



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

01/17 – 12/17



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 08_29_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.

Shahar Bikszar –Special Operations Manager

Mr. Bikszar 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. Bikszar 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. Bikszar 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.

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 ASC training to be as effective and realistic as possible for the modern day professional.

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 ASC team.

Thomas Minter – San Bernardino Branch Manager

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 ASC'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.

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

ASC Los Angeles
16117 Covello Street
Van Nuys, CA 91406

ASC San Diego
3333 Midway Ave
San Diego, CA 91220

ASC Elk River
4626 SR 50
Pelham, TN 37366

ASC 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 35-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 • California Guard Card Continuing Education • CA BSIS Exposed Firearms Permit • CA BSIS Baton Permit • Arrest and Control • Aggression Management for Security Professionals • 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 • Microsoft Office Specialists - Word
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 • ASC Certificate of Completion

	<ul style="list-style-type: none"> National Association of Emergency Medical Technicians (NAEMT) 4 Year Certification
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	Microsoft Office Specialists – Word I	8
Day 3	Arrest and Control	8
Day 4	Aggression Management for Security Professionals I	8
Day 5	CA Exposed Firearms Permit I/ Hand Gun Shooting Tactics I	8
Day 6	CA Exposed Firearms Permit II/ Hand Gun Shooting Tactics II	8
Day 7	Executive Protection Fundamentals I	8
Day 8	Aggression Management for Security Professionals II	8
Day 9	‘Taser’ / Chemical Agents	10
Day 10	Executive Protection Fundamentals II	8
Day 11	CA BSIS Baton Permit	8
Day 12	CPR	6
Day 13	Aggression Management for Security Professionals III	8
Day 14	Hand Gun Shooting Tactics III	8
Day 15	Executive Protection Fundamentals III	8
Day 16	School Security Agents SB1626 I	8
Day 17	Tactical Combat Casualty Care I	8
Day 18	CA Guard Card Continuing Education I	8
Day 19	Advanced Executive Protection I	8
Day 20	Advanced Hand Gun Shooting Tactics I	8

Day 21	School Security Agents SB1626 II	8
Day 22	CA Guard Card Continuing Education II	8
Day 23	Tactical Combat Casualty Care II	8
Day 24	Advanced Hand Gun Shooting Tactics II	8
Day 25	Advanced Executive Protection II	8
Day 26	School Security Agents SB1626 III	8
Day 27	Microsoft Office Specialists – Word II	8
Day 28	CA Guard Card Continuing Education III	8
Day 29	CA Guard Card Continuing Education IV	8
Day 30	Tactical Combat Casualty Care III	8
Day 31	Advanced Hand Gun Shooting Tactics III	8
Day 32	Advanced Executive Protection III	8
Day 33	Sexual Harassment/ Job Placement	10
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"> • CA BSIS Guard Card • California Guard Card Continuing Education • CA BSIS Exposed Firearms Permit • CA BSIS Baton Permit • Arrest and Control • Aggression Management for Security Professionals • Executive Protection Fundamentals • School Security Guard SB 1626 • Handgun Shooting Tactics • CPR • ‘Taser’ • Sexual Harassment • Chemical Agents • Microsoft Office Specialists - Word • Job Placement/ Resume Writing
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 • AmericanHeart Association (AHA) 2 Year Certification • ASC Certificate of Completion
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
Day 1	CA BSIS Guard Card	8
Day 2	Microsoft Office Specialists – Word I	8
Day 3	Arrest and Control	8
Day 4	Aggression Management for Security Professionals I	8
Day 5	CA Exposed Firearms Permit I/ Hand Gun Shooting	8
Day 6	CA Exposed Firearms Permit II / Hand Gun Shooting	8
Day 7	Executive Protection Fundamentals I	8
Day 8	Aggression Management for Security Professionals II	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	Aggression Management for Security Professionals III	8
Day 14	School Security Guard SB 1626	8
Day 15	School Security Guard SB 1626	8
Day 16	CA Guard Card Continuing Education I	8
Day 17	CA Guard Card Continuing Education II	8
Day 18	Microsoft Office Specialists – Word II	8
Day 19	CA Guard Card Continuing Education III	8
Day 20	CA Guard Card Continuing Education IV	8
Day 21	Sexual Harassment/ Job Placement	10
		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 • ASC 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 • ASC 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%; text-align: center;">2016</td> <td style="width: 33.33%; text-align: center;">2017</td> <td style="width: 33.33%; text-align: center;">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	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)								
<p>Program Description</p>	<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 								
<p>Special Admission Requirements</p>	<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 1606 1485 1827"> <thead> <tr> <th data-bbox="381 1606 933 1680">Education</th> <th data-bbox="933 1606 1485 1680">Experience Required</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 1680 933 1732">No college degree</td> <td data-bbox="933 1680 1485 1732">4 years</td> </tr> <tr> <td data-bbox="381 1732 933 1785">Associate degree</td> <td data-bbox="933 1732 1485 1785">3 years</td> </tr> <tr> <td data-bbox="381 1785 933 1827">Bachelor's degree or higher</td> <td data-bbox="933 1785 1485 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	ASC 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

Course Description:

Name of Course	California Guard Card
Program Description	<p>This course is the first step in working in a security career. Our course is certified through California’s BSIS and is AB2880-compliant. You will learn the basics from the following topics and receive state certification as a security officer:</p> <ul style="list-style-type: none"> • Roles and Responsibilities of a Security Officer • Observation and Report Writing • Criminal Liabilities • Civil Liabilities • Handcuffing Techniques • Searches • Private Citizens Arrest • Terrorism/Weapons of Mass Destruction • Ethic and Professionalism
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	California Guard Card issued by the BSIS and ASC Certificate of Training
Total Clock Hours	This program is 8 hours in length
Final Tests or Exams	Final Exam
Required Internship or Externship	None

Name of Course	California Guard Card Continuing Education
Program Description	Advanced Security Concepts offers continuing education for California Guard Card holders. Content varies from year to year. Content is determined by BSIS
Special Admission Requirements	Current California Guard Card holder
Graduation Requirements	To graduate, a student must complete all prescribed coursework and earn a passing grade. (this is a pass/fail short course)
Certification	None
Total Clock Hours	This program is 32 hours in length
Final Tests or Exams	None
Required Internship or Externship	None

Name of Course	California Baton
Program Description	<p>This course teaches you the skills and abilities required to effectively carry a Baton, as per the required of BSIS. ASC instructors give you hands-on training and experience with a baton.</p> <ul style="list-style-type: none"> • Legal and moral responsibilities of baton usage • Use of Force • Baton familiarization and its uses • First-Aid for baton injuries • Fundamentals of baton handling
Special Admission Requirements	<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)
Graduation Requirements	To graduate, a student must complete all prescribed coursework and earn a passing grade. (this is a pass/fail short course)
Total Clock Hours	This program is 8 hours in length
Final Tests or Exams	Final Exam
Required Internship or Externship	None

Name of Course	California Exposed Firearms
Program Description	<p>Get certified for an exposed firearms permit. ASC teaches you the skills and abilities to effectively carry an exposed firearm. Our 16-hour course give you hands-on training , experience and safety with a firearm; we do not use simulation machines or “simmunitions.” ASC Instructors will train and certify you in accordance with the BSIS and you will learn the following:</p> <ul style="list-style-type: none"> • Legal and moral responsibilities • Firearms nomenclature/maintenance • Weapons handling/ safety • Fundamentals of shooting/marksmanship • Basic shooting techniques • Mindset and situational awareness • Emergency procedures • Firearms qualification
Special Admission Requirements	<ul style="list-style-type: none"> • Must have a current California Guard Card • 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	ASC Certificate of Completion - California Exposed Firearms Permit issued by BSIS
Total Clock Hours	This program is 16 hour 2 days in length
Final Tests or Exams	Final Exam
Required Internship or Externship	None

Name of Course	Handgun Shooting Tactics
Course Description	This course involves classroom instruction, advanced firearms and close-quarters combat shooting which involves intense, realistic force-on-force active shooter scenario training. You will learn: <ul style="list-style-type: none"> • Dry-Fire Fundamentals Demonstration • Distress position • Single/ Double Action • Draw • Combat Reload with Lateral Movement • Speed & Precision • Turn Shoot • Advanced Figure-8 Drill with Speed & Precision
Special Admission Requirements	<ul style="list-style-type: none"> • Must be 18 or older
Graduation Requirements	To graduate, a student must complete all prescribed coursework and earn a passing grade. (this is a pass/fail short course)
Certification	ASC Certificate of Training
Total Clock Hours	This program is 24 hour 3 days in length
Final Tests or Exams	Final Exam
Required Internship or Externship	None

Name of Program	Advanced Handgun Shooting Tactics
Program Description	The Advanced Handgun Shooting Tactics Course is designed to test and reinforce the fundamentals, tools for scenarios that security personnel are most likely to encounter and stress-based scenario-training ties everything together. In this class you will learn the following: <ul style="list-style-type: none"> • Weak-hand draw, Strong-hand draw, Ground, Reload • Planted 360-draw • Alternate Shooting-position: Seated • Barriers • Ricochet • Progressive Drill • Now Drill • Chest-fire, Instinct-fire • Drills and exercises, each emphasizing a different concept or element of shooting. • Stress-based scenario-training
Special Admission Requirements	<ul style="list-style-type: none"> • Must be 18 or older • Successful completion of the Basic Handgun Shooting Tactics Course
Graduation Requirements	To graduate, a student must complete all prescribed coursework and earn a passing grade. (this is a pass/fail short course)
Certification	None
Total Clock Hours	This program is 24 hour 3 days in length
Final Tests or Exams	Final Exam
Required Internship or Externship	None

Name of Course	Executive Protection Fundamentals
Course Description	<p>A course that provides students fundamental training and a first-hand, detailed understanding of executive protection. Students will experience a hands-on approach of high-end, VIP and celebrity protection in the day-to-day civilian environment.</p> <p>You will learn to:</p> <ul style="list-style-type: none"> • Psychological aspects of executive protection • Understanding the paparazzi • The pre-detail preparation • “Detail of one” • “Detail of two” • Estate security • Simulation exercises
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	ASC Certificate of Completion
Total Clock Hours	This program is 24 hour 3 days in length
Final Tests or Exams	None
Required Internship or Externship	None

Name of Course	Advanced Executive Protection
Course Description	<p>The aim of this course is to upgrade the executive protection capabilities of law enforcement personnel and executive protection security officers and train them to work as a security team (4 security officers).</p> <p>ASC will instruct your personnel on the following topics:</p> <ul style="list-style-type: none"> • Tactically operate as the VIP’s security officer. • “Box” drill. • The correct way to use communication equipment, and the communication procedures when operating at a team level. • Plan and execute a 3 car motorcade including execution of emergency procedures. • Operate as part of the CAT (Counter Assault Team) vehicle in a motorcade. • Plan and execute a full security operation • Advanced hand to hand combat • weapons deployment techniques from the following positions: kneeling, standing
Special Admission Requirements	<ul style="list-style-type: none"> • Successful completion of the Executive Protection Fundamentals Course
Graduation Requirements	To graduate, a student must complete all prescribed coursework and earn a passing grade. (this is a pass/fail short course)
Certification	ASC Certificate of Completion
Total Clock Hours	This program is 24 hour 3 days in length
Final Tests or Exams	Final Exam
Required Internship or Externship	None

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

Name of Course	CPR – First Aid – AED (Defibrillator)
Course Description	<p>Learn the skills and abilities to effectively give life-saving CPR techniques as a first responder. Our CPR Instructors are certified through the American Heart Association.</p> <p>You will be certified to:</p> <ul style="list-style-type: none"> • CPR – Adult, Child, Infant • Recognizing Emergencies • Unconscious Adult • Unconscious Child • Unconscious Infant • Mastering all techniques • Choking • Recovery Position • AED (Automated External Defibrillator) Adult & Child • Choking – Adult, Child & Infant • Deciding to Act • Injury Prevention & Risk Management • Breathing Emergency • Nerves System Emergency • Allergic Emergency • Bites and Sting Emergency • Heat & Cold related Emergency • Wounds Emergency • Muscles, Bone and Joint Emergency • Burns Emergency • Poison Response Emergency • Written Test • Medical Emergencies • Skills Test – AED Student Workbook
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	American Heart Association (AHA) 2 Year Certification
Total Clock Hours	This program is 6 hours in length
Final Tests or Exams	Practical Quiz
Required Internship or Externship	None

Name of Course	Taser Training
Course Description	<p>Learn the skills and abilities to effectively carry and deploy an Electronic Control Device (ECD). Tasers are widely used in the Law Enforcement community to reduce risk of injury to officers in the field and injury to suspects.</p> <p>ASC instructors will teach and certify you in the following:</p> <ul style="list-style-type: none"> • Legal aspects of an ECD • How ECDs affect the human body • Proper use and deployment • Safe Handling of the ECD • Pre- and post-deployment protocol • Firing the ECD • Class includes all materials and Taser cartridges
Special Admission Requirements	Must have a valid California Guard Card issued by BSIS
Graduation Requirements	To graduate, a student must complete all prescribed coursework and earn a passing grade. (this is a pass/fail short course)
Certification	Certificate of Completion by ASC and Taser International
Total Clock Hours	This program is 6 hours in length
Final Tests or Exams	None
Required Internship or Externship	None

Name of Course	Chemical Agents
Course Description	<p>Get certified for OC/pepper spray. Learn the skills and abilities to effectively carry a chemical agent. Get hands-on training and experience with chemical agents.</p> <p>Students Will Learn:</p> <ul style="list-style-type: none"> • Legal and moral responsibilities • Use of force • Chemical agent familiarization and its uses • First aid for chemical agent exposure • Fundamentals of chemical agent use
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	ASC Certificate of Completion
Total Clock Hours	This program is 4 hours in length
Final Tests or Exams	None
Required Internship or Externship	None

Name of Course	Arrest and Control
Course Description	<p>A basic introductory course into arrest and control. This course covers the basics of handcuffing and controlling a suspect while in the performance of duties for any individual making a citizen's arrest.</p> <p>The following syllabus outlines the new course of training:</p> <ul style="list-style-type: none"> • Handcuff parts and equipment • Proper use and care for restraint devices • Verbalization to subjects • Standing compliant subject handcuffing • Standing combative subject handcuffing • Team handcuffing • Handcuffing while subject is seated • Handcuffing while subject is in the prone position
Special Admission Requirements	<ul style="list-style-type: none"> • 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	ASC Certificate of Completion
Total Clock Hours	This program is 8 hours in length
Final Tests or Exams	Practical quiz
Required Internship or Externship	None

Name of Course	Aggression Management for Security Professionals
Course Description	<p>The course will teach to actively recognize aggressive behavior in persons or groups and identify a hostile or threatening situation using the Aggression Continuum, which illustrates aggressive behavior from its outset through its most lethal type of aggression, the perpetrators of murder/suicide. Signs and measurable precursors of each level of aggression enabling a Security Professionals to get out in front of an incident and prevent it. The critical distinction between an act of Primal (adrenaline-driven) Aggression and the often missed, much more lethal act of Cognitive (intent-driven) Aggression. By recognizing and preventing incidents before they happen we maximize Security Professional' safety and minimize excessive force incidents</p> <p>In this class you will learn the following:</p> <ul style="list-style-type: none"> • Traditional Understanding of Aggression • Introduction to Emerging Aggression and Exposing the Illusions • The Making of An Aggression Manager • Understanding Primal Aggression • Understanding Cognitive Aggression • Security Professionals learn The Meter of Emerging Aggression. • Building a Foundation for Communication with an Aggressor • Pacing the Aggressor, Verbal Persuasion • Non-Verbal Pacing of an Aggressor • The Meter of Emerging Aggression and Incident Reporting • A Series of CAPS Practicum
Special Admission Requirement	Adults 18 years or older
Graduation Requirements	To graduate, a student must complete all prescribed coursework and earn a passing grade. (this is a pass/fail short course)
Certification	ASC Certificate of Completion
Total Clock Hours	This program is 24 hour 3 days in length
Final Tests or Exams	Practical quiz
Required Internship or Externship	None

Name of Course	School Security Guard SB 1626
Course Description	<p>With the passage of SB 1626 in 1998, state law requires security guards in K-12 school districts or California community college districts to complete a course of training developed by BSIS. The following syllabus outlines the new course of training:</p> <ul style="list-style-type: none"> • Role and Responsibility of School Security Officer • Laws and Liability • Security Awareness in the Educational Environment • Mediation/Conflict Resolution • Disasters and Emergencies • Dynamics of Student Behavior
Special Admission Requirements	<ul style="list-style-type: none"> • Must be 18 or older
Graduation Requirements	To graduate, a student must complete all prescribed coursework and earn a passing grade. (this is a pass/fail short course)
Certification	ASC Certificate of Completion
Total Clock Hours	This program is 24 hour 3 days in length
Final Tests or Exams	Final Exam
Required Internship or Externship	None

Name of Course	Microsoft Office Specialist - Word
Course Description	<p>The Microsoft Office Specialist core certification validates skills with the Microsoft Office Word. Microsoft certifications (based on globally recognized standards) demonstrate computing skills and help advance the career prospects in a competitive job market.</p> <p>Students Will Learn:</p> <ul style="list-style-type: none"> • Creating and Customizing Documents • Formatting Content • Working with Visual Content • Organizing Content • Reviewing Documents • Sharing and Securing Content
Special Admission Requirements	<ul style="list-style-type: none"> • 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	ASC Certificate of Completion - Microsoft Office Specialists
Total Clock Hours	This program is 16 hour 2 days in length
Final Tests or Exams	MS Office Exam
Required Internship or Externship	None

Name of Course	Sexual Harassment Course
Course Description	<p>ASC offers sexual harassment course covering AB1825 California Law for employers who need to fulfill or establish a sexual harassment policy for their employees. ASC will instruct your personnel on the following topics:</p> <ul style="list-style-type: none"> • Definition of sexual harassment • Potential Victims and Harassers • Inappropriate Workplace Behaviors • Questions and answers about sexual harassment • Preventing sexual harassment • Reporting sexual harassment • Effects of sexual harassment • Your Company's Sexual Harassment policy • Manual & Quiz given at the end of the course
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	ASC Certificate of Completion
Total Clock Hours	This program is 2 hours in length
Final Tests or Exams	Quiz
Required Internship or Externship	None

Name of Course	Job Placement
Course Description	<p>Upon completion of this course, students will walk out of the classroom with a completed and revised professional resume and able to walk into an interview confidently. The course uses hands-on practice through mock interviews in addition to physical resume writing in an interactive and productive setting.</p> <p>Students Will Learn:</p> <ul style="list-style-type: none"> • How to put together a professional resume • How to prepare for an interview • How to have a successful interview • Tips on how to answer common difficult questions
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	ASC Certificate of Completion
Total Clock Hours	This program is 8 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 ASC
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 ASC 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.
Jonathan Duperroy	NRA Instructor, Licenses BSIS Firearms Instructor #2319 Certified CPR/AED/First Aid Instructor with AHA	U.S. Marine Team Leader with two tours to Iraq. Executive Protection Specialist 3 years with Advanced Security Concepts.
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

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, 16027 Ventura Blvd., Suite 601 Encino, CA 91436 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	\$6,996	\$1,305	\$1,130		\$9,431
Certified Protection Specialists	\$3,446	\$655	\$530		\$4,631
Comprehensive Security Training	\$1,210	\$303	\$287		\$1,800
Administrative Professional Certificate (APC)	\$2000	\$1500			\$3,500
California Guard Card	\$50		\$121		\$171
California Guard Card Continuing Education	\$200				\$200
California Baton	\$100		\$50		\$150

California Exposed Firearms	\$120	\$60	\$189		\$369
NRA Basic Handgun Course	\$200	\$70	\$50		\$350
Hand Gun Shooting Tactics	\$976	\$400	\$50		\$1,426
Advanced Handgun Shooting Tactics	\$1,200	\$550	\$100		\$1,850
Executive Protection Fundamentals	\$400		\$50		\$450
Advanced Executive Protection	\$1,550		\$500		\$2,050
Tactical Combat Casualty Care	\$650	\$100			\$750
CPR – First Aid – AED (Defibrillator)	\$100				\$100
CPR – First Aid – AED (Defibrillator) Renewal	\$50				\$50
‘Taser’ Training	\$100	\$50			\$150
Chemical Agents	\$35	\$15			\$50
Arrest and Control	\$80				\$80
Aggression Management for Security Professionals	\$600	\$80			\$680
School Security Guard SB 1626	\$250	\$50			\$300
Microsoft Word	\$300		\$70		\$370
Sexual Harassment Course	\$85	0	0		\$85
Job Placement	\$50	0	0		\$50

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

ASC participate in Federal financial aid programs through the Workforce Invest Act (WIA). Funding for training at ASC 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

ASC 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 Inc. is committed to placing our students in qualified security careers. We offer placement assistance both in house and with our security partners. ASC 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 ASC students are instructed on how to write resumes, hold interviews and perform key duties as security professionals. During the training, ASC 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 ASC. ASC 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, 2015 through December 31, 2015

25-2 Mission, All Programs, & Training Outcomes

ASC 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

ASC 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

Program 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 Course Handout Book – BLR’s California Guide to Preventing Sexual Harassment
California Guard Card Certification	Training Manual Final Exam Supplemental Instructional Videos Power Point Projector / Screen Handcuffs
California Exposed Firearms	Training Manual Final Exam Supplemental Instructional Videos Power Point Projector / Screen Safety Posters Firearms (ASC will provide unless student has their own firearm they wish to use) Ammunition Safety Goggles Ear Plugs Shooting Range (ASC rents range time from a local range)
NRA Basic Handgun Course	NRA Course Book NRA Hand Out Booklets Firearms Ammunition Safety Goggles Ear Plugs
Taser Training	C2 Taser / X26 Taser Training Cartridges Training Manual
California Baton	Training Manual Final Exam Supplemental Instructional Videos Power Point Projector / Screen Baton
Tactical Combat Casualty Care	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

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

ASC'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. ASC has a bilingual Spanish and English speaking staff member for those requesting additional information or need assistance in Spanish.

Distance Education

ASC does not offer any instruction through distance education.

Observed Holidays (No Classes)

New Years Day	January 1 st
Martin Luther King Day	January 19 th
Presidents Day	February 16 th
Memorial Day	May 25 th
Independence Day	July 4 th
Labor Day	September 7 th
Veterans Day	November 11
Thanksgiving Day	November 26 th
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 instructional 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: _____