern & Construction
AD423	Sustainable Design
Apparel business classes (36 clock hrs)	
(See Apparel Entrepreneur list, p27)	
AD490	Internship

ELEMENT	CLOCK HOURS
CORE CLASSES	834
AD ELECTIVES	72
BUSINESS ELECTIVES	36
<b>TOTAL</b>	<b>942</b>
LECTURE HRS	332
LAB HRS	520
CREDIT HR EQUIVALENT	62.2

18 hours = 6 week class

36 hours = 12 week class

### Students who join our Certificate Programs get:

- Access to financial support, equipment and supplies
- First call on classes
- A place in PFI's annual fashion event and portfolio show
- Career services
- Networking opportunities with industry professionals

\* = online class

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## COURSE DESCRIPTIONS

All classes open to Continuing Education and avocational registration. For the class schedule, prerequisites and course fees, contact the registrar at [info@pfi.edu](mailto:info@pfi.edu).

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### CORE CLASSES

#### **AD103—Apparel Construction**

Introduction to apparel industry sewing principles and techniques. Fundamental skills as applied to the construction of a basic garment using standard sewing equipment.

#### **AD128—History of Fashion**

Overview of the apparel industry, examining fashion's past, present and glimpse fashion's future. Students find where designers get ideas and how do they make these ideas a reality. Students research designers from each era, keep a journal and find new online and in print resources.

#### **AD129—Inside Fashion Industry**

Students get a complete overview of the apparel design and manufacturing industry as a whole. Learn the various aspects of apparel product development, from design inspiration to making the sale. Learn about price points and market sectors.

#### **AD114—Color Theory**

Discover color and its implications for designers and artists. Study ideas of space and the use of color to solve spatial problems. Study color harmony and the way colors interact, as well as color qualities and combinations.

#### **AD117—Fashion Illustration**

Students learn the proportions and techniques for sketching the nine-head figure. Learn to use the latest tools of the fashion illustration trade. Use markers and pens. Add skin tones and shading giving the fashion figure definition and light. Add fabric textures and learn direction and drape. Create designs on the figure and learn layout, background and composition. Create a display board.

Strengthen your creative vision and complete a portfolio-worthy sketchbook. Improve research skills. Display your inspiration properly. Show how you go through the creative process and design a story from your initial inspiration.

#### **AD118—Digital Illustration**

Learn to use the latest tools of the fashion illustration trade. Use a tablet and

computer program to sketch digitally. Create a images suitable for projecting in a meeting, sharing online and creating an online portfolio.

#### **AD169—Textiles**

An introduction to textiles that provides a broad view of the types, development, production and use of fabrics and the impact they have on design and construction. The characteristics of different fibers, yarns, fabrics, and finishes are investigated.

#### **AD201—Industrial Machine Sewing**

Overview of commercial sewing machines. Students learn to make apparel on the latest machines used by the industry. Students learn how to thread the machines, understand and use sewing terminology, troubleshoot problems and how to handle various types of fabric suited for each machine.

#### **AD211—Intermediate Sewing: Casual Jackets**

Research and design considerations for an unlined jacket for womenswear. Develop a pattern for ready to wear jackets. Proper fit and construction techniques for unlined jackets.

#### **AD212—Intermediate Sewing: Womenswear Shirts**

Research and design considerations for a traditional shirt for womenswear. Develop a pattern for ready to wear women's shirts. Proper fit and construction techniques for women's shirts.

#### **AD213—Intermediate Sewing: Womenswear Pants**

Research and design considerations for a woman's pants/jeans. Develop a pattern for ready to wear women's pants/ jeans. Proper fit and construction techniques for women's pants/jeans.

#### **AD214—Intermediate Sewing: Dresses**

Research and design considerations for dresses. Develop a pattern for ready to wear women's dresses. Proper fit and construction techniques for women's dresses.

#### **AD215—Intermediate Sewing: Menswear Shirts**

Research and design considerations for a traditional shirt for menswear. Develop a pattern for a tailored man's shirt. Proper fit and construction techniques for a tailored man's shirt.

#### **AD216—Intermediate Sewing: Menswear Pants**

Research and design considerations for a man's tailored pant/trousers. Develop a pattern for a man's tailored pant/ trousers. Proper fit and construction techniques for a man's tailored pant/ trousers.

#### **AD217—Intermediate Sewing: Knits**

Research and design considerations for women's or men's knitwear. Develop a pattern for a 2-way stretch garments with various stretch ratios. Proper fit and construction techniques for knitwear.

#### **AD221—Patternmaking 1**

Draft slopers made to measurements. Start with a torso sloper that usable for dresses, jackets and coats. Create a bodice sloper for blouses and shirts. Create a sleeve sloper. Create a skirt sloper. Finish with a pant sloper.

#### **AD231—Patternmaking 2**

Flat pattern techniques in accordance with garment trade practices. Emphasis on the manipulation of slopers to create designs from bodice, sleeve, skirt and pant slopers.

#### **AD242—Draping**

Students drape fabric directly on a dress form as a three-dimensional means of pattern development for women's apparel. Students learn about preparation, blocking and grainline while creating skirts and dresses. Then learn to drape asymmetrical designs, bias and cowl necklines and knit fabric. Students create their own designs.

#### **AD261A—Adobe Prep**

Learn the tools, the workspace and how to use the mouse. Use practice files and templates. Get ready for Illustrator.

#### **AD261—Adobe Illustrator**

An overview of tools and techniques used by fashion designers in Adobe Illustrator.

#### **AD313—Activewear**

Students apply technical knowledge to the development of original activewear coordinate designs using knits and specialty fabrics. This course includes research, design, pattern and prototype development to achieve a perfected final sample. Garments include top (such as sports bra), bottoms (such as leggings), jacket.

#### **AD315—Lingerie**

Students apply technical knowledge to create lingerie using stretch, lace, silk, bias and specialty materials. Perfect fit.



samples. Garments include camisole, tap pants, teddy, slip, panties, bras.

#### **AD317—Couture Techniques**

This course introduces the basics of couture sewing techniques. Students will study cutting, marking, hand sewing, construction and finishing techniques. They will produce a simple garment project.

#### **AD321—Pattern 3 (Design)**

Flat pattern techniques in accordance with garment trade practices. Emphasis on creating a pattern for a final woven garment ready for production from bodice, sleeve, skirt and pant slopers.

#### **AD331—Pattern 4 (Knits & Stretch)**

Flat pattern techniques in accordance with garment trade practices. Emphasis on creating a pattern for a final knit garment ready for production from torso sloper and from measurements and spec sheets.

#### **AD333—Fit & Pattern Alteration**

Students demonstrate deeper understanding of how fit relates to the customer and to patternmaking and pattern alteration for various categories of garments from wovens to knits and non-stretch.

#### **AD335—Graphic Design**

Introduction to graphic design with an emphasis on processes including principles of design, grid systems, typography,

and hierarchy, as they apply to apparel design and the creation of a complete visual message.

#### **AD402—Concept & Development**

Create a fashion collection. Experience the process from beginning like a pro. Learn how to make mood boards, keep a sketchbook, and where to look for inspiration. Design for a specific customer. Choose fabrics, trims and colors. Critique work to define, edit and refine the collection.

#### **AD410—Tailoring**

Students will work with wool, fine fabrics and entourage to create a tailored ensemble. Costing, customer relations, design, technical development and construction techniques are emphasized.

#### **AD412—Advanced Pattern & Construction 1**

Create patterns from flats made in Concept & Development. Fit & alter them on dress forms or people. Finish with fit approved prototypes.

#### **AD413—Advanced Pattern & Construction 2**

Source your fabrics. Cut and sew on PFI's industrial machines. Check the fit. Finish with garments ready for shows, portfolios and for sale.

#### **ATD421—Computer Pattern**

Learn CAD (computer-aided design) to create, manipulate and grade patterns. Use input (scan & digitize) and output (plotter & cutter) devices. Students digitize patterns, modify them, check and correct notches, armholes, necklines and seamlines, create variations and seam allowances. Students use Optitex 15 -- the same software used by Nike and many designers -- and an Algotex digitizer. Go on to learn 3D through ATD 422 Browzwear.

#### **AD461—Portfolio**

Create a portfolio suitable for applying for an apparel industry job or a major fashion design school. Use it to enter competitions. Create a cohesive story around projects using a mood board, fashion illustrations and photographs of garments you've created. End class with a hard copy as well as digital version.

#### **AD490—Internship**

Off-campus supervised internship at an established business related to field of study for a maximum of 90 hours.

#### **AE—36 hours of APPAREL BUSINESS Classes**

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## *ELECTIVES*

#### **AD119 — AI & Fashion Design**

Explore generative AI image-making in fashion design, focusing on creating new concepts and designs. Make images that can be used to inspire new fashion concepts. They will also learn about ethical considerations, biases and sustainability implications.

#### **AD311—Machine Knitting**

Students are introduced to the process of machine knitting, including cast-on and off, basic stitches, gauge, and tension. Students build a foundation of knit structure and design by creating a notebook of knit swatches and two garments.

#### **AD318—Corset & Bustier**

Use couture and costume methods for creating a traditional fitted garment.

#### **AD319—Petticoats**

Use couture and costume methods for creating innumerable variations of a multi-layered underskirt.

#### **AD41—Textile Design**

Students learn monoprinting, block printing and stamping, shibori fabric dyeing and

batik painting as ways for designers to create printed fabric. Students explore technical aspects of design production. Course also includes sustainable design, biomimicry, color theory and its practical application to surface design.

#### **AD414—Outerwear**

Research, design and apparel development of outerwear. Focus on technical fabrics and handling techniques.

#### **AD415—Leatherworking**

Class covers all the basic information and materials students need to work with leather. Students learn the process of working with leather: pattern making, stamping, cutting, skiving, gluing, stitching, lacing and hardware installation.

#### **AD417—Couture Dress**

Students will produce luxury wear from fine fabrics using couture techniques.

#### **AD418—Costume Design & Construction**

Students work with theater experts to design and create a costume, adapt apparel construction skills to that of the

theater, present costumes before a panel of theatrical professionals.

#### **AD419—Swimwear**

Students will produce four swimsuits: one-piece, two-piece, maillot, competition.

#### **AD420—Innovative Design**

Students stretch the possibilities of patterning, draping, shaping, seaming, handling and manipulating fabrics to create innovative, wearable silhouettes and details.

#### **AD421—Underwear Pattern & Construction**

Students will produce 3 bras: underwire, wireless, shapewear.

#### **AD423—Sustainable Design**

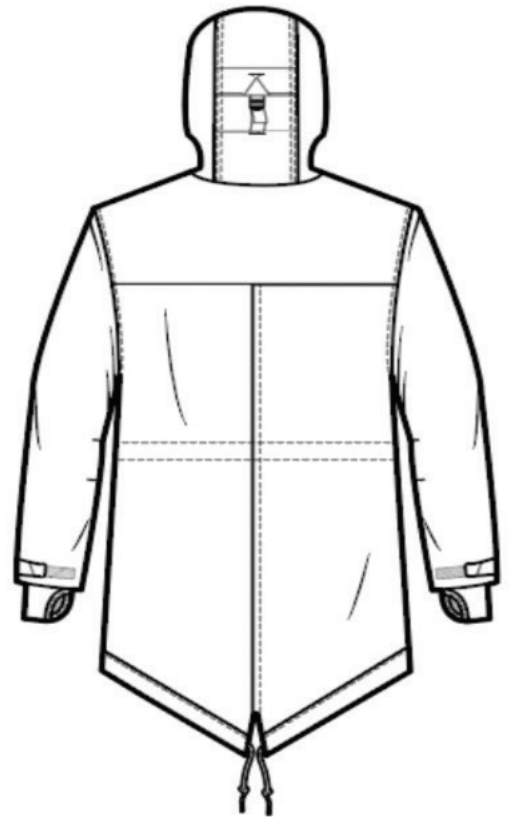
Analyze all aspects of environmental apparel design. See how companies incorporate sustainability in designs through zero waste and cyclability, reduced consumption of energy, water and chemicals and overall consumer consumption.



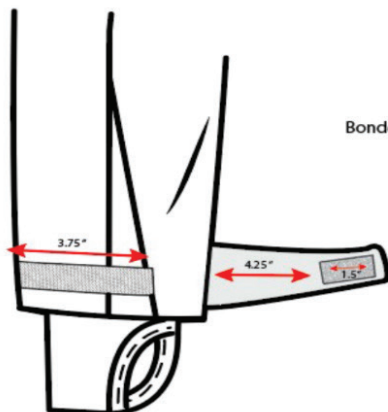
FRONT



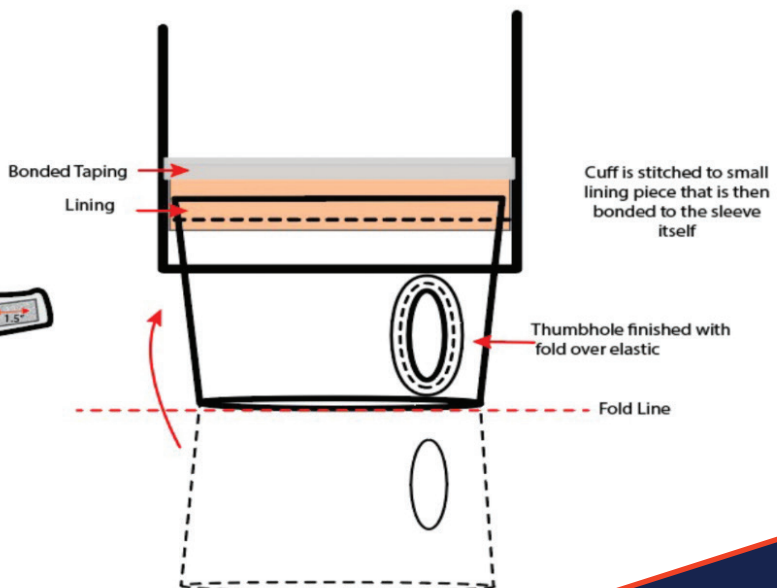
SIDE



BACK



Adjustable velcro tab at cuff hem.





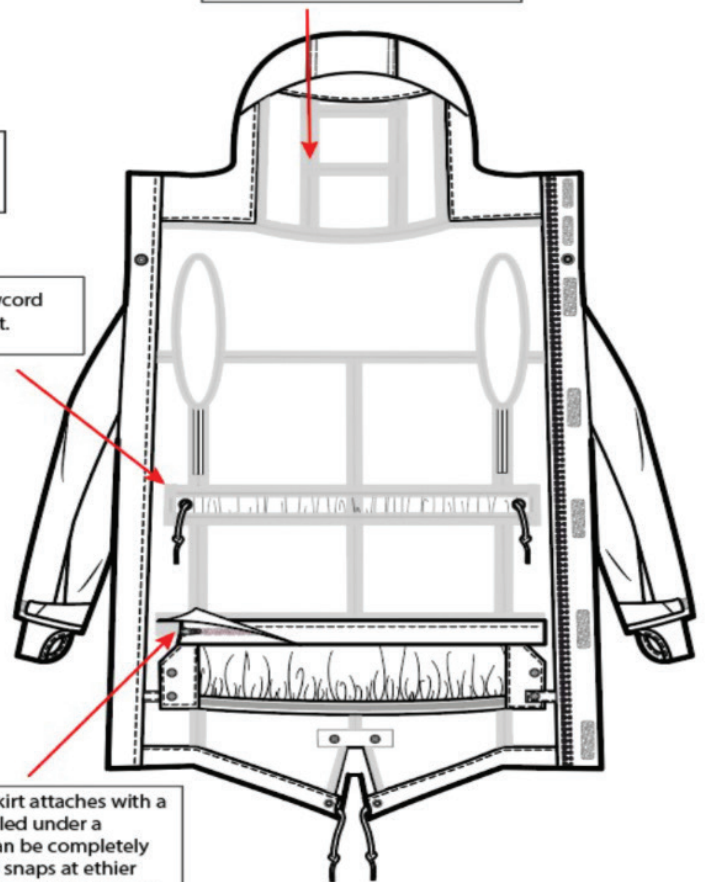
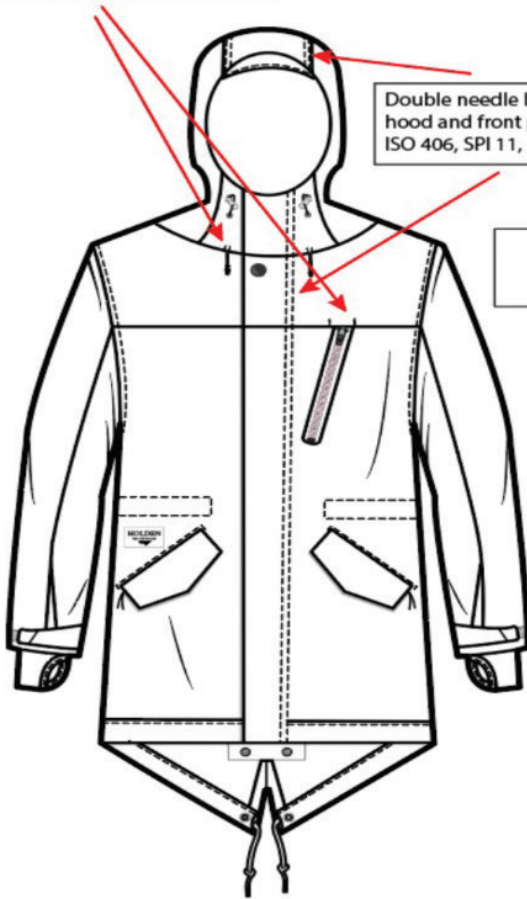
Bartacks secure cord & zipper openings. ISO 304, 3/8" long by 1/16" wide.

All construction seams are lockstitch, unless otherwise noted  
ISO 301, 11 SPI

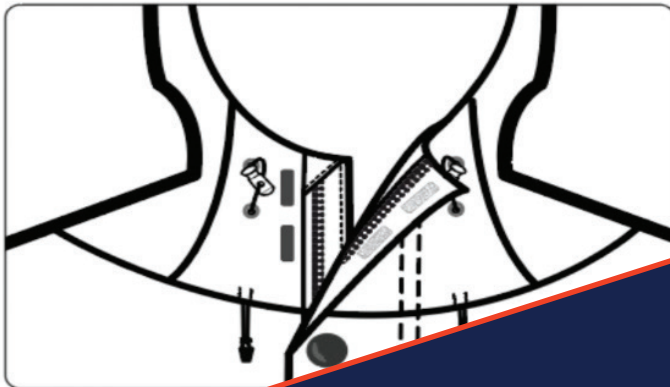
Double needle bottom coverstitch on hood and front placket  
ISO 406, SPI 11, .25 in needle spacing

Internal encased drawcord placed at the waist.

All internal seaming covered with bonded waterproof taping.



The powder skirt attaches with a zipper concealed under a placket and can be completely removed. Two snaps at either side attach to small tabs to keep the skirt in place.



## APPAREL TECHNICAL DEVELOPER CERTIFICATE PROGRAM



## APPAREL TECHNICAL DEVELOPER

A Technical Developer (Tech Dev)<sup>o</sup> must know textiles, trims, patternmaking, construction and fit.

To get a job, a Tech Dev must know beginning and advanced Adobe skills and Excel to create concept boards, flats, spec & tech packages and a bill of materials. Project management, factory communication and problem solving skills are a plus.

VP of Technical Development  
 Technical Development Director  
 Technical Developer  
 Associate Technical Developer,  
 Fit Engineer, Patternmaker  
 Assistant Technical Developer

**LARGE COMPANY**

VP Technical Design  
 Senior Technical Designer  
 Technical Design II  
 Technical Design I,  
 Patternmaker

**SMALL COMPANY**

## TYPICAL CAREER PATH FOR APPAREL DESIGNERS

With the skills you learn in this program, you can start as an assistant and work your way to the top.



## CERTIFICATE REQUIREMENTS

Classes are given in the order they should be taken so you can meet the required prerequisites. Typical program length is 2 years Full Time (~5 classes/term). Maximum program length is 3.5 years Part Time (~3 classes/term). The full curriculum begins each Fall but you can start any time. These classes will also prepare you for our annual career day event(s).

----- Beginning Sewing

### FIRST TERM

AD103	Apparel Construction
AD114	Color Theory
AD117*	Fashion Illustration
AD128*	History of Fashion
AD129*	Inside the Fashion Industry
AD169	Textiles
AD221	Patternmaking 1

### SECOND TERM

AD201	Industrial Machine Sewing
AD217	Knits
AD313	Activewear
AD242	Draping
AD231	Pattern 2 (Manipulation)
AD321	Pattern 3 (Design)
AD261A*	Adobe Prep
AD261*	Adobe Illustrator
AD335*	Graphic Design
AD336*	Computer Print Design

### THIRD TERM

AD331	Pattern 4 (Knits & Stretch)
AD333	Fit & Pattern Alteration
AE342*	Supply Chain Management
ATD361*	Flats & Technical Packages
ATD381*	Materials Development
ATD391*	Overseas Production
AD402*	Concept & Development

### FOURTH TERM

ATD480*	Product Development
AD411	Textile Design
AD412	Advanced Pattern & Construction 1
ATD414	Grading & Marking
ATD421	Optitex
ATD422	Browzwear
AD423	Sustainable Design
AD461*	Portfolio
Apparel business classes (18 clock hrs) (See Apparel Entrepreneur list, p27)	
AD118	Digital Illustration (optional)
AD490	Internship

ELEMENT	CLOCK HOURS
CORE CLASSES	798
INTERNSHIP	90
<b>TOTAL</b>	<b>888</b>
LECTURE HRS	314
LAB HRS	484
CREDIT HR EQUIVALENT	58.6

18 hours = 6 week class

36 hours = 12 week class

### Students who join our Certificate Programs get:

- Access to financial support, equipment and supplies
- First call on classes
- A place in PFI's annual fashion event and portfolio show
- Career services
- Networking opportunities with industry professionals

\* = online class

◇ Technical Developer or Technical Designer may be synonymous with Product Developer

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## COURSE DESCRIPTIONS

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### CORE CLASSES

#### **AD103—Apparel Construction**

Introduction to apparel industry sewing principles and techniques. Fundamental skills as applied to the construction of a basic garment using standard sewing equipment.

#### **AD114—Color Theory**

Discover color and its implications for designers and artists. Study ideas of space and the use of color to solve spatial problems. Study color harmony and the way colors interact, as well as color qualities and combinations.

#### **AD117—Fashion Illustration**

Students learn the proportions and techniques for sketching the nine-head figure. Learn to use the latest tools of the fashion illustration trade. Use markers and pens. Add skin tones and shading giving the fashion figure definition and light. Add fabric textures and learn direction and drape. Create designs on the figure and learn layout, background and composition. Create a display board.

Strengthen your creative vision and complete a portfolio-worthy sketchbook. Improve research skills. Display your inspiration properly. Show how you go through the creative process and design a story from your initial inspiration.

#### **AD128—History of Fashion**

Overview of the apparel industry, examining fashion's past, present and glimpse fashion's future. Students find where designers get ideas and how do they make these ideas a reality. Students research designers from each era, keep a journal and find new online and in print resources.

#### **AD129—Inside Fashion Industry**

Students get a complete overview of the apparel design and manufacturing industry as a whole. Learn the various aspects of apparel product development, from design inspiration to making the sale. Learn about price points and market sectors.

#### **AD169—Textiles**

An introduction to textiles that provides a broad view of the types, development, production and use of fabrics and the impact they have on design and construction. The characteristics of different fibers, yarns, fabrics, and

finishes are investigated.

#### **AD201—Industrial Machine Sewing**

Overview of commercial sewing machines. Students learn to make apparel on the latest machines used by the industry. Students learn how to thread the machines, understand and use sewing terminology, troubleshoot problems and how to handle various types of fabric suited for each machine.

#### **AD221—Patternmaking 1**

Draft slopers made to measurements. Start with a torso sloper that usable for dresses, jackets and coats. Create a bodice sloper for blouses and shirts. Create a sleeve sloper. Create a skirt sloper. Finish with a pant sloper.

#### **AD231—Patternmaking 2**

Flat pattern techniques in accordance with garment trade practices. Emphasis on the manipulation of slopers to create designs from bodice, sleeve, skirt and pant slopers.

#### **AD321—Pattern 3 (Design)**

Flat pattern techniques in accordance with garment trade practices. Emphasis on creating a pattern for a final woven garment ready for production from bodice, sleeve, skirt and pant slopers.

#### **AD217—Intermediate Sewing: Knits**

Research and design considerations for women's or men's knitwear. Develop a pattern for a 2-way stretch garments with various stretch ratios. Proper fit and construction techniques for knitwear.

#### **AD313—Activewear**

Students apply technical knowledge to the development of original activewear coordinate designs using knits and specialty fabrics. This course includes research, design, pattern and prototype development to achieve a perfected final sample. Garments include top (such as sports bra), bottoms (such as leggings), jacket.

#### **AD242—Draping**

Students drape fabric directly on a dress form as a three-dimensional means of pattern development for women's apparel. Students learn about preparation, blocking and grainline while creating skirts and dresses. Then learn to drape asymmetrical designs, bias and cowl necklines and knit fabric. Students create their own designs.

All classes open to Continuing Education and avocational registration. For the class schedule, prerequisites and course fees, contact the registrar at [info@pfi.edu](mailto:info@pfi.edu).

#### **AD261A—Adobe Prep**

Learn the tools, the workspace and how to use the mouse. Use practice files and templates. Get ready for Illustrator.

#### **AD261—Adobe Illustrator**

An overview of tools and techniques used by fashion designers in Adobe Illustrator.

#### **AD331—Pattern 4 (Knits & Stretch)**

Flat pattern techniques in accordance with garment trade practices. Emphasis on creating a pattern for a final knit garment ready for production from torso sloper and from measurements and spec sheets.

#### **AD333—Fit & Pattern Alteration**

Students demonstrate deeper understanding of how fit relates to the customer and to patternmaking and pattern alteration for various categories of garments from wovens to knits and nonstretch.

#### **AD335—Graphic Design**

Introduction to graphic design with an emphasis on the rapidly-evolving role of the profession. Graphic design processes are examined, including principles of design, grid systems, typography, and hierarchy, as they apply to apparel design and the creation of a complete visual message.

#### **AD336—Computer Print Design**

Application and principles of computer graphics as a creative technological medium. Practical tutorials in the use of Adobe Illustrator CC and Adobe Photoshop CC in the creation of graphics for fashion design. Tapping into the computer as a powerful medium for designing prints, graphics and logos on fabric.

#### **AD402—Concept & Development**

Create a fashion collection. Experience the process from beginning like a pro. Learn how to make mood boards, keep a sketchbook, and where to look for inspiration. Design for a specific customer. Choose fabrics, trims and colors. Critique work to define, edit and refine the collection.

#### **AD412—Advanced Pattern & Construction**

Final development phase of the collection with an emphasis on finished construction

and professional presentation.

### AD411—Textile Design

Students learn monoprinting, block printing and stamping, shibori fabric dyeing and batik painting as ways for designers to create printed fabric. Students explore technical aspects of design production. Course also includes an exploration of color theory and its practical application to surface design through studio practice, critiques and discussion.

### AD423—Sustainable Design

Analyze all aspects of environmental apparel design. See how companies incorporate sustainability in designs through zero waste and considered waste, cyclability, reduce consumption of energy, water and chemicals and overall consumer consumption.

### AD461—Portfolio

Create a portfolio suitable for applying for an apparel industry job or a major fashion design school such as in New York or London. Use it to enter competitions. Select a project. Create a cohesive story around that project using a mood board, fashion illustrations and photographs of garments you've created. End the class with a hard copy as well as digital version.

### AE342—Supply Chain Management

Learn how the real world works: How modern global supply chains and logistics networks operate. How to make changes that work for you. How to steer clear of import/export regulations. How to manage legal, ethical, economic and social implications in your sourcing decisions and get your product into your hands on time.

### AD490—Internship

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6, or 9 credits. A minimum of 90 hours is required for each 3 credits awarded.

### ATD361—Flats & Technical Packages

Continue developing skills in Adobe Illustrator by creating industry-standard technical flats, technical packs, specs and CAD drawings.

### ATD381—Materials Development

New product development is critical to success in textiles and apparel. This course provides the technical information required to understand how fiber-based products are manufactured, with a practical view of how to combine new elements such as polymers, dyes, ceramics and nanotechnology with fibers to create new products.

### ATD391—Overseas Production

Students learn how to manage projects and production through overseas facilities. They learn how to communicate with factories and solve production issues. They set and stick to a calendar in order to get a product to market faster and reduce delivery costs. They learn how to reduce component costs while keeping research and development, design and short-run manufacturing in the United States of America. They learn how go into a partnership with an overseas manufacturer without losing control of the product.

### ATD414—Grading & Marking

Use slopers to learn the basic principles of changing pattern sizes: How to increase and decrease sizes and how to use vanity

sizing. Apply these principles to pants, skirts, sleeves and bodices. Grade these to different sizes. Create grade rules for cardinal points. Apply to knits and wovens. Learn how to set up a marker a layout of all pattern pieces ready for cutting for best use of fabric.

### ATD421—Computer Pattern

Learn CAD (computer-aided design) to create, manipulate and grade patterns. Use input (scan & digitize) and output (plotter & cutter) devices. Students digitize patterns, modify them, check and correct notches, armholes, necklines and seamlines, create variations and seam allowances. Students use Optitex 15 -- the same software used by Nike and many designers -- and an Algotex digitizer. Go on to learn 3D through ATD422 Browzwear.

### ATD480—Product Development

Simulation within a group setting of product development processes from concept to consumer. Students work in teams to research, design, and develop a line of clothing to "sell" to a local buyer.

### AD118—Digital Illustration

Learn to use the latest tools of the fashion illustration trade. Use a tablet and computer program to sketch digitally. Create a images suitable for projecting in a meeting, sharing online and creating an online portfolio.

## 18 HOURS OF APPAREL BUSINESS CLASSES

Style Name: Ski Free Jacket	Season: FW22/23	Technical Designer: Meghan Lee	Fit Reference: Jacket Block
Category: Men's Outerwear	Base Size: M	Size Range: XS - XL	Style Origination Date: 06/19/22
			Last Updated Date: 06/26/22

All measurements are given in CM (centimeters) unless otherwise noted

Color Information:

Colorway #1	1	2
	Mandarin	Midnight
Colorway #2	1	2
	Glacier Lake	Ecru Olive
Colorway #3	1	2
	Billiard White	Midnight

POM Code	POM Name	Up from finished edge of graphic, vertical	Over from finished edge of graphic, horizontal	0.5	0.5	0.0	0.0	36.0	0.0	0.0
GR_UE	Graphic/Logo Placement									
GR_OE	Graphic/Logo Placement									









**APPAREL ENTREPRENEUR  
CERTIFICATE PROGRAM**



## APPAREL ENTREPRENEUR

A successful entrepreneur knows that creating the product is only 10% of the work, selling it is 90% of the work. Entrepreneurs can be manufacturers producing a line and selling it to others, a store owner producing a line and selling it in the owner's store or a store owner selling clothes from independent designers. All need to know how a well-made garment is designed and produced—as well as how to market it.



### STORE PLANNER



### FASHION BUYER



### MANUFACTURER



### MERCHANDISER

## TYPICAL CAREER PATH FOR APPAREL DESIGNERS

With the skills you learn in this program, you can start as an assistant and work your way to the top.

## CERTIFICATE REQUIREMENTS

Classes are given in the order they should be taken so you can meet the required prerequisites. Typical program length is 2 years Full Time (~5 classes/term). Maximum program length is 3.5 years Part Time (~3 classes/term). The full curriculum begins each Fall but you can start any time. These classes will also prepare you for our annual career day event(s).

----- Beginning Sewing

### FIRST TERM

AD103	Apparel Construction
AD114	Color Theory
AD117*	Fashion Illustration
AD128*	History of Fashion
AD129*	Inside the Fashion Industry
AD169	Textiles
AD221	Patternmaking 1

### SECOND TERM

AD201	Industrial Machine Sewing
AD242	Draping
AD261A*	Adobe Prep
AD261*	Adobe Illustrator
AE101*	How to Start an Apparel Business
AE102*	Excel for Apparel
AE103*	Costing & Pricing
AE104*	Accounting Basics
AE105*	Sourcing
AE106*	Working with Production
AE201*	Apparel Business Legal Basics
AE202*	Intellectual Property
AE203*	E-Commerce Concepts
AE204*	Selling Wholesale
AE301*	Future of Fashion
AE303*	PR Techniques
AE304*	Social Media Marketing
AE205*	Strategic Marketing Planning
AE401*	Branding
AD231	Pattern 2 (Manipulation)
AD321	Pattern 3 (Design)

### THIRD TERM

ATD361*	Flats & Technical Packages
AD331	Pattern 4 (Knits & Stretch)
AD333	Fit & Pattern Alteration
AD335*	Graphic Design
AD336*	Computer Print Design
AE374	E-Commerce Marketing
AE306*	Fashion Analytics
AE342*	Supply Chain Management

### FOURTH TERM

AD402*	Concept & Development
ATD421	Optitex
ATD422	Browzwear
AD423	Sustainable Design
AE405*	Retail Strategies
AE402*	Apparel Business Plan
AE213*	Visual Merchandising
AE403*	Fashion Buying & Merchandising
AD461*	Portfolio
AD490	Internship

ELEMENT	CLOCK HOURS
CORE CLASSES	783
AD ELECTIVES	90
<b>TOTAL</b>	<b>873</b>
LECTURE HRS	353
LAB HRS	430
CREDIT HR EQUIVALENT	59.8

18 hours = 6 week class

36 hours = 12 week class

### Students who join our Certificate Programs get:

- Access to financial support, equipment and supplies
- First call on classes
- A place in PFI's annual fashion event and portfolio show
- Career services
- Networking opportunities with industry professionals

\* = online class



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## COURSE DESCRIPTIONS

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### CORE CLASSES

#### **AD103—Apparel Construction**

Introduction to apparel industry sewing principles and techniques. Fundamental skills as applied to the construction of a basic garment using standard sewing equipment.

#### **AD114—Color Theory**

Discover color and its implications for designers and artists. Study ideas of space and the use of color to solve spatial problems. Study color harmony and the way colors interact, as well as color qualities and combinations.

#### **AD117—Fashion Illustration**

Students learn the proportions and techniques for sketching the nine-head figure. Learn to use the latest tools of the fashion illustration trade. Use markers and pens. Add skin tones and shading giving the fashion figure definition and light. Add fabric textures and learn direction and drape. Create designs on the figure and learn layout, background and composition. Create a display board.

Strengthen your creative vision and complete a portfolio-worthy sketchbook. Improve research skills. Display your inspiration properly. Show how you go through the creative process and design a story from your initial inspiration.

#### **AD128—History of Fashion**

Overview of the apparel industry, examining fashion's past, present and glimpse fashion's future. Students find where designers get ideas and how do they make these ideas a reality. Students research designers from each era, keep a journal and find new online and in print resources.

#### **AD129—Inside Fashion Industry**

Students get a complete overview of the apparel design and manufacturing industry as a whole. Learn the various aspects of apparel product development, from design inspiration to making the sale. Learn about price points and market sectors.

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An introduction to textiles that provides a broad view of the types, development, production and use of fabrics and the impact they have on design and construction. The characteristics of different fibers, yarns, fabrics, and finishes are investigated.

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Overview of commercial sewing machines. Students learn to make apparel on the latest machines used by the industry. Students learn how to thread the machines, understand and use sewing terminology, troubleshoot problems and how to handle various types of fabric suited for each machine.

#### **AD221—Patternmaking 1**

Draft slopers made to measurements. Start with a torso sloper that usable for dresses, jackets and coats. Create a bodice sloper for blouses and shirts. Create a sleeve sloper. Create a skirt sloper. Finish with a pant sloper.

#### **AD231—Patternmaking 2**

Flat pattern techniques in accordance with garment trade practices. Emphasis on the manipulation of slopers to create designs from bodice, sleeve, skirt and pant slopers.

#### **AD321—Pattern 3 (Design)**

Flat pattern techniques in accordance with garment trade practices. Emphasis on creating a pattern for a final woven garment ready for production from bodice, sleeve, skirt and pant slopers.

#### **AD217—Intermediate Sewing: Knits**

Research and design considerations for women's or men's knitwear. Develop a pattern for a 2-way stretch garments with various stretch ratios. Proper fit and construction techniques for knitwear.

#### **AD242—Draping**

Students drape fabric directly on a dress form as a three-dimensional means of pattern development for women's apparel. Students learn about preparation, blocking and grainline while creating skirts and dresses. Then learn to drape asymmetrical designs, bias and cowl necklines and knit fabric. Students create their own designs.

#### **AD261A—Adobe Prep**

Learn the tools, the workspace and how to use the mouse. Use practice files and templates. Get ready for Illustrator.

#### **AD261—Adobe Illustrator**

An overview of tools and techniques used by fashion designers in Adobe Illustrator.

#### **AD331—Pattern 4 (Knits & Stretch)**

Flat pattern techniques in accordance with garment trade practices. Emphasis on creating a pattern for a final knit garment

All classes open to Continuing Education and avocational registration. For the class schedule, prerequisites and course fees, contact the registrar at [info@pfi.edu](mailto:info@pfi.edu).

ready for production from torso sloper and from measurements and spec sheets.

#### **AD333—Fit & Pattern Alteration**

Students demonstrate deeper understanding of how fit relates to the customer and to patternmaking and pattern alteration for various categories of garments from wovens to knits and nonstretch.

#### **AD335—Graphic Design**

Introduction to graphic design with an emphasis on the rapidly-evolving role of the profession. Graphic design processes are examined, including principles of design, grid systems, typography, and hierarchy, as they apply to apparel design and the creation of a complete visual message.

#### **AD336—Computer Print Design**

Application and principles of computer graphics as a creative technological medium. Practical tutorials in the use of Adobe Illustrator CC and Adobe Photoshop CC in the creation of graphics for fashion design. Tapping into the computer as a powerful medium for designing prints, graphics and logos on fabric.

#### **AD402—Concept & Development**

Create a fashion collection. Experience the process from beginning like a pro. Learn how to make mood boards, keep a sketchbook, and where to look for inspiration. Design for a specific customer. Choose fabrics, trims and colors. Critique work to define, edit and refine the collection.

#### **AD423—Sustainable Design**

Analyze all aspects of environmental apparel design. See how companies incorporate sustainability in designs through zero waste and considered waste, cyclability, reduce consumption of energy, water and chemicals and overall consumer consumption.

#### **AD461—Portfolio**

Create a portfolio suitable for applying for an apparel industry job or a major fashion design school. Use it to enter competitions. Select a project. Create a cohesive story around that project using a mood board, fashion illustrations and photographs of garments you've created. End the class with a hard copy as well as digital version.

### **AD490—Internship**

Off-campus supervised internship at an established business relating to field of study. May enroll in up to three different internship classes for a total of 9 credit hours or enroll in a single internship for 3, 6, or 9 credits. A minimum of 90 hours is required for each 3 credits awarded.

### **AE101—How to Start an Apparel Business**

Learn the basics of setting up an apparel business: How to protect a name, set up infrastructure, deal with the city, state and taxes, do business with other apparel businesses, find out about EIN, RN other acronyms, rules and regulations.

### **AE102—Excel for Apparel**

You must know Microsoft Excel to manage your costs, track your business and to create a spec sheet and have your garments patterned and sewn in a size run.

### **AE103—Costing & Pricing**

Discover the wholesale costs of labor and materials from fabric and notions to tools and equipment. Get the basics of everything needed in order to set up a comprehensive cost sheet that will account for all apparel expenses. Learn a costing strategy in order to plan and determine affordability before start designing a line or purchasing fabric. That will help determine how much to charge for products and services.

### **AE104—Accounting Basics**

In this class, students learn basic accounting terms such as revenues, expenses, assets, liabilities, income statement and balance sheets. Get the basics of QuickBooks: How to set up a business with a chart of accounts, make deposits and payments, create reports and do profit and loss statements.

### **AE105—Sourcing**

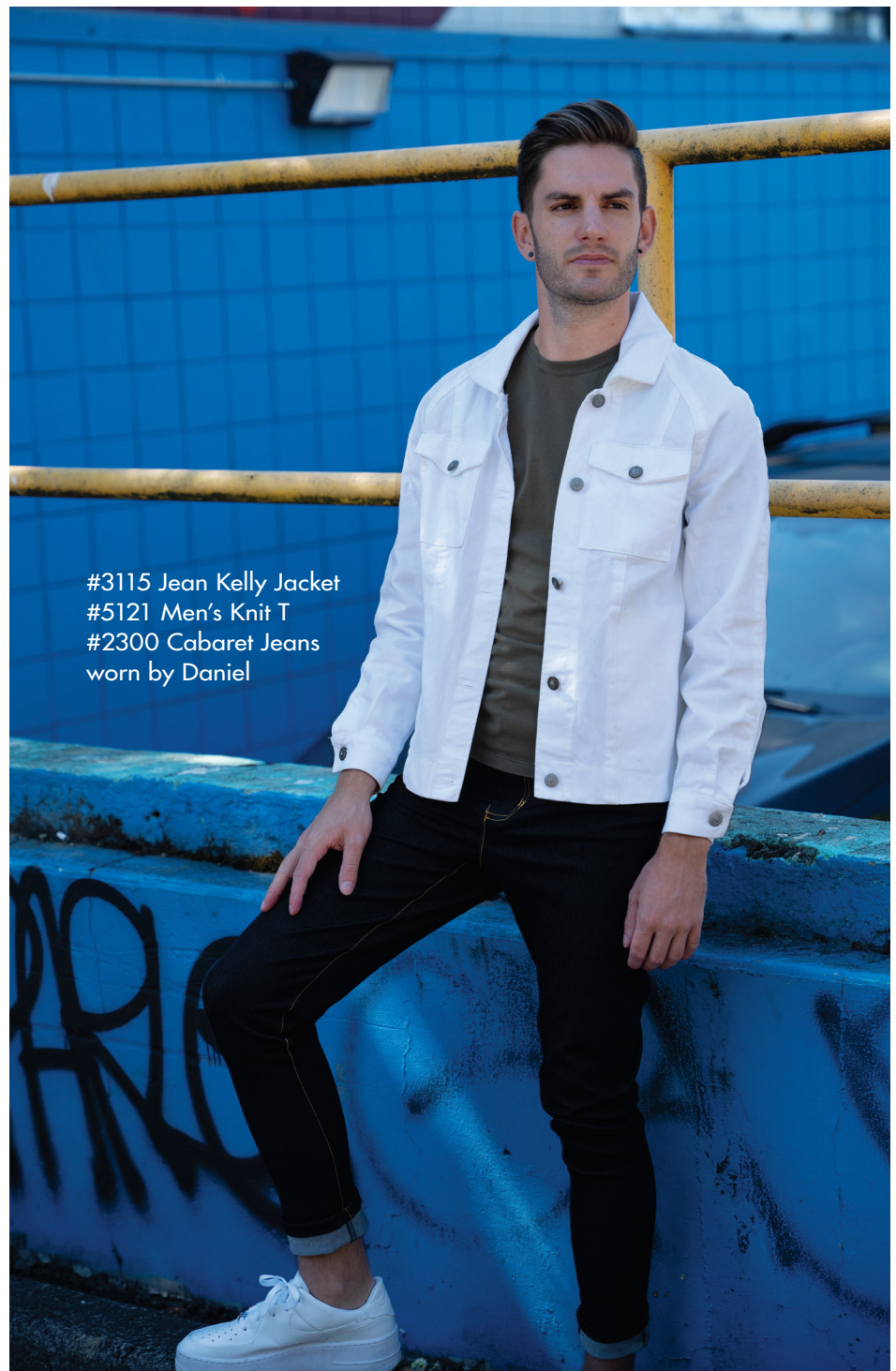
Students learn where to get fabric and labor. They will research where to buy locally, regionally and nationally plus the process and the pros and cons of going overseas. They will discuss duty, quota, agents and agency fees, customs, NAFTA/CAFTA/WTO and how to prepare for and attend textile markets.

### **AE106—Working with Production**

Students learn the process, language and expectations of production in order to create an effective business relationship with a key partner to apparel success.

### **AE201—Contracting for Apparel**

Students will understand the basic elements of a contract and understand what they are reading before signing a contract with a manufacturer, sales rep or buyer. Students will prepare contracts



#3115 Jean Kelly Jacket  
#5121 Men's Knit T  
#2300 Cabaret Jeans  
worn by Daniel

to use when acquiring services for an apparel business.

### **AE202—Intellectual Property**

Learn how to protect what you know and what you've created. Discover the difference between patent, trademark and copyright. Walk through the process and cost for getting each. Find out what happens if you just put a "patent pending" or © or TM on an item without going through the process and cost.

### **AE203—E-Commerce Concepts**

Get the basics of successfully selling online. Learn the concepts behind creating a successful online and direct-to-consumer (DTC) business. Explore how to buy and sell goods or services using the Internet and AI data to execute these transactions with success.

### **AE204—Selling Wholesale**

Learn how to approach stores and enter a wholesale relationship. If you've never



sold to a store before, this class will help you make your first impression a good impression. If you've been trying to sell without success, you will learn tips for turning it around. End the class with a game plan.

### **AE205—Strategic Marketing**

Students discover and define a competitive position. This defines product, pricing, promotion and distribution strategies that are effectively integrated and compelling in the marketplace. The class concludes with a basic marketing budget to help to assure the financial viability of the brand.

### **AE301—Future of Fashion**

Students learn how fashion trends are spotted and forecasted months and years ahead. Students learn about the many tools used to spot trends before they hit the runways and store shelves. They identify sources of research, analyze past trends and apply the findings to predict future trends in fibers, fabric, color and silhouettes.

### **AE303—PR Techniques**

Get the LINE on how to get coverage from bloggers, and the news media while learning the four basic tips for visibility. By the end of the class, students learn who (and how) to contact in the media. You'll know how to look at stories from the press' point of view, how to recognize a news peg and put it first in your e-mail to your contacts.

### **AE304—Social Media Marketing**

The Internet and social media have leveled the playing field for many small businesses. This class explores how a small business can implement social media to increase exposure by building content, engaging potential customers and building a brand. Students will understand the new rules of marketing and various advertising techniques to promote a business.

### **AE305—E-Commerce Marketing**

Create tools for selling a clothing line to stores and online. Start with flats. Use

Adobe Illustrator, Photoshop and InDesign and create line art. Learn about style numbers, photo shoots and paper choices. End with a pdf ready to go to print and to create a digital look book.

### **AE213—Visual Merchandising**

Overview of how a retail shop coordinates merchandise presentations with overall design concepts, fixtures and graphic/signage components. Students develop problem-solving and project-management skills by designing a storewide promotion for an upscale retail environment. They design a logo, advertising, signage, and other graphics using digital and traditional design and production techniques.

### **AE306—Fashion Analytics**

Data mining. Prediction analysis. Demand forecasting. Big Data. Explore all this and more. Learn the secrets to success as you discover how to sell your fashion in today's online market.

### **AE401—Branding**

Students start off by discovering the reason why their company should exist through first, the "why", then the "how", then the "what." Students explore how to develop and deliver the unique experience of a brand to build lasting and profitable relationships with current and potential customers.

### **AE402—Apparel Business Plan**

This hands-on class walks students through writing a business plan for an apparel company. Each week, students complete different sections.

### **AE403—Fashion Buying & Merchandising**

This course provides an overview of fashion apparel retailing. Students will examine forecasting and purchasing techniques and buying methods. They will produce an optimal buying or merchandising plan.

### **AE405—Retail Strategies**

In this capstone course, students analyze

the current business practices of prominent retailers with special attention to the organizations' strengths and weaknesses, the challenges it faces in today's global economic climate, and the impact of current trends in consumer purchasing behaviors on its financial health.

### **AE342—Supply Chain Management**

Learn how the real world works: How modern global supply chains and logistics networks operate. How to make changes that work for you. How to steer clear of import/export regulations. How to manage legal, ethical, economic and social implications in your sourcing decisions and get your product into your hands on time.

### **ATD361—Flats & Technical Packages**

Continue developing skills in Adobe Illustrator by creating industry-standard technical flats, technical packs, specs and CAD drawings.

### **ATD421—Computer Pattern**

Learn CAD (computer-aided design) to create, manipulate and grade patterns. Use input (scan & digitize) and output (plotter & cutter) devices. Students digitize patterns, modify them, check and correct notches, armholes, necklines and seamlines, create variations and seam allowances. Students use Optitex 15 — the same software used by Nike and many designers — and an Algotex digitizer. Go on to learn 3D through ATD 422 Browzwear.



Heavy Concepts  
Designed by @allizah  
Worn by @rachelstonedoll  
Pictured by @tomboehme  
Shown @portlandfashioninstitute  
2023 Graduate Fashion Show  
Allizah now works @hannaandersson

**ADMISSIONS**



## APPLICATION FOR ENROLLMENT

If you are a US citizen or permanent resident (Green Card holder), please follow the step-by-step instructions for submitting your Application for Enrollment available at [www.pfi.edu](http://www.pfi.edu). If you have any questions, please contact PFI at [info@pfi.edu](mailto:info@pfi.edu).

### ADMISSIONS REQUIREMENTS\*

- ☐ A completed Application for Enrollment available at [www.pfi.edu/certificate-programs](http://www.pfi.edu/certificate-programs)
- ☐ An 800 word essay (200 words per question) that answers these four questions:
  1. What are your expectations, goals, hobbies and special interests?
  2. What are your reasons for choosing PFI?
  3. What appeals to you about the certificate you are considering?
  4. What are your goals and aspirations upon graduation from PFI?
- ☐ Official transcripts from your high school or most recent college/university attended
  - OR— GED or recognized equivalency
  - OR— signed Home School Program Certification form and transcripts.
- ☐ A minimum Grade Point Average of 2.0.
- ☐ Ability to speak English and use a computer.†
- ☐ Proof that you will be 18 years of age prior to starting classes, e.g., a clear photocopy of your Driver's License.
- ☐ A letter of recommendation from someone unrelated to you, e.g., teachers, counselors, or employers.
- ☐ An interview and tour of PFI.
- ☐ \$50 non-refundable application fee.

**ACCESS STATEMENT:** Students with disabilities are invited to apply for admission to any Certificate Program. PFI strongly recommends that students who are requesting accommodations for equal access to educational programs notify PFI prior to the term to ensure their needs are met in a timely manner. To be eligible for accommodations, recent documentation from a medical doctor or learning specialist is required. Consult with PFI for additional information. PFI asks all students to respect the health and safety of fellow students. By Oregon law, no emotional support animals or pets are allowed in the school; only licensed and controlled service animals.

\* Please note that PFI may reject any applicant who does not meet these requirements for entry.

† Some courses are taught in person; many are online. Go to [www.pfi.edu/certificate-programs](http://www.pfi.edu/certificate-programs) to complete your online assessment and orientation and see if you are ready for online classes.



### WHEN TO APPLY

PFI has rolling admissions which means you may apply year-round. Applications are accepted through the second week of the Fall, Winter and Spring terms and the first week of the Summer term. You may apply up to two years before you plan to enroll at PFI!

#### Online anytime

Submit your Application for Enrollment and \$50 non-refundable application fee anytime through [www.pfi.edu](http://www.pfi.edu).

#### In person

Call (503) 927-5457 10am–5pm Monday–Friday to make a phone, virtual, or in person appointment at 4301 NE Tillamook, Portland, OR 97232.

### APPLICATION FEE

Applicants pay a one-time \$50 non-refundable application fee payable to “Portland Fashion Institute” by check, money order, Visa, MasterCard or Discover card.

**HOMESCHOOLED STUDENTS:** PFI welcomes and encourages homeschooled students to apply to our Certificate Programs. The admissions policy equally applies to homeschool students who participate in a program officially recognized by the state in which they live.

**TRANSFER STUDENTS:** PFI invites all applicants interested in receiving transfer credit from previous post-secondary institutions to submit their official transcripts for review. See page 37 for details.

Start the process in two steps:

1. Complete an Application for Enrollment to Portland Fashion Institute.
2. Have a college/university submit an official transcript(s) by mail in a sealed envelope to: Portland Fashion Institute, PO Box 18147, Portland, OR 97218. Also, prospective enrollees can have a college/university send an official electronic transcript to [info@pfi.edu](mailto:info@pfi.edu).

**CONTINUING EDUCATION:** Typically, Continuing Education (CE) is chosen when an employer is covering the cost of a student's education. Students also choose CE if they wish to get credit for class(es) and may apply that credit to a PFI Certificate Program in the future. CE students pay the same tuition & fees as students enrolled in a Certificate Program and receive grades and attendance tracking plus a letter of completion for an employer. Refunds for continuing education programs follow the same policies stated on page 35.

**NON-CERTIFICATE SEEKING STUDENTS:** PFI offers individual classes for personal enrichment—à la carte classes—available through [www.pfi.edu](http://www.pfi.edu). Purchasing a class does not enroll a student into a Certificate Program. Students attending for personal enrichment do not receive grades or career services. Only attendance is tracked.

## AFTER YOU APPLY

Applicants are notified of the results of the admission process by confirmation e-mail within 5 business days. Those denied will be told what is missing from the application and can reapply the following term.

## ENROLLMENT

Once accepted into a Certificate Program at PFI, students are enrolled and, as an enrollee, have access to PFI's online learning management system, Populi, to look up class schedules, view course descriptions, register for classes and make payments.

## CLASS REGISTRATION

Each term, enrollees are encouraged to register for classes as early as possible to gain placement in desired courses. Enrollees may register for classes through the second week of the Fall, Winter and Spring terms, and the first week of the Summer term. See the Academic Calendar on page 38 for a complete list of important dates by term.

Registration presents you with a confirmed class audit. Your period of financial obligation is one term (one quarter or 12 weeks). You choose classes based on program guides and consultation with PFI. Each term's schedule shows tuition and lists all payments. If you decide to withdraw, you are required to notify PFI of cancellation or withdrawal in writing per Oregon state regulation (OAR 583-030-0035(18)(c)). This gives PFI a date of withdrawal for its records and calculations. If you have any questions about enrollment or registering for classes, please contact the Registrar.



PFI uses Populi, a web-based software program, to keep academic records, class information, schedules, supply lists and more. Populi is easy to use and will be every enrollees' day to day interface while earning a certificate at PFI.



## TUITION

 **TUITION FEES**  
**\$22 per clock hour**

### *COST BY CERTIFICATE*

**Apparel Designer:** 942 clock hours/62.2 credit hours = \$20,724

**Apparel Technical Developer:** 888 clock hours/58.6 credit hours = \$19,536

**Apparel Entrepreneur:** 873 clock hours/59.8 credit hours = \$19,206

### *HOW TUITION IS BILLED AND PAYMENT OPTIONS*

Tuition is calculated on a per-class basis. Each term after the registration period ends (see Academic Calendar on page 38), enrollees are invoiced for classes for that term through Populi and have the choice to pay in full or monthly with a credit card.

Qualified students can finance through IRCO, Workforce, AmeriCorps, VA and VocRehab. PFI also accepts third party billing from employers. For details, see the registrar.

### *EXTRA COSTS*

These estimated costs are approximate and depend greatly on the Certificate Program, student choices and sources purchased.

**Books:** \$650. Text books are readily available online, through local book stores, or on loan through PFI's Library and e-Library.

**Supplies:** variable. Many classes require additional supplies and these are listed on each class's page in Populi and on PFI's website. The cost of tools and fabric vary depending on your project, budget and taste. Students can find and purchase these items at **Portland Fashion Supply** store. Unopened supplies can be returned with a receipt per refund policy. Also, Portland Fashion Supply has an optional Deluxe Supply Kit for \$500 that contains the essential tools you'll need for a certificate at PFI. See store for details.

### *ADDITIONAL FEES*

*(non-refundable)*

- \$50 one-time Application fee for new students.
- \$45 one-time payment plan fee (if elected and less than 90 clock hours).
- \$35 overdue class payment fee (a late payment fee) added to next payment.
- \$50 Graduation Application fee.
- \$7 Transcript Processing fee.

### **CLASS SPECIFIC FEES**

Some classes have a fee specifically to cover the unique costs of learning the subject matter. Those fees are clearly identified in Populi before you register for them.

### ***Changes in Tuition and Fees***

*Tuition and fee charges are subject to change at any time.*

## POLICIES

### Nondiscrimination/Anti-Harassment Policy and Complaint Procedure

Portland Fashion Institute prohibits discrimination against its customers, employees and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by PFI.

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. PFI policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior.

Students aggrieved by action of PFI should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Higher Education Coordinating Commission, Private Career Schools, 3255 25th Street SE, Salem, OR 97302. After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

### Academic Policies

#### REFUNDS

Refunds are calculated for each student who cancels, withdraws or is withdrawn from training. Refund calculations are based on start date, last date of attendance (LDA, date of determination (DOD), charges to the student, total amount paid, weeks earned and resulting percentage of program completed.

#### The \$50 application fee is non-refundable.

If you never attend class (no-show) or cancel this agreement prior to the class start date, all refunds are made within 40 calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

If you do start classes, the refund due is calculated using the last date of attendance (LDA) and be paid within 40 calendar days from the documented date of determination (DOD). The date of determination is the date you gave written or verbal notice of withdrawal to PFI or the date PFI terminated you per PFI's attendance, conduct, or Satisfactory Academic Progress policy.

If you provide advanced notice of withdrawal such that the 40-day window for refund processing ends before the last date of attendance, the refund is paid within 40 calendar days from the last date of attendance.

#### CANCELLATIONS

- If you are rejected for enrollment by PFI, you will get a full refund of all money paid, less your non-refundable application fee of \$50.
- If PFI cancels a program subsequent to your enrollment, PFI will refund all money paid by you.
- If you are accepted by PFI but cancel prior to the start of scheduled classes or never attend class (no-show), you will get a full refund of all money paid, less your non-refundable application fee of \$50.

- If cancellation occurs after classes start, refund amounts are based on your last date of attendance (LDA). When determining the number of weeks completed by you, PFI considers a partial week the same as if a whole week were completed, as long as you were present at least one day during the scheduled week.
- If cancellation or termination occurs after first week of classes and before 50 percent of the class is completed, refund will be prorated based on last date of attendance minus your application fee of \$50.

After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed.

After you complete fifty percent (50%) of the period of financial obligation, PFI keeps the full tuition for that period.

#### WITHDRAWAL GRADES

The student who withdraws from a course or from the program during the first six weeks of the quarter will be assigned a "W" code for each course. The "W" code is not used in computation of the student's grade point average; however, "W" credits are counted toward total credits attempted. The student who withdraws from a course or from the program after the sixth week of the quarter will be assigned a "WF" code for each course. The "WF" code is the equivalent of a grade of "F" and is used in computing the student's grade point average.

#### ATTENDANCE POLICY.

##### **ATTENDANCE IS 10 PERCENT OF YOUR GRADE.**

- If you know you will miss a class, contact PFI the night before (by 10 p.m. and by text) as a professional courtesy to report your absence.
- Attendance is taken at the start and end of each class period. If you arrive late, it is your responsibility to make sure you have been counted present. If you arrive late or leave early 1–14 minutes, you will be marked tardy. If you arrive late or leave early 15 minutes or more, you will be counted absent for that part of the period. Three tardies in a row deducts 10 percent of your grade.
- Students who are absent from all scheduled classes over a 14-day period (2 weeks) are subject to automatic attendance suspension from PFI, not just from the course. This means the student is administratively withdrawn from all courses and cannot attend classes or continue in the current quarter unless they successfully appeal for reinstatement.
- PFI offers weekly open sewing and private lessons to make up missed work. These sessions are comparable to what you have learned in class but they do not remove the absence.
- The minimum acceptable attendance rate per class per quarter is 80%.
- No student can miss three or more classes and expect to pass the given class.
- Students who anticipate violating the attendance policy should contact PFI immediately to discuss options.
- Students can check their attendance record on their Populi portal. Students missing two classes of a course will be notified by the Director in writing.

#### INCOMPLETE/LEAVE OF ABSENCE

A student who, due to medical or other exceptional causes, cannot complete the required class work must document his/her situation and sign and date a written request for an incomplete grade or leave of absence (LOA).

- **Incompletes:** The instructor and PFI must approve the "I"



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For comparison, here is the Cancellation and Refund Policy from Oregon's Higher Education Coordinating Commission (OAR 715-045-0036)

- A student may cancel enrollment orally or by giving written notice to PFI.
- If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded.
- If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less.
- If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student.
- If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund.
- Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges.

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grade and assign a time line for the work to be completed. Incompletes must be requested and approved no later than the end of the quarter for which the incomplete is requested. To remove an incomplete, a student must complete the required course work before the next quarter commences. If a student does not comply within the time line or does not complete the work, an "F" grade, or the grade calculated by the instructor will replace the incomplete.

- **LOA:** LOA is limited to 180 calendar days in any 12-month period. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit. LOA longer than that requires reapplication and reinstatement.

To initiate a request for an Incomplete or LOA, the student must fill out the appropriate form and submit it to the registrar. The registrar will obtain the required signatures and submit the completed form with final grades.

## REINSTATEMENT

A student needs to reapply after not enrolling at PFI for four consecutive terms and can reapply the next term if denied for a current term. Those denied should contact PFI to correct missing materials and to reapply.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

New enrollees are on probation for the first six months. PFI consults quarterly with each student to check progress. This includes meetings with students not maintaining a 2.0 or "C" grade point average or the proper percentage of clock hours that allows the student to complete the program within the maximum time frame of 3.5 years or missing classes.

With students not meeting SAP, PFI:

- Creates a Performance Improvement Plan (PIP) so the student can meet SAP by end of the following term.
- Revisits the PIP, sets a formal warning and places on academic probation those not meeting 2.0 or proper percentage of hours at the end of the following term.
- Terminates those under academic probation and still not meeting 2.0 or proper percentage of hours during the subsequent term despite the PIP.

Students can check their grades on their Populi portal. They can appeal an instructor's grades and SAP standing in writing to PFI within two weeks of the end of the term. PFI responds within

one week of receiving the appeal. The appeal must include substantiating documentation including a definitive statement from a student as to why they failed to meet SAP standards and what has changed in the student's situation that will allow her/him, to meet SAP standards at the end of the next SAP evaluation PFI offers weekly open sewing and private lessons so students can consult, turn in missing work and bring up grades. Students sign up through [www.pfi.edu](http://www.pfi.edu)

## ASSIGNMENTS

Class assignments are due per each class schedule. Late work must be turned in by one week after deadline and will result in a one letter grade deduction. Contact the instructor before class end to make arrangements. It is the student's responsibility to keep track of assignments and turn them in on time should the students miss the class or arrive late.

## STUDENT CONDUCT

PFI aspires to stimulate a lasting attitude of civility, social responsibility and openness in our students as well as an appreciation for our values of accountability, diversity, respect and truth. All people must treat others with dignity and respect in order for scholarship to thrive. Violations of these basic rights can subject a student to appropriate disciplinary or judicial action including removal of the student from PFI.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages per Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties. For more information, visit the U.S. Copyright Office website at [www.copyright.gov](http://www.copyright.gov).

A violation on PFI's Internet can result in termination of network access and/or other disciplinary action including removal of the student from PFI.

## SUBSTANCE ABUSE AND WEAPONS POLICY

PFI maintains a drug-free workplace. As such, the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or controlled by PFI or as part of any PFI activity. Anyone attending class under the influence is subject to discipline including dismissal. Those who

suspect they may have a drug or alcohol problem are encouraged to talk to PFI for referral to its network of counselors. PFI prohibits any person from possessing or giving the appearance of possessing any firearm, weapon or destructive device as defined by law.

## GRADES

This grade scale is standard for all classes. Evaluation rubric is determined by subject matter for each class and is displayed with the syllabus for the class.

## STUDENT RECORDS

Family Educational Rights and Privacy Act of 1974, as amended, (20 U.S.C. 1232g) provides that PFI students have the right to inspect and review the student's education records within 45 days of the day PFI receives a request for access; the right to request the amendment of the student's education record that the student

GRADE SCALE	LETTER	NUMBER	RATING	GPA
	A	95–100	Excellent	4.0
	A-	90–94		
	B+	87–89		
	B	83–86	Good	3.0
	B-	80–82		
	C+	77–79	Satisfactory	2.0
	C	73–76	Fair	
	D+	67–69		
	D	62–66	Marginal	1.0
	F	<62	Failure	

believes are inaccurate or misleading; the right to consent to disclosures of the personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by PFI to comply with the requirements of FERPA.

PFI students also can lodge complaints in writing to ACCET complaints@accet.org, 1722 N Street NW, Washington, DC 20036, (202) 955-1113.

Refer to PFI's Student Conduct Policy for the process that could be used for conduct related probation, suspension, or termination.

## GRADUATION REQUIREMENTS

PFI students can seek a certificate as an Apparel Designer, Technical Developer or Apparel Entrepreneur. The first term the student is enrolled in a PFI Certificate Program will be the starting date and will determine the catalog year for certificate requirements. A change in certificate or reinstatement after an absence changes the catalog and thus the certificate requirements.

To graduate with a certificate, enrollees need to complete required courses with a minimum of 2.0 cumulative grade-point average and a graduation application. Enrollees complete a

mandatory exit Interview with the Registrar, an Application to Graduate Form and a senior video.

## TRANSCRIPTS

Per FERPA rules, only students can request transcripts by contacting the Registrar and completing a Transcript Request form. Basic cost per transcript is \$7.

## TRANSFER POLICIES

- Only an official transcript may be used to apply transfer credit to the student's record at Portland Fashion Institute.
- Transfer evaluations are based on the current transfer policies during the student's date of admission and will be binding for the student's entire matriculation at Portland Fashion Institute. Subsequent evaluations are not permitted unless the student changes his or her Certificate Program (i.e. from an Apparel Designer certificate to a Technical Developer certificate).
- Coursework from accredited post-secondary institutions will be considered for transfer if it carries the equivalent credit, prerequisites, content and level of instruction. Remedial or pre-college courses are not eligible for transfer except as stated in certain articulation agreements.
- Coursework presented for transfer must be successfully completed with a letter grade of "C" or above or a grade of "pass" in a pass/fail course.
- PFI will accept a maximum of 54 clock hours or 3 credit hours.
- Students should within five business days after acceptance to PFI make an appointment with a PFI subject matter expert and supply transcripts, grades and final projects from prior coursework. The subject matter expert will review projects and give the student a qualifications test. With a score of 95 percent or more, a student can "test out" of the given course. Each qualifications test costs \$45 per exam.
- Units completed at another institution after the student has started a Certificate Program at Portland Fashion Institute will not be considered for transfer.

## STUDENT SERVICES

Career Services provides career planning and employment services and resources for senior and recent graduates. More than 50 area employers contact Portland Fashion Institute each year to find suitable employees.

Portfolio classes include lessons on writing cover letters and résumés, interviewing techniques plus job search strategies. Internships further job placement opportunities. Career counselors are available to discuss career exploration and job search strategies. Job announcements are posted online. PFI does not guarantee employment.

**Students are advised that the information contained in this catalog is subject to change without notice.  
Information in this catalog does not constitute a contract between PFI and a student or applicant for admission.**



## ACADEMIC CALENDAR

	FALL 2023	WINTER 2024
Student Orientation period: <i>(continuing and/or newly enrolled)</i>	Online at PFI-tv anytime. Group session Wednesday, September 13, 2023	Online at PFI-tv anytime. Group session Thursday, December 7, 2023
Registration and advising period:	Tuesday, July 11 – Monday, September 11, 2023	Monday, November 6 – Monday, December 4, 2023
Enrollment verification begins:	Monday, September 11, 2023	Monday, December 4, 2023
Classes begin:	Monday, September 18, 2023	Monday, January 8, 2024
Last day to add/drop a class:	Monday, September 25, 2023 <u>by 10am</u>	Monday, January 15, 2024 <u>by 10am</u>
Last day for enrollees to drop a 6-week course and receive any tuition refund:	Friday, September 29, 2023 <u>by 5pm</u>	Friday, January 26, 2024 <u>by 10am</u> <i>After this date, refunds are prorated.</i>
Last day to withdraw from a course to get a “W” grade entered on transcript:	Monday, October 16, 2023 <u>by 5pm</u> <i>After this date, a “WF” is entered on transcript.</i>	Monday, February 12, 2024 <u>by 5pm</u> <i>After this date, a “WF” is entered on transcript.</i>
Last day for enrollees to drop a 12-week course and receive any tuition refund:	Friday, October 20, 2023 <u>by 10am</u> <i>After this date, refunds are prorated.</i>	Friday, February 16, 2024 <u>by 10am</u>
Finals “week”:	Monday–Saturday, December 11–16, 2023	Monday–Saturday, March 25–30, 2024
End of Term date:	Saturday, December 16, 2023	Saturday, March 30, 2024
Final grades due to Registrar’s Office:	Monday, December 18, 2023 <u>by 5pm</u>	Monday, April 1, 2024 <u>by 5pm</u>
Grades available via Populi:	Monday, December 18, 2023 <u>at 5pm</u>	Monday, April 1, 2024 <u>at 5pm</u>
Holiday’s observed:	Thursday–Sunday, November 23–26, 2023 <i>PFI observes Thanksgiving weekend. The Fall Term schedule for the 2023–2024 academic year has been adjusted to accommodate this decision.</i>	None <i>Note: PFI will be in session Martin Luther King Jr. Day and Presidents Day.</i>

*Dates subject to change. Please refer to [www.pfi.edu](http://www.pfi.edu) for the most up-to-date information.*

## SPRING 2024

Online at PFI-tv anytime.  
Group session Monday, March 25, 2024

Monday, February 5 –  
Monday, March 18, 2024

Monday, March 18, 2024

Monday, April 8, 2024

Monday, April 15, 2024 by 10am

Friday, April 29, 2024 by 10am  
*After this date, refunds are prorated.*

Monday, May 13, 2024 by 5pm  
*After this date, a "WF" is entered on transcript.*

Friday, May 17, 2024 by 10am

Monday–Saturday, June 24 – 29, 2024

Saturday, June 29, 2024

Monday, July 1, 2024 by 5pm

Monday, July 1, 2024 at 5pm

**Saturday–Monday, May 25–27, 2024**

*PFI observes Memorial Day weekend. The Spring Term schedule for the 2023–2024 academic year has been adjusted to accommodate this decision.*

## SUMMER 2024

Online at PFI-tv anytime.  
Group session Wednesday, June 21, 2023

Monday, May 6, 2024 at 10am

Monday–Friday, June 17–21, 2024

Monday, July 8, 2024

Monday, July 14, 2024 by 10am

Wednesday, July 17, 2024 by 10am

Monday, July 19, 2024 by 5pm  
*After this date, a "WF" is entered on transcript.*

Wednesday, July 24, 2024 by 5pm

Monday–Friday, August 12–16, 2024

Saturday, August 17, 2024

Monday, August 19, 2024

Monday, August 19, 2024

**None**

Students can  
complete any one  
of the certificates  
within 2–3½ years

For certificate requirements  
and more course information,  
contact us at (503) 927-5457  
or online at [www.pfi.edu](http://www.pfi.edu).



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## START YOUR APPLICATION



[www.pfi.edu](http://www.pfi.edu)



(503) 927-5457



[info@pfi.edu](mailto:info@pfi.edu)

Contact us to set up a virtual or in person appointment and we'll get back to you immediately. We can also answer questions and help you choose which classes to take depending on what you want to learn at PFI. See page 32 of this book for basic admissions requirements and instructions.

P O R T L A N D  
F A S H I O N  
I N S T I T U T E

[www.pfi.edu](http://www.pfi.edu)  
(503) 927-5457

4301 NE Tillamook, Portland, OR 97213  
1 block north of NE 42nd & Sandy & the #12 bus  
7 blocks from the Hollywood MAX station