



Pacific West Academy

An Advanced Security Concepts Company

Main Campus

16117 Covello St.
Van Nuys, CA 91406
Office: (818) 906-3754
Fax: (818) 906-3755

San Diego Branch

3333 Midway Drive Suite 203
San Diego, CA. 92110
Office: 619-225-9093

Tennessee Branch

4626 SR 50
Pelham, TN, 37366
Office: (931) 467-4867

San Bernardino Branch

8980 Benson Ave. Suite E
Montclair, CA 91763
Office: 909-742-5140

Catalog

01/18 – 12/18



U.S. State Department M25517
U.S. Department of Justice - Federal Firearms License – ATF
Bureau of Security & Investigative Services:
Private Patrol Operator - 14157 California
BSIS Firearms Training Facility TFF 1305
BSIS Baton Training Facility TFB 1250
BPPE (Bureau for Private Postsecondary Education) School Code 25448535
VA (Department of Veterans Affairs) school institution code 25-1902-05
iTrain ID 13932000 State ID 3129
Security License - 00012360 Tennessee
State Certified Handgun Training School - Tenn. Dept. of Safety

Revised 11_27_17

Company Profile and Training Services Rendered

Advanced Security Concepts, Inc (ASC) is a Los Angeles area security provider based in Van Nuys, CA. ASC provides world class security to the Hollywood elite including Fortune 500, celebrity, and VIP clientele as well as Gated Community Security, Dignitary and Traveling Protection Details both domestic and abroad. ASC has several offices throughout the world including our headquarters in Van Nuys, CA as well as offices located near Nashville, TN and Lima, Peru. In addition in 2009 ASC opened the Elk River Training Center in Elk River, TN. Elk River is a 120 acre tactical training facility that provides training to civilian, military and federal clients under the auspices of our Threat Management Services brand. ASC has now opened branches in San Diego and Montclair.

ASC has established an outstanding reputation for its services in the training field and established Pacific West Academy for that purpose. Pacific West Academy was created with the objective to respond to the fast-paced, ever changing demands of global security needs, which require extensive instruction and training for individuals in the areas of anti-terrorism and novel battle tactics. The founders of the company were officers in one of the most respected special forces of the world. They are experts in anti-terrorist tactics, multiple firearms and electronic monitoring. With more than 40 years combined experience in implementation and management of complex special operations, project planning, instruction of personnel, training and maintenance of top-level client relationships, private investigation, consulting, customer service and import/export of security equipment with the highest technology available.

The personnel of the company are comprised of a team of multilingual instructors who adapt specifically to the necessities of the client. The concept of instruction and military training developed by Pacific West Academy is based on the total of antecedents of security accordingly to the diverse necessities. This instruction and training incorporate all the essential elements according to the individual necessities of each type of terrorism or other threats of security. The objective is to assure that any organization of military can operate independently and simultaneously work with other units and agencies to maximize the probabilities of success.

As a Veteran centric business that draws upon the skill sets and professionalism of Military Veterans, Pacific West Academy's focus is on the hiring of honorably discharged veterans who already possess through their military service, the foundation, experience and discipline to provide exemplary service in the security industry. Having provided proof of honorable discharge the applicants are then interviewed and assessed by Pacific West Academy management and put through a thorough background investigation including credit history, job history, criminal background investigation, driving record and personal references. The applicants are also evaluated on their social skills, communication skills, and customer service skills as work of this nature is high visibility and requires positive interaction with the public.

Pacific West Academy is a BSIS training provider and BPPE (Bureau for Private Postsecondary Education) approved school and is on the iTrain provider list, thereby insuring the best in training and follow up with its agents. The training academy has extensive practical studies in security and safety disciplines all built in house based on the extensive experience of the management team and in house instructors.

All of our officers and agents are trained in-house allowing us to train above and beyond the BSIS standards. Agents and officers are required to update and maintain their training via our online proprietary software system, 'Valor' and the Pacific West Academy. Agents have access to all the courses free of charge allowing them to further their knowledge in the different aspects of the security. ASC is constantly reassessing its agents that show initiative and quality performance for advancement in to supervisory positions. We are industry competitive as to compensation and benefits but we excel in our treatment and development of our personnel. Our agents are committed to ASC because they know that ASC is committed to them.

Unlike many of our competitors ASC's experienced management team is active in the field from our CEO down. The ASC management team is constantly in the field and working with our agents to ensure both client and employee satisfaction. Our team concept is that we can ask nothing of our employees that we ourselves are unwilling to do. This fosters a cohesive bond with both our clients and our employees that insures not only a safe environment but furthers our ONE TEAM concept. Just as our agents are part of our business family we strive to make sure that our clients feel that we are part of their business family.

The next few pages will highlight more information about what sets ASC apart from any other security company in the area and highlight why we are simply the best in the industry.

Kindest regards,

Oded Krashinsky
President & CEO

Enc.

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3 School Location & Information

Los Angeles Main

Advanced Security Concepts
16117 Covello Street
Van Nuys, CA 91406
Office: (818) 906-3754 Fax: (818) 906-3755
Email: office@aboutasc.com

San Diego Branch

3333 Midway Drive Suite 203
San Diego, CA. 92110
Office: 619-225-9093
Email: robert@aboutasc.com

Elk River Tennessee Branch

4626 SR 50
Pelham, TN 37366
Office: (931) 467-4867
Cell: (931) 383-9100

San Bernardino Branch

8980 Benson Ave. Suite E
Montclair, CA 91763
Office: 909-742-5140
Email: thomas@aboutasc.com

ASC's management team and directors are comprised of seasoned security and business professionals with over 80 years of cumulative experience. ASC specializes in Risk Assessment and in the planning, design, implementation and management of complex security operations. With our world class experience, training and customer service we custom tailor the best security solutions for our clientele around the globe.

Oded Krashinsky – President & CEO

Mr. Krashinsky is a veteran lieutenant of one of the world's most respected secret service special operations units. Having served with top-secret security clearance, he is specially trained in anti-terrorist tactics, multiple firearms and electronic counter-surveillance, threat analyses, risk assessments, emergency preparedness and crisis planning. He has extensive experience in strategic planning, personnel management, training and emerging technologies with strong physical security assessment and physical security planning expertise for chief executive officers and high net-worth private clients and families. He is recognized around the world for his unique implementation of defensive tactics and training to numerous protective details where he actively participated in advance preparations, logistical support and personal protection in both the U.S. and abroad.

An expert security consultant, Mr. Krashinsky founded the company to provide a level of service to his clients above and beyond all others. He has over 20 years of hands-on experience in security operations, project planning, crisis consulting and management and has grown ASC operations into one of the industry's leading multi-disciplined security services firms. His personal involvement in all aspects of ASC service delivery ensures that the highest standards are achieved and that no risk or threat is ever overlooked. He has been able to use his unique approach to take the security of the private sector to a new level.

Omer Cohen – Vice President

Mr. Cohen served in the Israeli Defense Force Special Forces Unit with specialized training in combat techniques, including anti-terrorist, weapons and self-defense, he designs, develops and deploys technical service offerings, programs and operating procedures; designs and develops computer forensics technology infrastructure; and develops and manages key client and vendor relationships. He manages all preparation and maintenance of disaster plans for client management and daily operations. As a Sergeant in Command in the Special Forces Bomb and Demolition Unit he has executed numerous combat missions and has over 20 years of on-end planning and operations knowledge and experience in the private security sector.

Jacob Lupton –Executive Protection Operations Manager

Mr. Lupton joined ASC to pursue his vision for a premium security organization that would meet the growing demand for a higher level of protective services. Mr. Lupton is a veteran Sergeant of the United States Marine Corps. With over three deployments and extensive operations in the Middle East, Mr. Lupton is technically and tactically proficient in explosives, small arms and defusing hostile situations. His degree of attention to the protection of client assets and unique solutions always exceeds our clients' highest goals and expectations. He is responsible for the management and oversight of all ASC field security operations including account management, field supervision, customer relations management and business development.

Ian Nelson - Director of Training

Mr. Nelson joined ASC's team in 2013. Using his expertise in Executive Protection he actively participated in advance preparations logistical support and personal protection. Ian a former U.S. Special Forces Sergeant, commonly referred to as the "Green Berets", completed tours in Afghanistan and Iraq as Head Combative Instructor for his team. Ian brings a variety of specialized training to ASC, including battle tested experience, master level shooting/sniper training, S.E.R.E and Ranger qualification. He has technically and tactically proven himself as an effective leader with students excelling in weapon safety, handling, tactics and operations.

Mr. Nelson's approach to teaching is holistic and focuses on allowing the body and mind to learn as one, stressing muscle memory and instinctual response. His extensive training also includes Brazilian Jujitsu, Aikijujitsu, Systema and kickboxing. With 15 years of empty hand training, Ian continually refines PWA training to be as effective and realistic as possible for the modern day professional.

Shahar Bikszter –Special Operations Manager

Mr. Bikszter has a distinguished career of over 20 years in the United States Armed Forces with experience from three wartime theaters and Multiple Combat Deployments as a Combat Convoy Commander, Security, Judicial, Legal, Correctional and Administrative professional. Mr. Bikszter served as the Security and Operations Officer at the Saddam Hussein trial in Baghdad, Iraq, after earning his Defense Meritorious Services Medal in combat during Operation Iraqi Freedom and Operation Enduring Freedom. Mr. Bikszter joined ASC, bringing with him experience with protection of civilian and military dignitaries, and applies his knowledge and expertise to all special operations, events and VIP clientele.

Mark Treston - Chief Academic Officer

Mark Treston joined ASC as the Chief Academic Officer to meet the growing needs of the Training Academy. Mr. Treston is responsible for the Training Academy division of ASC and its branches in San Diego and Tennessee. Mr. Treston has over fifteen years of experience in education management and regulatory compliance. Having served as department chair for both secondary and postsecondary institutions, he has also been employed as director of a vocational college and CAO of two institutions of higher learning. A talented start-up manager, Mark has successfully established several colleges and universities, from developing the initial business plans, through navigating the complex requirements of state and federal regulatory bodies. Mr. Treston served in the Israel Defense Forces and taught at an elite military college in South Korea. Mr. Treston holds graduate degrees in Political Economy and Education.

Robert Coppola – San Diego Regional Manager

Robert Coppola is a combat veteran and infantryman of the United States Marine Corps, where he began to develop the discipline and operational skills necessary to perform successfully in the private security sector. Robert's performance and participation in a wide range of security missions over the past 12 years, both CONUS and OCONUS, have proved him to be a successful leader in hostile and stressful environments.

Robert joined ASC in 2012 and is currently the Regional Manager for San Diego, where he is overseeing our Training Academy, as well as, all of our security operations in the region. His dedication, expertise, and willingness to provide industry leading security is what makes him a valuable asset to the PWA team.

Thomas Minter – Medical Coordinator

Thomas Minter became a member of the ASC team in summer 2016 shortly after his 11 year service in the US Navy. During his career on active duty, he served in the capacities as a combat medic, dive medical technician and flight medic as well as tactical emergency/ battlefield medicine instructor to various Naval Special Warfare Command's. Thomas utilizes his years of security knowledge, extensive medical background, and instructing experience to facilitate the highest quality education for his students. Mr. Minter is currently the Regional Manager at the Montclair Training Academy. In addition, he serves as an instructor for CPR, BLS and Tactical Medicine courses.

Furthermore, Thomas holds an EMT License and is in pursuit of his Doctoral Degree in Medicine. He values higher education and instills the same sense of worth to his students. He appreciates working at ASC as the center fosters an enjoyable learning environment while maintaining a high degree of professionalism. Mr. Minter is the type of teacher who is clear, concise, and engaging. Overall, his military and real life clinical experiences give him a range of skill-sets that he brings to his students. Mr. Minter prepares his students to be ready for any situation and imparts in them the confidence to take on anything.

Andrea Monrroy – Training Academy Administrator

Ms. Monrroy is responsible for PWA's record keeping, admission and graduation requirements. Ms. Monrroy serves as a student advisor regarding academic progress and educational policies. Her diverse background spans a broad spectrum of disciplines including administration and school management. Ms. Monrroy is bilingual in English and Spanish.

George Rodriguez –San Diego Operations Manager

Since 1992, George Rodriguez has been a Corporate Security Director for a \$600M sport memorabilia corporation and for a 1B worldwide sport equipment manufacturer. At both companies, Mr. Rodriguez successfully developed security departments which worked closely with Human Resources & legal to protect employee, executives, and inventory assets in multiple US states and Mexico. In addition, Mr. Rodriguez managed multiple narcotic and theft investigations, including, covert employees, interviews and law enforcement involvement. After leaving the corporate sector Mr. Rodriguez managed State of CA certified security company, serving numerous high profile businesses and individual clients throughout Southern California.

Mr. Rodriguez is fluent in English and Spanish. He holds a Bachelor of Science degree in Business Management from University of Phoenix, San Diego Campus and a Human Resources Management Certification from Villanova University. Additionally, Mr. Rodriguez has many professional certifications that are specific to corporate security; State of CA training, executive protection, investigations, interviewing and private patrol operations. Mr. Rodriguez's professional affiliations include ASIS International, National Council of Investigation & Security Services, National Rifle Association, Safariland Training Group and CA DOJ Bureau of Firearms. Philanthropically, he regularly donates time and money for fallen-officer fundraising events that are affiliated with the California Highway Patrol.

Paige Cutrone – Business Administrator

Ms. Cutrone, an alumnus of University of California at Berkeley (UCB) is responsible for the management and oversight of administration, licensing compliance, training information systems, contract administrations and office operations. She is responsible for student enrollment, training certifications and record keeping. She handles all back ground checks and screening, monitoring BSIS state applications and certifications, to ensure that all students received proper certification and training they enrolled and keeping record of all graduates of each training program.

Charlotte Krashinsky– Accounting Manager

Mrs. Krashinsky is responsible for ASC's financial planning, record keeping and financial reporting. She works closely with the companies Certified Public Accounts and bookkeepers. Her 20+ years diverse corporate background spans a broad spectrum of disciplines including organization management, corporate development and business planning, debt and equity financing and mergers and acquisitions.

4 Approvals & Mission

Pacific West Academy DBA Advanced Security Concepts is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) “Approved” means the school operates in compliance with state standards as set forth in Chapter 8, Part 59, Division 10, Title 3 of the California Education Code.

Pacific West Academy DBA Advanced Security Concepts is listed on the Employment Development Department (EDD) Eligible Training Provider List (ETPL) established in compliance of the Workforce Investment Act (WIA).

It is our mission to provide you with the most comprehensive training. All of our trainers are State Certified with the State of Tennessee and Department of Safety and Homeland Security. Our training center utilizes an interdisciplinary approach that is based on the knowledge of leading and specialized professionals in each field of expertise. We work with Law Enforcement and Military Veterans in order to provide clients and students with the necessary tools to ensure their security, while learning the importance of safety and ethics.

5 Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897

6 Review Documents

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

7 Complaints

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet web site www.bppe.ca.gov.

8 Address of Instructional Location

PWA Los Angeles
16117 Covello Street
Van Nuys, CA 91406

PWA San Diego
3333 Midway Ave
San Diego, CA 91220

PWA Elk River
4626 SR 50
Pelham, TN 37366

PWA Montclair
8980 Benson Ave. Suite E
Montclair, CA 91763

9 Programs and Course Description

Name of Program	Certified Executive Security Specialists
Program Description	<p>The Certified Executive Security Specialist (CESS) Course is a 33-day security course. The CESS program is ideal for individuals wishing to break into the static security industry by receiving the training and certificates in numerous high end security and security related courses. The CESS program comprehensive and in depth training, handgun shooting tactics and tactical combat casualty care. The CESS qualifications elevate students towards employment in security and law enforcement. The CESS program offers more comprehensive executive protection training geared towards employment in high end security positions such as Executive Protection, Residential Protection, Executive Drivers, VIP Security, Asset Protection, Technical Surveillance Countermeasure, intelligence and information services and undercover operations.</p> <p>This course includes the following courses:</p> <ul style="list-style-type: none"> • CA BSIS Guard Card • CA BSIS Exposed Firearms Permit • CA BSIS Baton Permit • Arrest and Control • Behavior Analysis • Supervision • School Security Agent • Executive Protection Fundamentals • Advanced Executive Protection • Handgun Shooting Tactics • Advanced Handgun Shooting Tactics • CPR • Tactical Combat Casualty Care • ‘Taser’ • Chemical Agents • Sexual Harassment • Job skills/ Resume Writing • Emergency Vehicle Operations
Special Admission Requirements	<ul style="list-style-type: none"> • Must be 18 or older • Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers) • Pass a fingerprint check through the FBI and California DOJ
Graduation Requirements	To graduate, a student must complete all prescribed coursework and earn a passing grade. (this is a pass/fail short course)
Certification and Licenses	<ul style="list-style-type: none"> • California Guard Card Permit issued by the BSIS • California Exposed Firearms Permit issued by BSIS • California Baton Permit issued by BSIS • ‘Taser’ International Certificate • American Heart Association (AHA) 2 Year Certification • PWA Certificate of Completion

	<ul style="list-style-type: none"> National Association of Emergency Medical Technicians (NAEMT) 4 Year Certification Emergency Vehicle Operator (EVOC)
Total Clock Hours	This program is 266 hours in length
Final Tests or Exams	Final Exam
Maximum Enrollment per cohort	16

Certified Executive Security Specialists:

Program Duration: 266 Hours

Course Itinerary:

Day	Course	Hours
Day 1	CA BSIS Guard Card	8
Day 2	CA Exposed Firearms Permit I	8
Day 3	Arrest and Control	6
Day 4	School Security Agents SB1626 I	12
Day 5	CA Exposed Firearms Permit II	8
Day 6	Executive Protection Fundamentals I	8
Day 7	CA BSIS Baton Permit	8
Day 8	CPR	6
Day 9	School Security Agents SB1626 II	12
Day 10	'Taser' / Chemical Agents	8
Day 11	Executive Protection Fundamentals II	8
Day 12	Job Placement/Resume Writing	6
Day 13	Supervision/Advance I	8
Day 14	Supervision/Advance II	8
Day 15	Supervision/Advance III	8
Day 16	Behavior Analysis I	8
Day 17	Behavior Analysis II	8
Day 18	Behavior Analysis III	8
Day 19	Tactical Combat Casualty Care I	8
Day 20	Tactical Combat Casualty Care II	8

Day 21	Tactical Combat Casualty Care III	8
Day 22	Emergency Vehicle Operator I	8
Day 23	Emergency Vehicle Operator II	8
Day 24	Firearms III	8
Day 25	Firearms IV	8
Day 26	Firearms V	8
Day 27	Firearms VI	8
Day 28	Firearms VII	8
Day 29	Executive Protection III	8
Day 30	Executive Protection IV	8
Day 31	Executive Protection V	8
Day 32	Executive Protection VI	8
Day 33	Final Training Exercise	8
Total:		266

Name of Program	Certified Protection Specialist
Program Description	<p>The Certified Protection Specialist (CPS) Course is a 21-day security course. The CPS program is ideal for individuals wishing to break into the static security industry by receiving the training and certificates in numerous high end security and security related courses.</p> <p>This course includes the following courses:</p> <ul style="list-style-type: none"> • Aggression Management for Security Professionals • Executive Protection Fundamentals • Advanced Executive Protection • Handgun Shooting Tactics • Advanced Handgun Shooting Tactics • Tactical Combat Casualty Care • Behavior Analysis • Supervisory Skills • Tactical Combat Casualty Care
Special Admission Requirements	<ul style="list-style-type: none"> • Must be 18 or older • Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers) •
Graduation Requirements	To graduate, a student must complete all prescribed coursework and earn a passing grade. (this is a pass/fail short course)
Certification and Licenses	<ul style="list-style-type: none"> • PWA Certificate of Completion • National Association of Emergency Medical Technicians (NAEMT) 4 Year Certification • Emergency Vehicle Operator (EVOC)
Total Clock Hours	This program is 168 hours in length
Final Tests or Exams	Final Exam
Maximum Students per cohort	16

Certified Protection Specialists:

Program Duration: 168 Hours

Course Itinerary:

Day	Course	Hours
1.	Supervision/Advance I	8
2.	Supervision/Advance II	8
3.	Supervision/Advance III	8
4.	Behavior Analysis I	8
5.	Behavior Analysis II	8
6.	Behavior Analysis III	8
7.	Tactical Combat Casualty Care I	8
8.	Tactical Combat Casualty Care II	8
9.	Tactical Combat Casualty Care III	8
10.	Emergency Vehicle Operations I	8
11.	Emergency Vehicle Operations II	8
12.	Firearms III	8
13.	Firearms IV	8
14.	Firearms V	8
15.	Firearms VI	8
16.	Firearms VII	8
17.	Executive Protection III	8
18.	Executive Protection IV	8
19.	Executive Protection V	8
20.	Executive Protection VI	8
21.	Final Training Exercise	8
Total:		168

Name of Program	Comprehensive Security Training						
Program Description	<p>The Comprehensive Security Training (CST) Course is a 104 hours security course. The CST program is ideal for individuals wishing to break into the static security industry by receiving the training and certificates in numerous high end security and security related courses.</p> <p>This course includes the following courses:</p> <ul style="list-style-type: none"> • CA BSIS Guard Card • CA BSIS Exposed Firearms Permit • CA BSIS Baton Permit • Arrest and Control • Executive Protection Fundamentals • CPR • ‘Taser’ • Sexual Harassment • Chemical Agents • School Security Guard SB1626 • Job Placement/ Resume Writing 						
Instructors Needed	<ul style="list-style-type: none"> • 4 						
Instructor Qualification Needed	<ul style="list-style-type: none"> • CA BSIS Firearms Certified Instructor permit • CA BSIS Baton Certified Instructor permit • American Heart Association Certified Instructor permit • Taser Certified Instructor permit • PWA Instructors training 						
Special Admission Requirements	<ul style="list-style-type: none"> • Must be 18 or older • Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers) • Pass a fingerprint check through the FBI and California DOJ 						
Graduation Requirements	To graduate, a student must complete all prescribed coursework and earn a passing grade. (this is a pass/fail short course)						
Certification and Licenses	<ul style="list-style-type: none"> • California Guard Card Permit issued by the BSIS • California Exposed Firearms Permit issued by BSIS • California Baton Permit issued by BSIS • ‘Taser’ International Certificate • American Heart Association (AHA) 2 Year Certification • PWA Certificate of Completion 						
Total Clock Hours	This program is 104 hour.						
Final Tests or Exams	Final Exam						
Required Internship or Externship	None						
Enrollment Projection	<table style="width: 100%; border: none;"> <tr> <td style="width: 33.33%;">2016</td> <td style="width: 33.33%;">2017</td> <td style="width: 33.33%;">2018</td> </tr> <tr> <td style="text-align: center;">120</td> <td style="text-align: center;">260</td> <td style="text-align: center;">420</td> </tr> </table>	2016	2017	2018	120	260	420
2016	2017	2018					
120	260	420					

Comprehensive Security Training:

Program Duration: 104 Hours

Course Itinerary:

Day	Course	Hours
Day 1	CA BSIS Guard Card	8
Day 3	Arrest and Control/Conflict Resolution	8
Day 4	School Security Agents SB1626 I - II	12
Day 5	School Security Agents SB1626 II -III	12
Day 6	CA Exposed Firearms Permit I/ Hand Gun Shooting Tactics I	8
Day 7	CA Exposed Firearms Permit II / Hand Gun Shooting Tactics II	8
Day 8	Executive Protection Fundamentals I	8
Day 9	'Taser' / Chemical Agents	8
Day 10	Executive Protection Fundamentals II	8
Day 11	CA BSIS Baton Permit	8
Day 12	CPR	6
Day 13	Sexual Harassment/ Job Placement	10
		104

Name of Program	Administrative Professional Certificate (APC)								
Program Description	<p>Learn the practical skill sets to be a successful administrative professional and preparing and reviewing to pass APC test. This course may help you prepare for the internationally-recognized Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®).*</p> <p>IAAP Website http://www.iaap-hq.org</p> <p>Courses are designed to satisfy all sections of the Administrative Professional Certificate Examination in theory and practice.</p> <p>In this program, students will learn and best tested on the following skills:</p> <ul style="list-style-type: none"> • Communication • Information Technology • Organization and Planning • Information Distribution • Records Management • Physical and Information Resources • Document Production • Financial Functions • Human Resources • Review courses and practice test 								
Special Admission Requirements	<p>Admissions Requirements</p> <p>At a minimum, all students must have a high school diploma or its equivalent.</p> <p>Students applying for the CAP exam:</p> <p>Students will be required to have the minimum level of administrative based on his/her prior level of postsecondary education as follows:</p> <p>Eligibility Requirements for CAP Exam</p> <p>Before applying for the CAP exam, students must have administrative experience. All experience must have been earned in the past 10 years. Of that, twelve consecutive months of experience must have been with the same employer in the past 5 years.</p> <table border="1" data-bbox="381 1604 1484 1827"> <thead> <tr> <th data-bbox="381 1604 932 1675">Education</th> <th data-bbox="932 1604 1484 1675">Experience Required</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 1675 932 1730">No college degree</td> <td data-bbox="932 1675 1484 1730">4 years</td> </tr> <tr> <td data-bbox="381 1730 932 1782">Associate degree</td> <td data-bbox="932 1730 1484 1782">3 years</td> </tr> <tr> <td data-bbox="381 1782 932 1827">Bachelor's degree or higher</td> <td data-bbox="932 1782 1484 1827">2 years</td> </tr> </tbody> </table> <p><i>If you choose to use education as a way to meet the experience requirement, your college degree must be from an accredited institution.</i></p>	Education	Experience Required	No college degree	4 years	Associate degree	3 years	Bachelor's degree or higher	2 years
Education	Experience Required								
No college degree	4 years								
Associate degree	3 years								
Bachelor's degree or higher	2 years								

Graduation Requirements	To graduate, a student must complete all prescribed course work and score the section quizzes with a pass grade both practice and theory sections.		
Learning Outcomes	<p>In this program, student will be able to:</p> <ol style="list-style-type: none"> 1. To evaluate, create and communicate professional and effective oral and written means of communication (memorandums, letters, fax cover sheets, reports, PowerPoint, spreadsheets, agendas/itineraries). 2. To apply appropriate critical thinking skills and analyze effective strategies for solving various situations that arise in today's office workforce (including ethical practices and procedures, telephone/customer service etiquette, as well as demonstrating chain of command and effective time management strategies) 3. To receive and transcribe from oral dictation letters, reports, statistical data and calculations into a mail-ready format (stressing grammatically correct and professional formatted documents from such dictation; involving entering in data from a variety of sources, filling in missing pieces, meeting with others to gain critical info.) 4. To learn how to better communicate in an office environment 5. To become familiar with human resources and financial policies and procedures pertaining to an office environment 6. To review and prepare for the Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®).* <p><i>*Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals® (IAAP®).</i></p>		
Certification	PWA Certificate of Completion		
Total Clock Hours	This program is 108 Clock hours, 10 weeks, 36 days in length (see attachment)		
Final Tests or Exams	Administrative Professional Certificate Examination (Theory and Practice)*		
Required Internship or Externship	None		
Enrollment Projection	2016 30	2017 60	2018 120

Name of Program	Tactical Combat Casualty Care
Program Description	<p>Course introduces evidence-based, life-saving techniques and strategies for providing the best trauma care on the battlefield, under the auspices of the PHTLS program. It is the only TCCC course endorsed by the American College of Surgeons. Our instructors are NAEMT certified.</p> <p>In this course you will learn:</p> <ul style="list-style-type: none"> • Airway management • Stop life-threatening external hemorrhage • Airway Management • Casualty with airway obstruction or impending airway obstruction • Casualty Drags and Carries • Combat Application Tourniquet • Nasopharyngeal Airway • Needle Decompression of Tension Pneumothorax • Control Bleeding using Combat Gauze • Combat Ready Clamp (CRoC) • The appropriate procedure for initiating a rugged IV field setup • Intraosseous Infusion (F.A.S.T.1)
Special Admission Requirements	None
Graduation Requirements	To graduate, a student must complete all prescribed coursework and earn a passing grade. (this is a pass/fail short course)
Certification	National Association of Emergency Medical Technicians (NAEMT) 4 Year Certification
Total Clock Hours	This program is 24 hours in length
Final Tests or Exams	None
Required Internship or Externship	None

10 Professions – Requirements for Eligibility for Licensure

The educational services listed below lead to occupations that require licensure.

Program Name	Eligibility Requirements
California Guard Card Certification	<ul style="list-style-type: none"> • Must be 18 or older • Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers) • Pass a fingerprint check through the FBI and California DOJ • Pass Written Examination
California Exposed Firearms Permit	<ul style="list-style-type: none"> • Must have a current California Guard Card • Must be 18 or older • Be a United States Citizen or have permanent legal alien status • Free from all Felony and some Misdemeanor convictions (call for misdemeanor disqualifiers) • Pass a fingerprint check through the FBI and California DOJ • Pass Written and Range Exams given at the end of the course
California Baton Permit	<ul style="list-style-type: none"> • Must have a current California Guard Card or be a Guard Card applicant • Must be 18 or older • Free from all Felony and some Misdemeanor convictions (call for misdemeanor disqualifiers)

11 Faculty

Include name and full bio for each instructor

Instructor Name	Education – Degrees, Licenses or Certifications held. Name of school, college or university or agency.	Work Experience – position held, name of employer, number of years.
Thomas Vriens	BA Criminal Justice, American Intercontinental University Los Angeles. Licensed BSIS Firearms Instructor #2193 and Licensed BSIS Baton Instructor 1827	U.S. Marine Platoon Sergeant two tours in Iraq. Former Police Officer with over ten year of experience. Executive Protection Specialist 5 years with PWA
Steve Burkett	NRA Instructor, Licenses BSIS Firearms Instructor #2197 Certified Taser Instructor and BLS Healthcare Provider CPR, NRA Safety Range Officer, Licensed Live scan Finger printer through the State of California, State Certified Process Server.	Gun Enthusiast and long time NRA gun Instructor joined PWA after becoming a Licensed BSIS firearms Instructor and CPR Instructor.

Ian Nelson	NRA Instructor Licenses BSIS Firearms Instructor #2338	“Green Beret” Special Forces Weapons Sergeant, U.S. Trained in all aspects of Security. Trained on the world’s most advanced weaponry. Martial Arts Instructor Head combative instructor for Special Forces team, well rounded martial arts background with multiple black belts. Experienced in “hands on” conflicts (Iraq and Afghanistan) Executive Protection Specialist 2 years with ASC.
Jacob Lupton	Certified ‘Taser’ Instructor	U.S. Marine Veteran Sergeant, with three deployments to Iraq and Extensive Operations in the Middle East. Director of Estate Security, Executive Protection Specialist 6 years with ASC.
Max Youell	BA Criminal Justice	Retired U.S. Armed Forces Scout Calvary.
Mark Treston	MA International Political Economy, EdD Education (In progress), BA International Relations.	Fifteen years as a faculty and administration in higher education. Teaches job skills/resume writing.
Andrea Monrroy	HR Manager	Microsoft Office Specialists – Word, ASC HR department for 2 years
Paul Granda	Security Guard, Firearms and Stun Gun instructor state of TN License #931562	Instructor for Tennessee Branch. Eight years experience in the military.
Young Ae Cho	BA Education, MA in Management. APC Section One through Three	Taught CAP and CITLS preparation courses for three years.
Ryan Bulfin	BA in Communication and MBA with concentration in Marketing. APC Section One.	Two years of graduate assistant teaching experience at Lewis University. One year teaching Sexual Harassment, Career and interview skills at ASC.
George Rodriguez	BSIS Baton Instructor #1842	Instructor and student coordinator for San Diego. Five years experience in criminal justice.

Thomas Minter	Tactical Combat Casualty Care Instructor, NAEMT EMT Certified ID# 453674	Navy combat medic, Montclair Regional Manager
Donald Kuehner	BA in Business Administration	82nd Airborne Division from the position of rifleman to Squad Leader.
Tomer Israeli	Owner of Israeli Tactical School	Served as Captain & team leader in a special recon unit - YACMAM
Joshua Nygaard	Instructor	A veteran of the Navy Hospital Corps, serving as a Field Medic with the United States Marine Corps

12 Admissions Policies & Recognition of Credits

The general criteria for admission are:

1. Student must have graduated from high school, or earned a GED.
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
4. No Ability to Benefit Students will be admitted. At least a high school graduation or its equivalent—passing of 12th grade, is required.
5. This institution has not entered into an articulation or transfer agreement with any other institution.

13 Student's Right to Cancel and Withdrawal Policy

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 16117 Covello St. Van Nuys, CA 91406 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Students who decide to withdraw from school prior to completion should follow the steps below:

1. Meet with the CAO or designated administrator to discuss the student's decision to withdraw.
2. Meet with the designated financial aid official to see if obligations still exist.
3. Provide a written and signed notice of withdrawal to the CAO or designated administrator.

Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 10 days of the student's withdrawal or cancellation. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 10 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA95798-0818. www.bppe.ca.gov (916) 431-6959 (fax) (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (800)370-7589 or (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

14 Academic Probation and Dismissal Policies

The courses offered by this institution are of a very short duration. No academic probation is granted. Students are expected to attend all classes. Academic progress is measured by a pass/fail system. Students who do not maintain a passing status are subject to dismissal at the discretion of the instructor.

15 Attendance Policy – All Programs

This institution requires that a student attend all scheduled classes and any other specially assigned hours of instruction. If a student has a valid excuse for missing a class, they must submit in writing to the CAO as to why they missed class. If the absence is excused, the student must make up the course as a later scheduled date with the permission of the CAO and instructor. Excused absences include, but not limited to, doctor's note and work scheduling issue.

16 Leaves of Absence

The courses offered by this institution are of a very short duration. Therefore, no Leaves of Absence are offered.

17 Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Supplies & Materials	Other Fees	STRF	Total Program Charges
Certified Executive Security Specialist (CESS)	\$8,684	\$3,113	\$1,150		\$12,947
Certified Protection Specialists (CPS)	\$7,419	\$2,988	\$740		\$11,147
Comprehensive Security Training (CST)	\$1,415	\$125	\$410		\$1,950
Administrative Professional Certificate (APC)	\$2000	\$1500			\$3,500
Tactical Combat Casualty Care (TCCC)	\$650	\$100			\$750

Charges for Period of Attendance:

All program charges for a Current Period of Attendance and for the Entire Educational Program are the same as the published price in our schedule of Charges and Fees.

18 Policies and Procedures Regarding Financial Aid

PWA participate in Federal financial aid programs through the Workforce Invest Act (WIA). Funding for training at PWA is provided for those who qualify (see below) through the Workforce centers in Los Angeles and San Diego Counties. If a student is referred by an agency that provides a grant for education, the student is not required to repay the grant per the agency's guideline (This includes local WIA, Insurance Companies and Department of Labor grants and other payments for education). If a student obtains a loan or receives financial aid to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Veterans Employment and Training Service (VETS) is available to provide veterans and transitioning service members with the resources and services to succeed in the 21st century. VETS serve America's veterans and separating service members by preparing them for meaningful careers, providing employment resources and expertise, and protecting their employment rights. The funds are NOT associated with the GI Bill. For further information about VETS, please contact Mark Treston, the Chief Academic Officer at (818) 906-3754 or visit the VETS website directly at:

<http://www.dol.gov/vets/>

Workforce Investment Act – Adults/Youth/Veterans and Dislocated Workers Program Program Description

PWA is an approved training provider for the Workforce Investment Act. The Adult and Dislocated Worker Program, under Title I of the Workforce Investment Act of 1998, is designed to provide quality employment and training services to assist eligible individuals in finding and qualifying for meaningful employment, and to help employers find the skilled workers they need to compete and succeed in business. All adults, 18 years and older, are eligible for core services. However, priority is given to Veterans, dislocated workers and individuals who are unemployed.

Please contact Mark Treston, the Chief Academic officer at (818) 906-3754 or by email at office@aboutasc.com

For further information visit <http://www.sbwib.org/> or register on Cal Jobs at: <https://www.caljobs.ca.gov/vosnet/Default.aspx?plang=E>

19 Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

20 Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

21 Placement Services

Pacific West Academy is committed to placing our students in qualified security careers. We offer placement assistance both in house and with our security partners. PWA begins the placement services as soon as the student begins the training by holding interviews with the accounts managers for ASC. The final interview is conducted with the Vice President and Director of Operations. All PWA students are instructed on how to write resumes, hold interviews and perform key duties as security professionals. During the training, PWA faculty assist students to create a profile on ASC's unique security related job search engine Guard Source One: www.guardsourceone.com Students record videos and upload all their certificates and photos to the site where several security firms including ASC can view and contact prospective employees. The site is free and open to anyone regardless of whether or not they attended PWA. PWA provides continuous and lifelong job placement assistance to all its graduates. ASC is also the largest Executive Protection company in Southern California and continuously recruits from its own training program.

22 STRF Disclosure

76215. Student Tuition Recovery Fund Disclosures.

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, **and**

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."
However, no claim can be paid to any student without a social security number or a taxpayer identification number.

23 NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

“The transferability of credits you earn at Pacific West Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Pacific West Academy to determine if your certificate will transfer.”

25-1 Beginning and End Dates for time period covered by this catalog

January 1, 2018 through December 31, 2018

25-2 Mission, All Programs, & Training Outcomes

PWA delivers certification programs for individuals engaged in or aspiring to a profession in security. The school also delivers training programs addressing first aid, sexual harassment, Baton and Taser weapons training and executive protection. The school’s objective is to contribute to the workforce training needs of these related industries.

25-3 Visa Related Services

This institution does not admit students from other countries, so no visa related services are offered.

25-4 Language

Proficiency

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a TOEFL. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

25-5 Language of Instruction

Instructions will be given in no language other than English.

25-6 Financial Aid

PWA is an approved training provider for the Workforce Investment Act. The Adult and Dislocated Worker Program, under Title I of the Workforce Investment Act of 1998, is designed to provide quality employment and training services to assist eligible individuals in finding and qualifying for meaningful employment, and to help employers find the skilled workers they need to compete and succeed in business.

Veteran Administration programs may be available to help pay for certifications. Please call or email the CAO for additional guidance in information regarding organizations that assist Veterans with benefits and services.

25-7 Experiential Credit

This institution does not award credit for prior experiential learning.

25-8 Grades and Standards for Student Achievement - Satisfactory Progress

Student achievement is measured using a Pass/Fail system. Students must pass all exercises, tests or quizzes in order to maintain satisfactory progress.

25-9 Description of the Facilities & Type of Equipment Used for Instruction

The main campus is located at 16117 Covello Street in the city of Van Nuys, CA 91406. The training facilities are located next door to our corporate offices in a two story building. Parking for the students and staff is located both on our premises and on the street. The school is approximately 3,000 square feet in size. The training facilities are designed for both theory and practical classes. We use an outdoor shooting range for weapons training.

The San Diego Branch is located at 3333 Midway Ave, San Diego CA 92110

The Elk River Branch is located at 4626 SR 50 Pelham, TN 37366

Course Name	Equipment
CPR – First Aid – AED (Defibrillator)	Adult CPR Practice Dummies Child CPR Practice Dummies Infant CPR Practice Dummies Defibrillator Sanitation Masks Supplemental Instructional Videos Power Point Projector / Screen Heartsaver DVD Set Heartsaver First Aid CPR AED Instructor Manual with Lesson Maps and Instructor CD Heartsaver First Aid CPR AED Student Workbook with Heartsaver First Aid Quick Reference Guide Heartsaver CPR AED Adult, Child & Infant Reminder Card
Sexual Harassment Course	Power Point Presentation Written Test Instructor Manual

	<p>Course Handout Book – BLR’s California Guide to Preventing Sexual Harassment</p>
California Guard Card Certification	<p>Training Manual Final Exam Supplemental Instructional Videos Power Point Projector / Screen Handcuffs</p>
California Exposed Firearms	<p>Training Manual Final Exam Supplemental Instructional Videos Power Point Projector / Screen Safety Posters Firearms (PWA will provide unless student has their own firearm they wish to use) Ammunition Safety Goggles Ear Plugs Shooting Range (PWA rents range time from a local range)</p>
NRA Basic Handgun Course	<p>NRA Course Book NRA Hand Out Booklets Firearms Ammunition Safety Goggles Ear Plugs</p>
Taser Training	<p>C2 Taser / X26 Taser Training Cartridges Training Manual</p>
California Baton	<p>Training Manual Final Exam Supplemental Instructional Videos Power Point Projector / Screen Baton</p>
Tactical Combat Casualty Care	<p>Adult manikins Sanitation Masks Supplemental Instructional Videos Power Point Projector / Screen Training Videos Fully loaded medical aid bag Combat Application Tourniquets Airway Simulator Nasopharyngeal Airway</p>

	<p>Surgical lubricant Needle decompression simulator Combat Ready Clamps</p>
Executive Protection Fundamentals	<p>Power Point Presentation Written Test Projector / Screen Instructor Manual Two Way Radios</p>
Advanced Executive Protection	<p>Training Manual Supplemental Instructional Videos Power Point Projector / Screen Two Way Radios</p>
Handgun Shooting Tactics	<p>Training Manual Final Exam Supplemental Instructional Videos Power Point Projector / Screen Safety Posters Firearms (PWA will provide unless student has their own firearm they wish to use) Ammunition Safety Goggles Ear Plugs Shooting Range (PWA rents range time from a local range)</p>
Advanced Handgun Shooting Tactics	<p>Training Manual Final Exam Supplemental Instructional Videos Power Point Projector / Screen Safety Posters Firearms (PWA will provide unless student has their own firearm they wish to use) Ammunition Safety Goggles Ear Plugs Shooting Range (PWA rents range time from a local range)</p>
School Security Guard SB 1626	<p>Power Point Presentation Written Test Projector / Screen Instructor Manual</p>
Aggression Management for Security Professionals	<p>Training Manual Final Exam Supplemental Instructional Videos Power Point Projector / Screen</p>

Arrest and Control	Training Manual Supplemental Instructional Videos Power Point Projector / Screen Handcuffs
Chemical Agents	Training Manual Supplemental Instructional Videos Power Point Projector / Screen Pepper Spray Practice Canister
Job Placement	Training Manual Supplemental Instructional Videos Power Point Projector / Screen
Microsoft Office Specialists	Computers Training software Exams software

25-10 Library Resources

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. Students can utilize Los Angeles Valley College's library and its specialization in criminal justice and security.

25-12 Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

25-13 Student Housing

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance to students in finding housing. There are many apartment buildings within a five mile radius of the school, and the average monthly rental for a studio apartment is about \$1,200. While the subject of housing is not apropos to the needs of our students enrolled in very short programs of study, this information is provided herein because it is required by the education code and regulations.

25-14 Student's Rights & Student Grievance Procedures

As a student you have certain rights. See the Section entitled Privacy Act on page 16 which identifies your rights to have your student records remain private.

You have rights regarding cancellation, withdrawals, and refunds as set forth in the student's right to cancel and refund policy which appears on pages 9 and 10 of this catalog

You may have rights pertaining to your eligibility for compensation under the Student Tuition Recovery Fund. See Section 22 in this catalog which sets forth your rights under the STRF.

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Pacific West Academy
16117 Covello Street
Van Nuys, CA 91406

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days.

25-15 Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Unauthorized possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

Pacific West Academy is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Pacific West Academy encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Self Monitoring Policy

PWA's administration, staff and faculty work on all matters of school business, student affairs, curriculum, course offerings and content. This Institutional Review's agenda is driven by weekly staff and faculty meeting minutes with agenda issues to be addressed, along with student reviews of the school's services, curriculum, faculty and student outcomes. The primary purpose is to ensure that the institution is maintaining all requirements determined by the BPPE, maintaining all ethical standards mandated by the management of the institution, and ensuring that the institution remains student-centered in all areas. The CAO regularly updates the school materials and resources based on the recommendations from staff, advisory board and faculty at the quarterly policy meeting. The instructors at this institution implement technology and are trained to use it in their classes.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

English as a Second Language Instruction

This institution does not provide ESL instruction. PWA has a bilingual Spanish and English speaking staff member for those requesting additional information or need assistance in Spanish.

Distance Education

PWA does not offer any instruction through distance education.

Observed Holidays (No Classes)

New Years Day	January 1 st
Martin Luther King Day	January 15 th
Presidents Day	February 19 th
Memorial Day	May 28 th
Independence Day	July 4 th
Labor Day	September 3 rd
Veterans Day	November 12 th
Thanksgiving Day	November 22 nd
Christmas Day	December 25 th

Credit Evaluation Policy

Students receiving veterans benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. Transcripts and evidence of evaluation will be kept in the veteran file.

Progress Policy:

Progress will be monitored at the end of each evaluation period (week/month/term/quarter) for all students receiving veterans benefits. If at the end of any given evaluation period the student's grade falls below 70%, or if attendance falls below 70% of scheduled program hours, the student will be placed on probation for the following evaluation period. If by the end of the probation period the student's grade is not raised to 70%, or overall attendance is not raised to at least 70% of scheduled hours, the Veterans Administration will be notified and benefits will be interrupted.

Conditions for Reentrance:

If the director determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits.

Maximum Timeframe:

All programs must be completed within the originally contracted length of time.

Refund Policy:

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course, withdraw or discontinue prior to completion, will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion bears to the total length of the course. The proration will be determined on the ratio of days or hours of instruction completed to the total number of instruction al days or hours in the course.

The maximum non-refundable registration fee for veterans is \$10.00.

End of Document

I have received a copy of the Veterans Information Bulletin which contains the rules, regulations, course completion, requirements and costs for the specific course in which I have enrolled.

Print Name: _____

Signature: _____

Social Security: _____

Enrolled By: _____

Date: _____