



**COVERED6**

## **DEFEND GUARD PROTECT**

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### **COVERED 6** Security Academy

Catalog Effective: January 1, 2017 through December 31, 2017  
Updated Annually

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## Welcome to the Covered 6 Security Academy

Congratulations on taking the first step toward a rewarding career in the security industry. At Covered 6 Security Academy, we pride ourselves on guiding students to their career goals while nurturing educational and training needs along the way. From cutting edge instruction taught by subject matter experts, to hands-on practical and field training, we mentor students through preparation for the state licensing exams and on-going educational requirements.

This catalog contains important information about the programs offered at Covered 6. It will help guide you through the next steps in your professional future. Additional information regarding our training services may be found on our website at [www.covered6.com](http://www.covered6.com). 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. You may obtain a copy of this catalog in person, via email or by visiting our website. To receive a copy in person, please contact our corporate office at the location listed below, during normal business hours. Upon request, we will email a copy of the catalog to you. If you are interested in receiving an electronic copy, please call or email us at the contact information provided below and we will email a copy of the catalog to you. Alternatively, you may view the catalog on our website at [www.covered6.com](http://www.covered6.com).

## School Contact Information and Location

The Covered 6 Security Academy main headquarters and training facility is in California, at 780 Chambers Lane, Suite 210, Simi Valley, California, 93065. The phone number is 805-926-2055 and the website is [www.covered6.com](http://www.covered6.com). You may submit an email inquiry at [admin@covered6.com](mailto:admin@covered6.com).

## Approval Disclosure Statement

Covered 6 is a private institution and is approved to operate in California by the Bureau for Private Postsecondary Education (BPPE - [www.bppe.ca.gov](http://www.bppe.ca.gov)). Covered 6 is in compliance with the California Private Postsecondary Education Act of 2009 and has training approval through the Department of Consumer Affairs, Bureau of Security Investigative Services (BSIS), MOAB Program, TASER International, National Association of Emergency Medical Technicians (NAEMT), American Heart Association, Peace Officers Standards and Training (POST) and the National Rifle Association (NRA), all of which set minimum standards for our programs of study. BSIS issues licenses to graduates who complete any of our programs and pass the licensing examinations. Covered 6 is approved to train veterans and persons eligible under the provisions of Title 38, United States Code.

**Covered 6 has been granted institutional approval to teach the following programs:**

Security Officer Training Program, Occupational Code #33-9032	40 Clock Hrs/1 wk
Security Officer, Armed Training Program, Occupational Code #33-9032	80 Clock Hrs/2 wks
Physical Security Specialist Program, Occupational Code #33-9032	200 Clock Hrs/5 wks

All Covered 6 students who successfully complete a program of study will be awarded a nationally recognized certificate. A student who successfully completes a course, but does not complete an entire program will still receive a completion certificate for the course or courses successfully passed.

Although every effort has been made to ensure accuracy of information contained herein and this catalog is updated annually in accordance with regulations, anyone using it is advised that laws, rules and policies may change. These changes may alter the information contained in this publication. Covered 6 reserves the right to change its curriculum, schedules, tuition, fees, student rules, regulations and requirements at any time, without prior written notice.

Covered 6 is not accredited by the United States Department of Education. As a result, students enrolled at Covered 6 are not eligible for federal financial aid through the Department of Education. Covered 6 does not offer a degree program. Upon successful completion of Covered 6 certification programs, graduates are eligible to take the state required exams for security guard licensure to obtain employment eligibility in the security industry. Skills taught and acquired in our programs are applicable to states across the country.

### **Non-Discrimination Disclosure Statements**

In compliance with federal, state and local government requirements, Covered 6 does not discriminate against any individual based on age, sex, race, color, religion, ethnicity, disability or sexual orientation in the administration of its educational programs, school administered programs, publications or employment practices.

Covered 6 follows the requirements established by the Americans with Disabilities Act. Covered 6 does not discriminate against qualified individuals with disabilities. Covered 6 provides reasonable accommodations for the known disability of a qualified applicant, student, client or employee, except when the accommodation imposes an undue hardship on the School, employees or fellow students.

### **Accommodating Students with Disabilities**

Covered 6 will provide reasonable and appropriate accommodations for students with disabilities, in accordance with Individuals with Disabilities Education Act (IDEA) and Americans with Disabilities Act (ADA) legislation. It is the student's responsibility to notify Covered 6 in writing, providing documentation such as a 504 Plan or Individualized Education Plan regarding any diagnosed disability, as well as any accommodations/modifications needed in the education setting.

## Our Mission

Our mission is for all students to flourish in their ability to become employed in the security industry by providing superior training. Our enthusiastic and qualified instructors teach a rigorous, innovative curriculum filled with interactive courses which leads to subject matter mastery and passing required State exams. Covered 6 is committed to providing our students with the proper knowledge and skills to excel in an ever-changing security field. Each component of the Covered 6 Security Academy has quality and standards-based content measures that maintain intensity levels to challenge and reinforce student learning and skill mastery. This ensures that students reach their goals. The knowledge and confidence students gain at the Covered 6 Security Training Academy equates to success academically, professionally and personally.

## Our Pledge

The Covered 6 Security Training Academy is devoted to teaching the science and art paramount to success in the security industry. At the Covered 6, we pledge that our students will receive an exemplary learning experience that will provide the following essential benefits:

- A modern and facilitated learning environment with proper resources needed for student success
- Qualified, experienced and passionate instructors engaged in and committed to student progress
- Progressive curriculum that is challenging, stimulating and proven to be successful in all facets of the security field
- Comprehensive security curriculum that includes test preparation to become a licensed security guard

## Covered 6 History

Covered 6 formed in 2010 when the owner, Chris Dunn, determined there was a lack of training within the security industry. During this time, it became apparent that the role of private security was becoming pivotal to public safety across the nation. Mr. Dunn is an honorably discharged United States Army veteran. Having a personal understanding of the valuable resource veterans are in society, Mr. Dunn recognized the need to tap into this wealth of knowledge, providing formal security training and job placement services for our nation's heroes. Having served a highly decorated 20 year career in law enforcement, Mr. Dunn understood that security officers need proper training, tactical knowledge and legal foundation to lessen liability for themselves and potential employers.

Since 2010, Covered 6 has trained and prepared thousands of security officers, military and law enforcement officers in meeting their daily public safety and homeland security missions.

## Covered 6 Security Academy Facilities

The Academy's physical address is 780 Chambers Lane, Suite 210, Simi Valley, California, 93065. Covered 6 Security Academy is the first in Southern California to have a 3200 square foot training facility dedicated to training security personnel to a near law enforcement standard. Covered 6 is also the first to utilize the same training simulator as law enforcement agencies across California. The campus includes two customizable classrooms and an indoor tactical training center, including a simulation house. Additionally, Covered 6 is the only security training academy in Southern California with a private, outdoor firing range located off-campus.

### Maximum student capacity per program/course:

Security Officer Training Program: 30 students

Security Officer Training (Armed Program): 30 students

Physical Security Specialist Program: 30 students

Equipped with state-of-the-art training equipment used in police academies, the facility is designed and furnished to provide students with realistic training experiences. Whether it is textbook-based curriculum or hands-on scenario-based exercises, all training is based on real world experiences. The library offers reference books, security industry periodicals and other textbooks available for student use. There is a restroom and lunch area located on the premises.

## Faculty and Staff

The faculty at Covered 6 have been hired for their expertise in their respective fields of study. Covered 6 faculty members are required to have 10 to 30 years of combined education and industry experience to be employed as instructors. Most faculty exceed these minimum requirements. Our faculty are trained in Covered 6 methods of instruction and understand the importance of both theoretical and practical applications necessary for students to be successful.

### **Kevin Lewis, Director of Training**

Kevin Lewis is a Navy veteran with over 21 years of experience in the security industry including executive and celebrity protection, physical security and high-profile operations, as well as anti-terrorism. Mr. Lewis is a world renowned Defensive Tactics and physical conditioning instructor in the law enforcement, military and private sectors. As an industry recognized expert, he has developed programs and certified hundreds of police instructors worldwide. Mr. Lewis has also prepared celebrities for action roles in over 20 major motion pictures. He has a Third Degree Black Belt in Krav Maga and a First Degree Black Belt in Shudo-Kan Karate. Mr. Lewis was inducted into the Martial Arts Masters Hall of Fame 2010 and is a published author.

### **Dan Arnold, Instructor**

Dan Arnold has over 17 years experience in law enforcement working specialized assignments such as Field Training Officer, airport operations and homeland security. Mr. Arnold is certified by Peace Officer Standards and Training (POST) and Emergency Vehicle Operations Center (EVOC) as an evasive driving and defensive instructor for multiple law enforcement agencies in California. Mr. Arnold has developed driving courses and has provided training specifically tailored to the private security sector. Mr. Arnold has worked as a physical security specialist and certified Emergency Medical Technician.

**Patrick Chapman, Instructor**

Patrick Chapman is an Army veteran who served as an Army Special Operations Flight Medic. He holds an inactive TS-SCI clearance and has over 1500 hours accumulated rotary wing flight time. During his military tenure, Mr. Chapman served in numerous leadership roles ranging from team leader to lead instructor to platoon sergeant. He has over 12 years of leadership and management experience in flight operations, emergency medical management, clinical medicine, tactical/field medicine and medical administration, including quality assurance and audits for medical plans, training, projects, and operations. Mr. Chapman has developed and implemented hundreds of medical plans and medical threat assessments for training and real-world events. He is an expert in training, austere medicine, tactical medicine and medical contingency planning. Patrick has medical certifications and experience including, but not limited to: National Registry of Emergency Medical Technicians-Paramedic (NRP), Flight Paramedic-Certified (FP-C), Critical Care Transportation Paramedics, California Paramedic DOT/NHTSA certified EMT instructor, Pediatric Advanced Life Support (PALS), Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Education for Pre-Hospital Providers (PEPP), Special Operations Advanced Tactical Paramedic (SOATP), Air Crewmember Standardization Instructor (Flight Instructor/ Standardization Instructor)

**Brendan McConnachie, Instructor**

Brendan McConnachie has over 9 years of experience in law enforcement, security, investigations, training, program development and armory. As law enforcement officer, Mr. McConnachie worked patrol operations, assisted with investigations and search warrants and collaborated with federal agencies such as the U.S. Marshalls. Mr. McConnachie's security experience includes executive protection, aerospace security, surveillance, plain clothes undercover operations, specialized investigations and operations in foreign countries including Africa and Mexico. Mr. McConnachie is a certified firearms instructor and competition shooter.

**Brandon Palma, Instructor**

Brandon Palma is an Army veteran who served a distinguished career in specialized assignments including Certified U.S. Army Paralegal, Drill Sergeant, Acting Senior Drill Sergeant, and Small Arms and Modern Army Combatives Program Instructor. Mr. Palma has over 15 years supervisory and management experience in the law enforcement, investigation, security, military and training fields. As a decorated law enforcement uniform and plain clothes officer, Mr. Palma served in surveillance assignments, gang and narcotics suppression, parole compliance detail, as well as operations resulting in seizure of narcotics, weapons and violent criminals. Mr. Palma is a nationally recognized certified instructor in firearms, tactical warrants and Defensive Tactics. He has developed policy and training programs for a state-wide fugitive recovery company and managed multiple recovery teams. Mr. Palma holds a Bachelor of Arts in Business Administration and is currently completing coursework for his Masters Degree.

**Gus Pena, Instructor**

Gus Pena has a Bachelor of Science in Business Management. Mr. Pena is a certified Emergency Medical Technician (EMT) and has furthered his studies by completing programs in Paramedic Studies (Didactic and Clinical), Fire Prevention Technology, and Fire Behavior and Combustion. He is a certified Tactical, Strength and Conditioning Facilitator who provides personal, strength and conditioning training to professional boxers. Mr. Pena is a firearms and security operations trainer who manages private security teams and coordinates the transportation of highly sensitive aerospace materials.

## **Administration & Directors**

### **Chris L. Dunn, President and Owner**

Upon his honorable discharge from the United States Army, Chris Dunn entered the private industry. He learned marketing and personnel management, as well as the importance of training and security. Augmenting this experience, Mr. Dunn served as a police officer in Los Angeles County for 20 years. He was a highly decorated officer, receiving national recognition and the Medal of Valor from President Bill Clinton. He worked specialized details including special investigations, training officer and detective. Mr. Dunn is a highly sought-after expert in the areas of use of force and organizational policy. He is certified civilian and law enforcement instructorships and brings a wealth of tactical experience to his courses. In forming Covered 6, Mr. Dunn brings significant security, investigative and business insight to his students. Mr. Dunn has developed the ADAPT program, which is used by universities and exclusive private schools for domestic and international awareness programs.

### **Omar Herrera, Academy Director**

Omar Herrera has over 30 years of executive management experience in professional development, investigative operations, intelligence, surveillance, security and litigation support across the law enforcement, private investigation and corporate sectors. During a vast and decorated 25 year law enforcement career, he successfully investigated hundreds of high profile cases. He worked in a variety of law enforcement capacities including 10 years in undercover assignments, as well as intelligence, homicide, major narcotics and counter-terrorism. Mr. Herrera has worked for and collaborated with numerous agencies including, but not limited to, the Central Intelligence Agency, Federal Bureau of Investigation, Secret Service, Drug Enforcement Administration, U.S. Customs and the California Department of Justice. Mr. Herrera is a court recognized expert in surveillance, undercover operations and narcotics trafficking. His broad experience coupled with his deft bilingual skills afforded him countless opportunities to travel across the United States, Mexico and South America to lend his investigative expertise to agencies throughout the Americas. Following his distinguished law enforcement career, he became a licensed Private Investigator, collaborating with law firms representing major corporations. He has developed extensive worldwide resources and has proven ability to provide consistently quantifiable results. Mr. Herrera holds an Associate's Degree in Administration of Justice, a Bachelor of Science in Occupational Studies and a Masters Degree in Organizational Leadership. Additionally, he holds Supervisory, Advanced and Management certificates from California Peace Officer Standards and Training (POST).

### **Gina Rodriguez, Director of Admissions and Curriculum Development**

Gina Rodriguez has over 16 years experience in the field of education. Mrs. Rodriguez is adept in designing academic programming that is individualized to meet the needs of the student while simultaneously adhering to rigorous standards and objectives. She has extensive knowledge in program development, from inception through successful execution and evaluation. Mrs. Rodriguez is a skilled curriculum designer, trainer, mentor and coach. Augmenting Mrs. Rodriguez' extensive knowledge in the field of education, and as a result of her corporate executive experience, she is well-versed in brand management, public and media relations. Mrs. Rodriguez holds a Bachelors Degree in Education as well as a Masters Degree in Special Education. Additionally, she holds teaching credentials for Administrative Services, Education Specialist in Mild/Moderate Disabilities and Multiple Subjects General Education with Cross Cultural, Language and Academic Development (CLAD) authorization.



### **Carmelina Ruiz, Director of Operations and Chief Financial Officer**

Carmelina Ruiz has over 20 years experience in business management and educational organizations. She managed a medical group for over 10 years, hiring, training and supervising staff. Mrs. Ruiz has also worked in the field of education as a substitute and intervention teacher. Currently, Mrs. Ruiz directs all financial matters related to our institution. Mrs. Ruiz hold a Bachelors Degree in Neurophysiology.

### **Administrative Officials**

Vickie Blackwell, Academy Secretary

Adam Culbertson, Student Services Coordinator

Sabrina Daniels, Academy Secretary

Carmelina Ruiz, Registrar/Veterans Record Clerk/VA Certifying Official

### **Tuition and Fees**

#### **Tuition:**

40-hour Security Officer Training Program: \$1,461 (1 week course)

80-hour Security Officer Training, Armed Program: \$2,971 (2 week course)

200-hour Physical Security Specialist Program: \$12,071 (5 week course)

**Enrollment Fee \$250 (non-refundable):** \$250 is due upon enrollment (\$10 for VA students). The Enrollment Fee is non-refundable after 7 calendar days from date of enrollment or completion of the first day of class, whichever is later.

**State of California License Fee (non-refundable):** There are state application fees associated with obtaining a security guard license. For your convenience, Covered 6 includes these costs in tuition and pays them on your behalf. Once the fee is paid by Covered 6, it becomes non-refundable. The fees are: \$51 for Unarmed Security Guard License and \$82 for Armed Security Guard License.

**Live Scan Fingerprinting Fee (non-refundable):** Students are required by the State of California to have "Live Scan" fingerprints for the background check prior to license issuance to be a security guard. At the time of this catalog publishing, unarmed security guard Live Scan fees are \$123 (\$73 fee for the State and a \$50 rolling fee). Armed security guard Live Scan fees are \$146 (\$96 fee for the State and a \$50.00 rolling fee). The State of California may raise rates at any time without notice. If this occurs, students will be responsible for any increase. Any increase differential between this catalog and actual State fees will be disclosed to students prior to execution of the Enrollment Agreement. For your convenience, Covered 6 includes these costs in tuition and pays them on your behalf. Once a Live Scan fingerprint transaction is submitted to the California Department of Justice, the fees are non-refundable.

**Equipment Fee:** Students are required to have certain equipment in order to successfully complete training at Covered 6. The equipment needed for each Program of Study is listed below. Per the Enrollment Agreement, students understand and agree that equipment issued includes, but is not limited to the following:

**40-hour Security Officer Training Program:** CPR training dummy, handcuffs, pepper spray, tear gas, inert tear gas and first aid materials - TOTAL fee = \$300

80-hour Security Officer Training, Armed Program: CPR training dummy, floor mats, firearms, ammunition, firearms range, Force Options Training Simulator, TASER, handcuffs, pepper spray, tear gas, inert tear gas and first aid materials - TOTAL fee = \$400

200-hour Physical Security Specialist Program: CPR training dummy, floor mats, firearms, ammunition, firearms range, Force Options Training Simulator, TASER, handcuffs, pepper spray, tear gas, inert tear gas, physical training uniforms, TECC Moulage, medical training dummies, vehicles and first aid materials - TOTAL fee = \$1,200

**Student Tuition Recovery Fund Fee (non-refundable):** The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending other schools regulated by the Bureau for Private Postsecondary and Vocational Education. Fees paid to the State Tuition Recovery Fund are non-refundable. Calculated at .0 per \$1000, rounded to the nearest \$1000.

**You must pay the 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 more than 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 taxpayer identification number.

### **Total Costs for Programs of Study**

**40-hour Security Officer Training Program/Standard Occupational Classification #33-9032:**

**TOTAL AMOUNT FOR TUITION, FEES AND SERVICES THE STUDENT IS OBLIGATED TO PAY FOR THIS PROGRAM IS \$2,185.**

*The student is responsible for the following fees and charges prior to the 1st day of training:*

Tuition	\$	1,461
Enrollment Fee (non-refundable)	\$	250
State Application Fees (non-refundable)	\$	51
Live Scan Fingerprints (non-refundable)	\$	123
Equipment Fee	\$	300
STRF Fee (non-refundable)	\$	0
<b><u>TOTAL DUE FOR THE ENTIRE PROGRAM</u></b>	<b>\$</b>	<b>2,185</b>
<b><u>CHARGES DUE UPON ENROLLMENT</u></b>	<b>\$</b>	<b>250</b>
<b><u>CHARGES DUE PRIOR TO 1ST DAY OF TRAINING</u></b>	<b>\$</b>	<b>1,935</b>

**80-hour Security Officer Training, Armed Program/Standard Occupational Classification #33-9032:**

**TOTAL AMOUNT FOR TUITION, FEES AND SERVICES THE STUDENT IS OBLIGATED TO PAY FOR THIS PROGRAM IS \$3,900.**

*The student is responsible for the following fees and charges prior to the 1st day of training:*

Tuition	\$	2,971
Enrollment Fee (non-refundable)	\$	250
State Application Fees (non-refundable)	\$	133
Live Scan Fingerprints (non-refundable)	\$	146
Equipment Fee	\$	400
STRF Fee (non-refundable)	\$	0
<b><u>TOTAL DUE FOR THE ENTIRE PROGRAM</u></b>	<b>\$</b>	<b>3,900</b>
<b><u>CHARGES DUE UPON ENROLLMENT</u></b>	<b>\$</b>	<b>250</b>
<b><u>CHARGES DUE PRIOR TO 1ST DAY OF TRAINING</u></b>	<b>\$</b>	<b>3,650</b>

**200- hour Physical Security Specialist Program/Standard Occupational Classification #33-9032:**  
**TOTAL AMOUNT FOR TUITION, FEES AND SERVICES THE STUDENT IS OBLIGATED TO PAY FOR THIS PROGRAM IS \$13,800.**

*The student is responsible for the following fees and charges prior to the 1st day of training:*

Tuition	\$	12,071
Enrollment Fee (non-refundable)	\$	250
State Application Fees (non-refundable)	\$	133
Live Scan Fingerprints (non-refundable)	\$	146
Equipment Fee	\$	1,200
STRF Fee (non-refundable)	\$	0
<b><u>TOTAL DUE FOR THE ENTIRE PROGRAM</u></b>	<b>\$</b>	<b>13,800</b>
<b><u>CHARGES DUE UPON ENROLLMENT</u></b>	<b>\$</b>	<b>250</b>
<b><u>CHARGES DUE PRIOR TO 1ST DAY OF TRAINING</u></b>	<b>\$</b>	<b>13,550</b>

### **Student Cancellation/Withdrawal from Enrollment**

Students have the right to cancel enrollment in Covered 6. All students shall be refunded 100% of the amount paid for institutional charges, as long as written notice of cancellation is made at the first class session or within 7 calendar days of signing the Enrollment Agreement, whichever is later. Written notice may be delivered by hand or mail. If delivered by mail, the postmark date will serve as the official date of notice. The process for cancellation of enrollment in Covered 6 is as follows:

1. Submit written intention to withdrawal/cancel enrollment to the Director of Operations
2. Student's written submission will be forwarded to the Chief Executive Officer for review
3. Student's Enrollment Agreement will be reviewed by Administration
4. Student will be notified in writing of any financial obligations per Program/Enrollment Agreement

Students who cancel enrollment from a program after the first-class session, shall be entitled to a prorated refund, as defined by the refund policy. However, students will be responsible for any charges Covered 6 has paid on their behalf including Live Scan Fingerprint and Student Tuition Recovery Fund Fees.

### **Refund Policy**

Covered 6 has and maintains a policy for the refund of unused portion of tuition, fees and other charges, in the event a student or veteran fails to enter a course or withdraws, or is discontinued therefrom at any time prior to the completion of a program. The amount charged to the student or veteran for tuition, fees and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course should bear to its total length. A student has the right to withdraw from a program of study at anytime, paying prorated tuition in addition to enrollment fees, used or unreturned equipment fees and other institutional charges, as outlined below. An applicant not accepted by Covered 6 shall be

entitled to a refund of all monies paid.

Students who have completed 59% or less of a program will be entitled to a prorated tuition refund based upon the total program cost, divided by the number of class hours the student attended, or was scheduled to attend, prior to withdrawal. If the student completed 60% or more of the total hours in a program, Covered 6 will retain 100% of the tuition and fees assessed, as explained in the Enrollment Agreement. Guidelines for tuition refunds per training program are listed below. Refunds will be issued within thirty (30) calendar days of receipt of written notice from student regarding withdrawal.

- 40 Hour Security Officer Training Program - no tuition refund after 24 hours of training
- 80 Hour Security Officer Training (Armed) Program - no tuition refund after 48 hours of training
- 200 Hour Physical Security Specialist Program - no tuition refund after 120 hours of training

**Example:** Student paid \$2,185 for the 40 hour Security Officer Training Program, and withdraws on the second day, after 10 total hours of instruction. Student returns equipment in new condition, but was Live Scan fingerprinted. The student is entitled to the following refund:

- A. Student payment: \$2185
- B. Hourly cost of class attendance: \$36.50  
(Tuition divided by the number of hours in the program is  $1461.00 / 40 = 36.50$ )
- C. Tuition due from Student: \$365 (Cost of class attendance multiplied by number of hours completed is  $36.50 \times 10 = \$365$ )
- D. Non-refundable Enrollment Fee: \$250
- E. Credit for State Application: \$51
- F. Non-refundable Live Scan Fingerprints: \$123
- G. Credit for Equipment returned: \$300
- H. Non-Refundable STRF Fee: \$0

**Total refund: \$1,447 (A - C - D - F - H )**

Application of Refund: If any portion of a student's program cost was covered by the proceeds of any loan program, whether privately funded, bank issued or a federal loan, then any refund due will be sent to the lender, according to order of priority. If there is any remaining amount, a refund will be issued to the student. In the event that a student receives a refund check and requires a reissued check, Covered 6 will reissue the refund, less a \$50 fee to cover the costs of processing a new check and cancelling the initial check.

Time elapsed between the last recorded day of attendance and the enrollment termination date will not be included in the refund computation. This applies to any Leave of Absence, as well as any other type of absence. If a student withdraws from a program after being on an approved Leave of Absence, any refund will be calculated from the last recorded date of attendance.

#### **Reimbursement to Veterans and eligible persons**

For information or for resolution of specific payment problems, the veteran should call the Department of Veterans Affairs nationwide toll-free number at 1-888-442-4551.

## **Return of Program Equipment/Materials/Supplies**

If Covered 6 has issued equipment to a student who cancels enrollment in a program, the student must return it to the school in new condition within seven (7) calendar days. If the student fails to return issued equipment, materials or supplies within this time period, or returns equipment in used condition, Covered 6 will deduct the cost of the items from any refund due to the student.

## **Program Cancellation**

If Covered 6 cancels any program, without rescheduling, before the end of the first day of class, the student will be refunded all monies paid within forty-five (45) calendar days. If Program cost was covered by any institution, then any refund due will be sent directly to the lender, according to order of priority. If there is any remaining amount, a refund will be issued to the student.

## **Enrollment Policy**

As a prospective student, you are encouraged to visit the Covered 6 Academy prior to enrollment to discuss your personal, educational and career goals with staff prior to signing an Enrollment Agreement. We will give you a tour of the school and answer any questions you may have. It is an opportunity to ensure that Covered 6, our programs and educational philosophy are the right fit for you, before you make a final decision.

You are also encouraged to review this catalog prior to signing an Enrollment Agreement. You should review the School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement. The Enrollment Agreement is also available at the school or on the internet at [www.covered6.com](http://www.covered6.com).

The Covered 6 student enrollment period is continuous throughout the calendar year, and students may enroll on any day school is in session.

## **Credit Evaluation Policy**

Upon enrollment, students with previous education or training in a course to be pursued may request to be evaluated and given appropriate credit. Evaluation will be based upon a written exam, an oral exam or both. Any credit granted will be recorded on the enrollment record and the length of the program will be shortened proportionally. Additionally, the student and, if the student is a veteran, the Department of Veterans Affairs, will be notified. Covered 6 reserves the right to examine prior education and training records for evaluation and credit consideration.

## **Admission/Entrance Requirements**

To ensure that our students have the best chance for success in the security industry and to take full advantage of the programs at Covered 6, the minimum level of education required is the ability to read, write and follow directions. Although a high school diploma or General Education Development

(GED) certificate is preferred, it is not required for admission into Covered 6. Prospective students who do not hold a high school diploma or GED certificate will be eligible for enrollment into an Academy program upon obtaining a passing score on an independently administered Ability-to-Benefit examination pursuant to section 484(d) of the Higher Education Act of 1965.

Covered 6 will accept testing from Wonderlic Testing Skills (WBST) Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. Covered 6 does not administer this assessment. If a student needs to take this assessment for admissions consideration, it is the student's responsibility to take the exam through a certified assessment center. The student must provide Covered 6 with proof of assessment scores. Covered 6 may refuse admission if the Ability-to-Benefit examination and/or personal interview reveal that the student does not possess the necessary aptitude or motivation to complete the training program selected. As a vocational studies school, the standard general education requirements for English composition, history, science, government and arts do not apply as prerequisites for entry into Covered 6.

If you are at least 18 and do not have a high school diploma, GED or its equivalent, please note that as of July 1, 2012, Ability-to-Benefit students are no longer eligible for Title IV funding through the U.S. Department of Education unless the student was formerly admitted and enrolled in a Title IV eligible institution and is considered to be "grandfathered" under the criteria specified by the Department of Education. This means that a student must have enrolled and attended a Title IV eligible postsecondary institution prior to July 1, 2012, regardless of whether or not the student received Title IV funding.

### **Admission Procedures**

1. Schedule and complete a campus visit
2. Complete an application questionnaire
3. Have a personal interview with an admissions advisor
4. Possess one of the following:
  - High School Diploma or recognized equivalent
  - GED certificate or recognized equivalent
  - Obtain a passing score on the Ability-to-Benefit examination
  - Possess an honorable discharge from the United States Military
5. Complete an Enrollment Agreement and pay the Enrollment Fee

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credit you earn at Covered 6 is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the 40 hour Security Guard, 80 hour Security Guard-Armed or 200 hour Physical Security Specialist program 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 Covered 6 to determine if your certificate will transfer.

## **English as a Second Language (ESL)**

Covered 6 does not offer English as a Second Language programs at this time. All Covered 6 training is conducted in English. Once admitted as a student, you are deemed to have a level of English proficiency necessary to benefit from our programs. Covered 6 does not admit students from other countries, does not host foreign exchange students, provide visa services or vouch for student visas.

## **Instructional Schedules**

Covered 6 courses are offered Monday through Friday, from 9:00 am to 6:00 pm with a one hour lunch break. Exact scheduling will be determined based on specific program selection.

## **Holidays**

Covered 6 observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, as well as Christmas Day.

## **Student Housing**

Covered 6 Academy is a non-residency program. The institution has no responsibility to find or assist with student housing. The closest hotel to the Covered 6 training facility is Courtyard by Marriott, located at 191 Cochran Street, Simi Valley, California, (805) 915-5000.

## **Student Services**

### **Student Advisement**

To help students achieve their fullest potential and make the best use of Covered 6 resources, we offer guidance and counseling, beginning with your admissions interview and continuing throughout your time in our program and beyond.

Your success is our primary goal. Various situations outside of school, such as transportation, jobs, or child care may arise that could jeopardize your ability to complete your studies. Covered 6 staff wants to know about these situations so that we can help you stay on track.

### **Career Development**

From your first day in class, school services are available to assist students with their career development. We provide in-school workshops for resume writing, interview techniques and enhancing customer service skills. Career development resources include:

- Industry and alumni guest speakers
- Career fairs and workshops dedicated to job searches and strategies
- Job listings board maintained and updated weekly
- State Licensing Assistance: Mentor graduates through licensing process
- Internship and externship opportunities



Covered 6 does not guarantee employment or specific job placement to graduates.

## **Federal Financial Aid**

Covered 6 is not accredited by the Department of Education. Students attending non-accredited schools are not eligible for federal student financial aid through the Department of education.

## **Sources of Financial Assistance**

Procuring funding sources for attending Covered 6 programs is the sole responsibility of the student. There are numerous outside resources available to students, who must research, apply for and obtain funding independently. If a student obtains a loan to pay for an educational program, the student is responsible to repay the full amount of the loan, plus interest. Covered 6 does not directly offer any private loans, grants or other financial aid to students.

Students may seek financial assistance through sources such as third-party loans, employer reimbursement, Veterans Assistance, community groups and private organizations that offer scholarships and special awards.

### **Corporate Reimbursement Benefits**

An employed student may be eligible for tuition reimbursement through employer benefit programs. Employer reimbursement amounts vary and are usually made payable directly to the student upon receiving a program schedule, tuition invoice and official proof of passing grades. With this type of assistance, students must pay the costs of their education as directed in the Enrollment Agreement and seek reimbursement from the corporate source. All payments must be made in accordance with the school's financial policies and procedures.

### **Division of Vocational Rehabilitation**

The Division of Vocational Rehabilitation provides services and financial assistance to students with certain disabilities. For more information, contact the local Division of Vocational Rehabilitation.

### **Workforce Investment Act (WIA)**

The Department of Labor may provide services and financial assistance to individuals who are participating in their training programs. To learn more, contact the local community Department of Labor or research the internet at [www.edd.ca.gov](http://www.edd.ca.gov).

### **Community Organizations**

Many charities, community, civic and religious organizations offer grant and scholarship opportunities to help students finance their education, if they meet certain specific eligibility criteria. Students should research and inquire with local community organizations.

### **Private Organizations**

Students may seek financial support through donations and scholarships from private clubs, businesses and cultural organizations. Students may also ask parents, relatives and friends to help support their decision to return to school.

### **Student Loans**

If you secure a student loan to pay for a program at Covered 6, you are responsible to pay for the original amount of the loan, plus any interest. If a student defaults on any loan, the following may occur: The federal or state government or a private loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **Federal Privacy Act Disclosure**

The Federal Privacy Act of 1974 requires Covered 6 to notify students that their social security number may be disclosed under certain circumstances. Social security numbers are used to verify student identity, process awarded funds, collect funds and track individuals who have borrowed funds from federal, state or private programs.

## **Emergency Response**

Should a student fall ill or become injured while on school premises and/or is unable to determine their own level of care needs, Covered 6 staff will render aid, up to and including contacting the appropriate emergency personnel by calling 911.

## **Licensing Requirements**

The California Department of Consumer Affairs (DCA) through the Bureau of Security Investigative Services (BSIS) requires that any person desiring to work as a security guard in the State of California must obtain a license. Only a BSIS approved security training school may provide the training required for the license and administer the test required to obtain the license. Covered 6 is licensed by the DCA/BSIS. The school license number is 1349. Covered 6 is also authorized to teach under a Private Patrol Operators License issued by the DCA/BSIS. The PPO license number is 17387.

Per BSIS requirements, guards must complete a course in exercising Powers of Arrest prior to being assigned to a duty location. Guards shall complete not less than 32 hours of training in security officer skills within six months from the date the registration card is issued. Sixteen of the 32 hours shall be completed within 30 days from the date the registration card is issued.

1. Achieve a 100% score on the examination to successfully complete the course (Title 16, California Code of Regulations Section 628). Trainees who fail the final examination may restudy their weak areas and try again.
2. Be at least 18 years of age
3. Undergo a criminal history background check through the California Department of Justice and the Federal Bureau of Investigation
4. Pay the required state fees for licensure

A Live Scan fingerprint service will be provided to students who reside in California. Students may submit the paperwork to obtain a Guard Card and begin the placement process, upon graduation. Covered 6 will issue a certificate upon satisfactory completion of a required course.

## Background Check

The application to become a licensed security officer or armed security officer requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any state, local jurisdiction or any foreign country in order to determine eligibility to become a security officer.

Individuals who have been convicted of a crime should contact BSIS to determine if the conviction would prohibit working as a security officer before signing an Enrollment Agreement. It is the student's responsibility to determine if any past criminal convictions will prevent obtaining the required state license. For more information on where to inquire, an individual should contact:

Bureau of Security Investigative Services  
[www.bsis.ca.gov](http://www.bsis.ca.gov)  
 (916) 322-4000  
 (916) 575-7289 (fax)  
 P.O. Box 980550  
 West Sacramento, CA 95798

California Department of Justice  
[www.doj.ca.gov](http://www.doj.ca.gov)  
 (916) 322-3360  
 (916) 323-5431 (fax)  
 P.O. Box 944255  
 Sacramento, CA 9424

## Potential Earnings

As with any career, the amount of potential income earned in the security field is directly related to the amount of effort applied by an individual. Minimum effort will result in minimum earnings, while maximum effort may lead to higher levels of compensation.

Earning potential is dependent upon many factors including ability to communicate, present professionally, develop great security related skills, interpersonal skills and maintain a positive attitude. The Covered 6 curriculum is designed to teach students these skills to help them obtain licensing and an entry level position upon graduation, but the effort students put forth is an independent variable. In addition to the above considerations, earning potential depends upon work location, industry competition, the discretion of your employer and/or position held. Finally, since earnings are dependent on the economy and other factors, Covered 6 cannot and does not make any claims or guarantees about the salary or wages that may be earned after completing designated programs.

Please see the Covered 6 School Fact Performance Sheet which provides outcomes for the educational programs we offer. The School Performance Fact Sheet contains wage and salary data for particular careers. Salaries range for these positions, depending on certification level, training and experience, from approximately \$10.50 to \$50 hourly. Data from the US Department of Labor, Bureau of Labor and Statistics, which provides wage data by area and occupation, is available at [www.bls.gov/bls/blswage.htm](http://www.bls.gov/bls/blswage.htm).

## Library Resources

During normal business hours, Covered 6 provides students with access to security industry related

books and reference materials. While not a lending library in the traditional sense, students who would like to learn more on a given security industry topic may utilize a variety of resources while on campus. These items may not be removed from the premises. Covered 6 also allows students to utilize the internet to search for jobs and conduct security industry related research. Internet research may be conducted during business hours. No access code will be required to use the dedicated internet computer, which is provided on a first-come, first-served basis.

A representative sampling of text based materials in the library are as follows:

- California BSIS Firearms and Security Guard Training Manuals
- National Rifle Association Firearms Training Manual
- CA Rangemaster Association Firearms Training Manual
- Los Angeles Police Department Firearms Training Manual
- Covered 6 Security and Krav-Maga Defensive Tactics Training Manuals
- NAEMT LEFR Medical Response Handbook

### **Equipment Utilized**

Covered 6 maintains state-of-the-art training equipment. Our facility includes two classrooms and an indoor tactical training center. We are permitted to utilize Universal Training Munitions (UTM) to foster tactical training involved in more advanced security issues.

We are one of the only private training facilities to have a "Force Option Simulator" that tests shooting marksmanship and judgment. In addition to simulated activities, we have a vast array of inert training weapons (Air soft and paintball), impact weapons (batons), handcuffs, tear gas (inert), TASERS and all other training equipment required for security guards. We utilize projectors to assist our live instruction. This equipment is employed to ensure all guards utilize it in training. In addition, computer technology and internet resources are used to vary learning experiences for each student. Covered 6 also utilizes: CPR training dummy; floor mats, firearms/ammunition and a firearms range.

### **Programs of Study**

Covered 6 offers an exciting variety of training programs for the security industry. Whatever path you choose, Covered 6 can help you realize your career goals. This section describes courses involved in three program offerings so that you may select the one most suitable to meet your career goals.

The one-week basic **40 hour Security Officer Training Program** provides the opportunity for the graduate to become an unarmed licensed security guard in the State of California.

The two-week **80 hour Security Officer Training, Armed Program** contains curriculum to become a licensed security officer within the State of California, with additional required training to become armed.

The five-week **200 hour Physical Security Specialist Program** is an advanced training course with dual purpose. This training course qualifies students to be hired as both an armed or unarmed security officer in California. It includes additional advanced training to assist with becoming a personal security guard or executive protection security guard. Specifically, it includes sought after medical certifications and skills dealing with more advanced security concepts. It is the ultimate offering to provide all the

possible educational courses related to the professional security sector in this intensive course of study. A graduate from this program will have a distinct advantage during hiring interviews and advanced training for a wide variety of sectors in the industry.

### Program Descriptions

Students must attend and complete an entire program for full credit. A student that successfully completes individual courses will be awarded a certificate of completion for those courses, even though they do not complete the entire program. General education units are not required for the programs at Covered 6 Security Academy. Courses will be taught on a schedule of 8 hours of instruction per day.

#### **C6SG001 - Security Officer Training Program | 40 Hrs | 1 Week - Department of Labor, Bureau of Labor Statistics Standard Occupational Classification 33-9032**

This training program qualifies a student to be hired as an unarmed security officer in California.

<b>CLASS</b>	<b>CLASS NAME</b>	<b>HOURS</b>
C6SG 100	Powers of Arrest / Basic Security Officer Training	4
C6SG 101	Liability and Legal Aspects	4
C6SG 103	Basic First Aid/CPR/AED	4
C6SG104	TASER Operator	2
C6SG 105	Handcuffing Techniques	2
C6SG 108	Chemical Agents	2
C6SG 109	Observation and Documentation	4
C6SG 110	Vehicle Patrol Concepts and Tech - Driver's Safety	2
C6SG 111	Powers of Arrest - WMD /Terrorism and Awareness	4
C6SG 112	Force Options Simulator	1
C6SG 117	Public Relations	4
C6SG 118	Handling Difficult People	2
C6SG 114	Communication	4
C6SG 123	Career Development	1
	<b>TOTAL</b>	<b>40</b>

**C6SG002 – Security Officer Training, Armed Program | 80 Hrs | 2 Weeks - Department of Labor, Bureau of Labor Statistics Standard Occupational Classification 33-9032**

This training program qualifies a student to be hired as both an unarmed or armed security officer in California.

<b>CLASS</b>	<b>CLASS NAME</b>	<b>HOURS</b>
C6SG 100	Powers of Arrest / Basic Security Officer Training	4
C6SG 101	Liability / Legal Aspects	4
C6SG 103	Basic First Aid/CPR/AED	4
C6SG104	TASER Operator	2
C6SG 105	Handcuffing Techniques	2
C6SG 108	Chemical Agents	2
C6SG 109	Observation and Documentation	4
C6SG 110	Driver Safety	2
C6SG 111	Powers of Arrest - WMD and Terrorism Awareness	4
C6SG 112	Force Options Simulator	1
C6SG 117	Public Relations	4
C6SG 118	Handling Difficult People	2
C6SG 114	Communication and its Significance	4
C6SG 123	Career Development	1
C6SG 102	Firearms Training (covers BSIS Cert Course)	16
C6SG 106	Arrest and Control	12
C6SG 115	Crowd Control	4
C6SG EP1	Introduction to Executive Protection	8
	<b>TOTAL</b>	<b>80</b>

**C6SG003 - Physical Security Specialist Program | 200 Hrs | 5 Weeks - Department of Labor, Bureau of Labor Statistics Standard Occupational Classification 33-9032**

This training program qualifies a student to be hired as both an armed or unarmed security officer in California. Advanced courses provide industry training for career enhancement.

<b>CLASS</b>	<b>CLASS NAME</b>	<b>HOURS</b>
C6SG 100	Powers of Arrest / Basic Security Officer Training	4
C6SG 101	Liability and Legal Aspects	4
C6SG 103	Basic First Aid/CPR/AED	4
C6SG104	TASER Operator	2
C6SG 105	Handcuffing Techniques	2
C6SG 108	Chemical Agents	2
C6SG 109	Observation and Documentation	4
C6SG 110	Vehicle Patrol Concepts and Tech - Driver's Safety	2
C6SG 111	Powers of Arrest - WMD /Terrorism and Awareness	4
C6SG 112	Force Options Simulator	1
C6SG 117	Public Relations	4
C6SG 118	Handling Difficult People	2
C6SG 114	Communication	4
C6SG 123	Career Development	1
C6SG 102	Firearms Training	16
C6SG 106	Arrest and Control	12
C6SG 115	Crowd Control	4
C6SG EP1	Introduction to Executive Protection	8
C6SG 107	Workplace Violence / Active Shooter Response	4
C6SG 113	Courtroom Testimony	4
C6SG 116	Basic Investigations	4
C6SG 119	Radio Procedures	2
C6SG 120	Parking and Traffic Control	2
C6SG 121	Supervision of Security Officers	4
C6SG 122	Officer Safety	4
C6SSP 200	LEFR (Law Enforcement First Responder)/TECC	16
C6SSP 201	Defensive Tactics 1&2 - Controlling Subjects	16
C6SSP 202	Crossing Guard	4
C6SSP 203	Imminent Threat Scenario	4
C6SSP 204	IED Recognition	4
C6SSP 205	Crime Scene Preservation	4
C6SSP 206	Interviews and Interrogations	4
C6SSP 207	SPOT (Security Control Observation Tactics)	4
C6SSP 208	Baton Training	4
C6SSP 209	Surveillance and Counter	16
C6SSP 210	Dealing with Protesters	4
C6SSP EP2	Executive Protection Level 2	8
C6SSP EP3	Executive Protection Firearms	8
	<b>TOTAL</b>	<b>200</b>

## Course Descriptions



### **C6SG 100 POWERS OF ARREST / BASIC SECURITY OFFICER TRAINING - 4HRS**

This course fulfills a portion of the California Basic Security Officer training requirements set forth by the State of California for licensure. It is 4 hours in length and students are expected to participate in the lecture, discussion and skills portions. This class prepares the student to act as a security guard, provide aid and summon appropriate resources, as needed.

The course covers the following topics:

- Responsibilities and ethics in citizen arrest
- Relationship between a security guard and a peace officer in making an arrest
- Limitations on security guard power to arrest
- Restrictions on search and seizure
- Criminal and civil liabilities; personal liability and employer liability
- Misdemeanors and felony crimes
- Ethics and communications
- Emergency response, including response to medical emergencies

Course is taught via live classroom instruction by one instructor. Requires a computer and a projector. There is a final written test. This course is taken in conjunction with C6SG 111 WMD/TERRORISM AWAERNESS.



### **C6SG 101 LIABILITY AND LEGAL ASPECTS – 4 HRS**

This portion of instruction covers the important legal and liability aspects related to the security industry. An employer, a security specialist, and in some cases a client all have vicarious liability. It is crucial that a security specialist understand the legal ramifications of his or her actions.

Topics covered include:

- Criminal Liability
- Civil Liability
- Justice System
- Laws and Regulations
- Case Studies
- Use of Force
- Organizational Impacts
- Federal vs State

Course is taught via live classroom instruction by one instructor. Requires a computer and a projector. There is a final written test.

### **C6SG 102 FIREARMS TRAINING - 16 HRS**

This course consists of 16 hours of BSIS approved training. The State of California requires all security guards who are armed to be readily familiar with the concepts behind the use of deadly force.

The instructors are subject matter experts in the use of force and present discussion with the students to make them confront the legal, moral, physical and psychological effects associated with deadly force.

All candidates will be required to lawfully possess a firearm in California, be a U.S. Citizen or have permanent legal alien status and pass a California background check. Firearm ownership is not a requirement to pass this course.



The course will focus on the use of deadly force, safe firearm manipulation, holstering, presentation, marksmanship and survival mindset. This class has a written final exam and a skills test involving the use of a firearm. Requires a holster, ammunition, eye/ear protection and is taught with a minimum of one instructor. A certificate of training will be issued upon successful completion of this class.

### **C6SG 103 – BASIC FIRST AID | CPR | AED - 4 HRS**

The modern security officer is faced with several situations that require specialized training and response. In fact, one of the most common duties of a security specialist is the response to medical related emergencies. Almost all professional security employers require a certified course in basic lifesaving and Cardiopulmonary Resuscitation (CPR).



This Covered 6 course is the American Heart Association's certified program, which provides students with the basic lifesaving skills in response to blood loss, head trauma, shock, heart attack, heat injuries and stroke.

This course contains two hours of classroom instruction and two hours of practical exercises, as well as a written final exam. Successful completion results in an official certificate and card good for two years. First aid books, computer presentations, AED, medical supplies and CPR dummy are used.

### **C6SG 104 - TASER OPERATOR - 2 HRS**

This training course consists of 4 hours authorized by TASER International. It includes the tactical approach, communication, and advantages and disadvantages of using an electronic control device. Heavy emphasis will be placed upon effective communication and legal limitations. This class is taught to the California law enforcement standard because Covered 6 is an authorized trainer of TASER International.



Students will be provided the use of a TASER and will be provided a training cartridge and target. Students will be required to deploy the TASER safely and accurately hit a training target. Additionally, this course incorporates providing specific first aid techniques after TASER use.

The class is taught by at least one instructor and a safety officer. A written final exam is supplied by TASER International. A certificate of completion from Covered 6 and TASER International will be issued to the student upon successful completion.

## **C6SG EP1 – INTRODUCTION TO EXECUTIVE PROTECTION - 8 HRS**

This course of instruction consists of classroom and hands-on techniques. The class consists of lecture material, video presentation, hypothetical scenarios and role-play between instructors and students.

Students receive instruction on how to work a greeting line, vehicle tactics for ingress/egress, client safety, escorting protected principal on foot, basic defensive tactics, safe handcuffing and interacting with law enforcement.

Executive protection services abroad are also covered. This is an 8-hour course. It is taught by 2-3 instructors. There is a written final exam. Upon completion, a certificate will be issued to the student.



## **C6SG 105 – HANDCUFFING TECHNIQUES - 2 HRS**

Handcuffs are the tool most often used by officers, yet training is often overlooked or not addressed. Studies indicate that a great number of individuals resist arrest/detention. All too often the result is injury to officers or subjects.

This course focuses on subject control, handcuffing and searching, from security specialist point of view, and addresses the training need in defensive tactics. Topics include nomenclature, guidelines, handcuffing the resistive, non-resistive and aggressive subject, as well as handcuffing from the standing, kneeling and prone positions, removing handcuffs and the use of contact/cover officers. The benefits to this training program are a reduction in officer/subject injury, reduced exposure to civil/criminal liability, reduced worker's compensation claims and increased officer and security personnel safety.



Emphasis will be placed on proper technique. Legal aspects for improper application and use of handcuffs will be covered. The student will be required to furnish their own handcuffs and will use them in the class to repetitively apply and remove them until proficiency is established. The class is taught using a 5 to 1, student-to-teacher ratio.

There is a written exam and upon successful completion, a certificate will be issued to the student.

### **C6SG 106 – ARREST AND CONTROL - 12 HRS**

This course is designed for security officers of all sizes, strength, fitness and skill levels. This class will consist of eight hours of hands-on training and students will be taken to the wrestling mats during this class. Casual clothing including fully enclosed shoes with socks are required for this course.

This course will teach unarmed defensive tactics designed for close quarter violent encounters, where the security officer has no other choice but unarmed self-defense. Students will be trained on how to use effective non-lethal defensive tactics in a reasonable manner, within generally acceptable use of force guidelines.



The techniques taught combine elements of law enforcement, Krav-Maga and other martial arts into an easy-to-learn reactive skill set of defensive tactics that are efficient and adaptable.

This practical-based course will increase student skills and confidence in dealing with resistive subjects. The techniques taught are acceptable in court and subjects can be effectively controlled in a humane manner with minimal potential for injury. These skills can be effectively used by any security officer, regardless of size, gender or age. Upon successful completion, a certificate will be issued to the student.

### **C6SG 107 – WORKPLACE VIOLENCE/ACTIVE SHOOTER RESPONSE - 4 HRS**



The course consists of classroom instruction, as well as hands-on situational role play. Students will be taught about the history of workplace violence throughout the world and will be given Department of Homeland Security response protocol training.

Emphasis on identifying problems prior to presentation, managing law enforcement response and evacuation of employees will be covered. This is a 4-

hour course designed to provide basic emergency response principles and practices for unarmed and armed security guards.

This class utilizes a single instructor for lecture and involves role play with multiple instructors. All materials are supplied. There is no written final exam and upon successful completion a certificate will be issued to the student.

## **C6SG 108 – CHEMICAL AGENTS / PEPPER SPRAY TRAINING / CERTIFICATION - 2 HRS**

The course consists of classroom instruction that includes the history and theory of aerosol-based defense weapons. Legal aspects of escalation and de-escalation in the use of force are covered, as well as proper verbalization and deployment of the weapon system.

There is a specific curriculum dedicated to the proper legal, moral and ethical use of such devices. Additionally, students are taught the proper first aid techniques after the weapon is deployed to minimize criminal and civil liability.

Some topics include, but are not limited to:

- Post OC spray considerations
- How to use OC Pepper Spray
- Types of delivery systems
- OC warnings & tips
- Awareness of liability & risks
- Agency policies and procedures
- Lawful use of force and self-defense
- Subject actions & officer actions and factors
- Concentration/Percentage of OC
- Physiological symptoms vs psychological symptoms



Each student is required to participate in the practical application of an inert tear gas canister. This class is taught with a 1-to-5, teacher-to-student ratio. Inert tear gas will be provided.

Upon successful completion of this course, a certificate and training card will be issued to the student. Students are required to have this card in possession if carrying tear gas or pepper spray while working as a security guard. A written final exam is required.

## **C6SG 109 – OBSERVATION AND DOCUMENTATION - 4 HRS**

As a security officer, the ability to communicate effectively in a written format is the cornerstone of limiting employer liability. A properly written security report will assist the District Attorney with case filing and jury presentation.

This course will teach students how to write reports to a law enforcement standard. Emphasis will be placed on using descriptive and detailed writing in chronological order. Students will experience and participate in simulated courtroom testimony as part of this process.

In addition to report writing for courtroom testimony, students will receive legal updates as it relates to the security and public safety industry.

This course is taught by an instructor who utilizes various methods. All necessary equipment is

provided. There is a final written examination and upon successful completion a certificate will be issued to the student.

### **C6SG 110 – VEHICLE PATROL CONCEPTS AND TECHNIQUES (Driver’s Safety) - 2 HRS**

This course consists of classroom discussion on patrol techniques and theories. Students will be introduced to expectations in a patrol environment. Security Officers in a vehicle need to learn how to hone their observation skills and be vigilant, while simultaneously being mobile.

Mobility brings issues of safety, vehicle tactics and significantly more liability. Legal aspects including officer safety, liability and the tactical response will be the cornerstone of this course. This course is taught in a lecture format by an instructor.

A supplied vehicle may be used to demonstrate certain principles. There is a written final examination and upon successful completion, a certificate will be awarded to the student.

### **C6SG 111 - WMD/TERRORISM AND AWARENESS - 4 HRS**

The State of California has recognized that security guards are the frontline of terrorism prevention. California requires security guards to be well-versed in terrorism and prevention. This curriculum involves a workbook and video produced and presented by the State of California. Live classroom discussion will engage students and provide them with the proper mindset to become useful assets in the war against terrorism.

This class is taught by a single instructor and involves computer, video and live instruction. A State approved textbook is used during instruction. Upon successful completion, a certificate will be awarded to the student. This class is required to be taken in conjunction with the Powers of Arrest Course in order to be eligible for the State security guard examination and licensing.

### **C6SG-112 – FORCE OPTIONS SIMULATOR CLASS (Practical) - 1 HRS**

Decision making for security guards is important to ensure the job is done in the manner prescribed by the State of California. This class involves discussion on deadly force application. Students are placed into a computer firearms training simulator. Student interact with life-sized scenarios and debrief their decisions with a use of force instructor. This class is a minimum of 2 hours. Force-on-force scenarios are also conducted in the training facility to give the student a real-life decision-making experience.

All materials are provided and the class is taught live by an instructor who guides the student through the force decision making process. There is no written final examination. Upon completion, the student will be issued a certificate.

### **C6SG 113- COURTROOM TESTIMONY - 4 HRS**

Every security officer serves as a witness to incidents. The cornerstone of a security officer is to observe and must be able to report their observations in a court of law.

Many security officers are never trained on the legal system and related expectations. First experiences come from receiving a court subpoena and sitting on the witness stand, which can result in disaster.

Covered 6 has developed a program designed by former prosecutors and current practicing defense attorneys. Current and retired judges also relate their knowledge and expertise.

This course covers what to expect from the time a subpoena is received to what types of questions may be asked on the witness stand. Students are taught about the roles of the prosecutor and the defense attorney, as well as how to speak to the jury. A mock trial occurs wherein students are sworn in as witnesses and testify. This course has a written test. A certificate will be issued upon successful completion.

#### **C6SG 114 – COMMUNICATION - 4 HRS**

This course provides training in the vital art of relating information under stressful emergencies. The aspects of both internal and external transmissions are covered. It is essential that security specialist provide clear and concise information to first responders, medical personnel, law enforcement and other city services.

This class is taught by one instructor and is a combination of classroom and hand on radio training.

#### **C6SG 115 – CROWD CONTROL - 4 HRS**

Security officers work at various venues and locations. Some venues may include nightclubs, music concerts and major carnivals or festivals. These locations involve crowds of people who may become unruly.

Students in this course will be taught how to recognize early signs of trouble and learn how to develop proper dispersal and crowd control plans. The curriculum also includes instruction on how to effectively communicate the issues to the employer and responding law enforcement. This class has a written exam. Upon successful completion, a certificate will be issued.

#### **C6SG 116 – BASIC INVESTIGATIONS - 4 HRS**

Security specialists have legal rights to detain, investigate and arrest suspects who shoplift, or commit other conspiratorial crime. This is a technical area of law that security specialists need to understand in depth such as preservation of evidence, witness statements and documenting crime scene. This course provides instruction on when to obtain a statement from a suspect, when to notify law enforcement and burden of proof issues to achieve successful prosecution. More advanced report writing techniques are incorporated into this course. The class provides insight from experienced investigators who have worked in the law enforcement and loss prevention industries. This class has a written exam. Upon successful completion, a certificate will be issued.

**C6SG 117 – PUBLIC RELATIONS - 4 HRS**

Good communication is critical to the security business. Often, the security officer is the only person with whom a client or visitor has contact. Security officers act as conduits to apply rules and regulations and help organizations function more efficiently. Security officers must also assume an enforcement role. To do this effectively and harmoniously they must be adept at interpersonal relations.

Course topics include, but are not limited to:

1. Guest/Visitor treatment
2. Staff/employee treatment
3. Media interaction - maintaining awareness and professionalism at all times
4. How to manage incoming calls - important information to attain from callers
5. Communication with emergency personnel

There is a written exam for this course. Upon successful completion, a certificate will be issued.

**C6SG 118 – HANDLING DIFFICULT PEOPLE - 2 HRS**

This class will instruct students on dealing with uncooperative and difficult people using verbalization as a tool. Communication skills will be emphasized and the concepts of de-escalation and “verbal judo” will be demonstrated. Effective communication skills will assist the security officer in their day-to-day interaction with people. Basic psychology of communication and logical argument will be incorporated into this class. There is no exam. Upon completion of this class, a certificate will be issued.

**C6SG-119 RADIO PROCEDURES - 2 HRS**

Security officers need to know proper radio etiquette. This class covers nomenclature used in the security industry. In addition, it covers the FCC rules and regulations for proper legal radio transmissions. Practice radios are provided, and a certificate is awarded upon successful completion and demonstration of basic radio broadcast traffic.

**C6SG-120 PARKING AND TRAFFIC CONTROL - 2 HRS**

Security Officers often work in parking lots and venues that require knowledge and skill in parking client vehicles. Whether a concert venue or on private property, the security officer must know how traffic patterns flow, to keep things moving smoothly. This class will cover the common traffic flow issues and parking problems associated with any given venue. Safety will be emphasized as well as pre-planning and efficiency. A certificate will be presented upon successful completion.

**C6SG-121 SUPERVISION OF SECURITY OFFICERS - 4 HRS**

Security officers may be promoted to supervisory positions. This course will teach how to properly manage the risk of employee supervision. Topics include scheduling, day-to-day supervision, how to conduct pre-shift briefings, present safety bulletins, provide, roll-call training, writing performance evaluations and client interaction.



Topics include, but are not limited to:

- Role of a leader
- Characteristics of a manager
- Balancing safety and compliance
- Customer services model
- Scheduling
- Employee interviews
- Reporting and counseling
- Local and federal laws
- Promoting excellence

### **C6SG 122 - OFFICER SAFETY – 4 HRS**

This block of instruction covers the importance of safety during contacts with the public and potentially dangerous persons. This type of knowledge can only come with experience from a seasoned officer.

Topics and principals include:

- Threat Assessment
- Scene Safety
- Personal Protective gear (PPEs)
- Spatial Awareness
- OODA Loop
- Cycle of Attack
- Recognizing Danger

Course is taught by a former law enforcement officer with years of experience developing safety programs for dealing with violent encounters.

### **C6SG 123 – CAREER DEVELOPMENT - 1 HRS**

In this course, students learn to develop a career plan with a corporate based Strengths, Weakness, Opportunities and Threats (SWOT) analysis to determine key areas for professional focus. Pitfalls and misconceptions about a career in the security field, including salary expectations and career benchmarks are also included.

The importance of constant development will be emphasized. With proper training and guidance, students understand that the security industry can be a fulfilling and exciting career.

## **Physical Security Specialist Program - Additional Courses**

### **C6SSP 200 - LAW ENFORCEMENT FIRST RESPONDER/TECC - 16 HRS**

LEFR teaches public safety officers including law enforcement, firefighters, and other public safety-first responders the basic medical care interventions that will help save an injured responder's life until EMS practitioners can safely enter a tactical scene.

It combines the principles of Pre-hospital Trauma Life Support (PHTLS) and Tactical Combat Casualty Care (TCCC), and meets the recommendations of the Hartford Consensus document and Tactical Emergency Casualty Care (TECC) guidelines.

Upon completion of the course, students will:

- Understand immediate steps for hemorrhage control (including external hemorrhage control, direct pressure and wound packing, early use of tourniquet for severe hemorrhage, internal hemorrhage control by rapid evacuation, and transportation to major hospital/trauma center
- Demonstrate the appropriate application of a tourniquet to the arm and leg
- Describe the progressive strategy for controlling hemorrhage
- Describe appropriate airway control techniques and devices
- Demonstrate the correct application of a topical hemostatic dressing (combat gauze)
- Recognize the tactically relevant indicators of shock



This course is certified by the National Association of Emergency Medical Technicians and a recognized certificate will be issued upon completion.

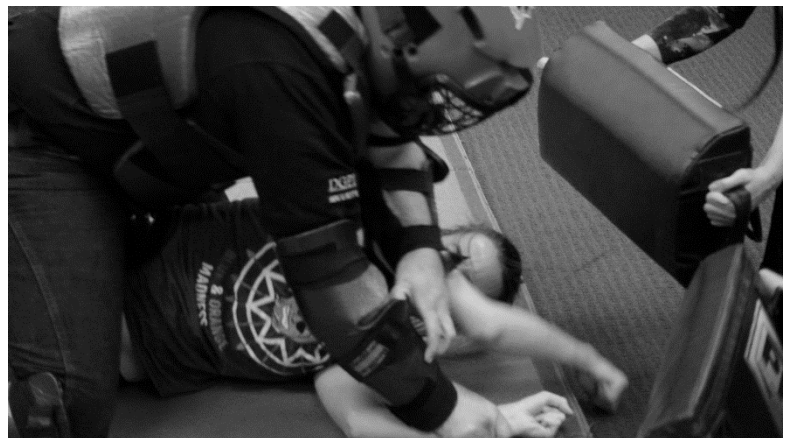
### **C6SSP 201 - DEFENSIVE TACTICS 1 & 2 – Controlling Subjects - REDMAN - 16 HRS**

The core of the Covered 6 security defensive program is our integrated Use of Force model and non-pain compliance techniques. This is the foundation of the Covered 6 public safety Defensive Tactics program.

An officer who is secure in their ability to protect themselves operates with increased confidence and clarity, allowing them to select the appropriate force option, should the need arise.

The integrated Use of Force model teaches students to scale their Use of Force appropriately, choosing the right force option. Topics include, but are not limited to:

- Positions of advantage
- Field Interview stance
- Defensive blocks and counters
- Edged weapons defense and weapons retention
- Firearms defense and disarming
- Physical escorts



- Two-man takedowns
- Restraining and holds
- Team takedowns or swarm techniques
- De-escalation and resetting
- Ground defense

This Level 2 course is scenario-based, practical training that includes de-escalation review. It also includes advanced techniques for third party protective details and directional threat responses. The techniques and principles taught are used by law enforcement, military and security personnel all over the world. This is a physical hands-on class that continues the education of the students and emphasizes control and expertise when using physical force.

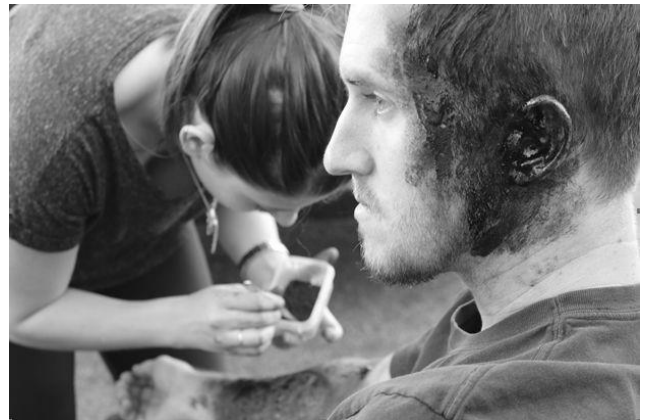
### **C6SSP 202 – CROSSING GUARD - 4 HRS**

This course explains and demonstrates hand signal techniques to smoothly move and manage traffic. It emphasizes safety concerns for pedestrians, vehicles and the security officer. A training video is used. Topics include, but are not limited to:

- Traffic control objectives
- Proper hand signals
- Traffic wands
- Maintaining high visibility
- Safety techniques
- Pedestrian control
- Parking management
- Controlling 3 and 4-way intersections
- Traffic whistle signals

Students will have the opportunity to conduct simulated traffic control and direction at the Covered 6 training facility.

### **C6SSP 203 - IMMEDIATE THREAT SCENARIO - 4 HRS**



The Department of Homeland Security recommends that a complete training course includes academic and hands-on training to ensure thorough understanding of emergency procedures under stress.

The Imminent Threat Scenario course is a realistic approach to training and provides a simulated

emergency setting with life-like environmental stimuli. This training will prepare students for a real-world response. The scenario event will also provide students opportunities to work collaboratively to solve difficult problems and make team decisions.

There is no better training than stress inoculation and realism for security specialist to better respond to the real thing.

#### **C6SSP 204 - IED RECOGNITION - 4 HRS**

The Improvised Explosive Device (IED) Recognition Course teaches students how to identify explosives and explosive devices at security checkpoints. Worldwide terrorist activities have increased dramatically. One weapon of choice is the IED. Detecting IEDs is a critical part of a profession responsible to conduct screenings.



Training is the most important element in effective detection of IEDs. This training course examines the dangers posed by Improvised Explosive Devices, provides essential instruction on basic IED components and identifies how the screening process aids in the detection of IEDs and IED components.

This course is taught by a current instructor for the Department of Homeland Security TSA and former military Explosive Ordnance Disposal (EOD) expert who bring real world experience from direct contact and disposal of IEDs in the field.

#### **C6SSP 205 - CRIME SCENE PRESERVATION - 4 HRS**

Often a security professional is the first responder to a crime scene. A responding security officer must know how to secure/protect a scene and assist law enforcement with processing evidence.

Course topics include, but are not limited to:

- Legal aspects
- Safety of the scene
- Access control
- Searching for evidence
- Documentation, collection and preservation of evidence
- Photographs
- Diagrams
- Reporting

This course will include a crime scene practicum to provide hands-on training in a simulated environment.

### **C6SSP 206 - INTERVIEWS AND INTERROGATIONS - 4 HRS**

There is a significant difference between an interview and interrogation. It is important that a security professional understand the distinctions between the two. Through this course, students will learn these differences and gain skills in executing interviews and interrogations.

Topics will include:

- Preparation
- Assumptive questioning
- Open ended questions
- Body language
- Interviews
- Interrogations
- Accusatory or confrontational techniques
- Non-accusatory or non-confrontational
- Confrontational interviews
- Listening importance
- Notetaking

### **C6SSP 207 - SECURITY PATROL OBSERVATION TACTICS (SPOT) - 4 HRS**

This course was developed by law enforcement personnel to help security professionals observe criminal activity before it happens. The same program was adopted by the Department of Homeland Security to help spot potential terrorist passengers based on behavior.

The course will demonstrate and cover criminal behavioral patterns during the planning and implementation stages of crimes. There will be strong emphasis on knowing the differences of behavior patterns to avoid racial profiling and discrimination.

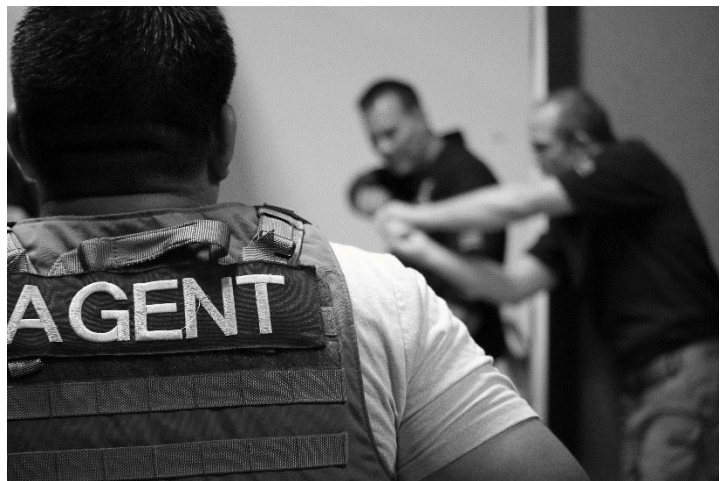
### **C6SSP 208 - BATON TRAINING - 4 HRS**

The baton is considered a deadly weapon and specialized training is required prior to deployment in a security capacity. Moral and legal aspects of baton use must be adhered to and training must be provided in a professional setting.

This course will provide students with training necessary to be certified in the use of impact weapons with a strong emphasis on de-escalation and deployment avoidance.

Course topics include, but are not limited to:

- Issues with the use of deadly force
- Baton related dynamics



- Fundamentals of baton handling
- Strike/Target zones
- Stances and grips
- Defensive techniques
- Familiarization with baton types/models
- Control techniques

A specially licensed instructor will teach this class and a certificate will be issued under the governing authority for State Standards.

#### **C6SSP 209 – SURVEILLANCE AND COUNTER - 16 HRS**

Surveillance opportunities for security personnel exist throughout the security industry. Knowing how to conduct professional surveillances can enhance skill sets that help in fulfilling a mission and overall employment objectives.

The Covered 6 surveillance course was developed using the latest in techniques and principles of close observation and counter surveillance.

Topics include, but are not limited to:

- Technology
- Foot surveillance
- Vehicle surveillance
- Specialized equipment
- Techniques and tradecraft
- Counter surveillance
- Legal aspects
- Recording and documentation
- Court testimony

#### **C6SSP 210 – DEALING WITH PROTESTORS - 4 HRS**

In today's volatile times, more organizations are hiring private security to deal with protests, labor actions and large events aimed at the disruption of business. How a professional security specialist manages these events will reflect upon the employer.

It is vital that a security specialist deploy an attitude of positive customer service, balanced with safety, during these unpredictable events.

Course topics include, but are not limited to:

- Barricades
- Physical security
- Officer safety
- Formations
- Crowd dispersed

- Assisting law enforcement
- Use of force dynamics
- Making announcements
- Making arrests

### **C6SSP EP2 – EXECUTIVE PROTECTION LEVEL 2 – 8 HRS**

This course is the next building block to the introduction to Executive and VIP level security. In today's world, a security specialist is called upon to perform a wide variety of security services for their clients. The EP 2 course will add the necessary skills to be successful at performing advanced duties in protective details.

This course helps a student leverage previous experience gained from on the job, the military and law enforcement to transfer those skills into a corporate private environment. Learning to successfully navigate this industry requires specialized instruction and techniques.



Topics covered in the course include:

- Advances
- Movement (Formations)
- Vehicle operations
- Threat Assessments
- Motorcades
- Events (Fence lines, Book signings, etc)
- Travel
- Urban and Rural Operations

### **C6SSP EP3 – EXECUTIVE PROTECTION FIREARMS – 8 HRS**

Basic security guard firearms training is not sufficient for having to effectively deploy firearms while providing close protection to VIP third parties. Several dynamic considerations must be trained and demonstrated to be proficient and safe in these settings.

The use of deadly force in these scenarios is different due to several considerations such as providing cover to third party, evacuation and eliminating the threat.

A EP specialist often is protecting his client as opposed to himself or responding to an incident involving imminent threat. Additionally, Executive Protection is traditionally a plain clothed detail and agents must be able to deploy firearms under these concealed dynamics.

## **School Rules and Regulations**

In this section, Covered 6 Security Academy rules and regulations are outlined. Covered 6 reserves the right to modify these rules and regulations at any time.

All students must comply with Covered 6 rules and regulations as a condition of their enrollment. Failure to comply with these rules and regulations may lead to disciplinary action up to and including any of the following: written warnings, probation, suspension, dismissal/expulsion from the school.

Students who are dismissed/expelled for failure to comply with Covered 6 rules and regulations may appeal. Students in this situation must submit a written appeal to the Operations Director explaining the reasons the student feels the decision to dismiss should be reversed. Supporting documentation should be included, as appropriate. This appeal must be received by the Operations Director within five (5) business days of dismissal/expulsion.

Should a student fail to appeal a decision within the required timeframe, the dismissal/expulsion will be final. A decision on the student's appeal will be made by the Covered 6 Executive Committee and will be communicated to the student in writing. The Executive Committee's decision on the appeal is final.

### **Conduct Policy**

Students shall always when on the school premises conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for dismissal from Covered 6.

### **Drug, Alcohol and Weapons Policy**

It is the policy of Covered 6 to comply with the Drug-Free Workplace Act of 1988 and the amended Drug Free Schools and Communities act of 1989.

The unlawful use, manufacture, distribution or possession of alcohol, illegal drugs or any controlled substance on school premises, while involved in a school-related activity off campus or in an employee workplace, is strictly prohibited and is cause for disciplinary action.

Students will not bring any weapons onto the school property. All weaponry required for training will be provided by Covered 6.

Students who violate policies against drugs, alcohol and weapons are subject to disciplinary action up to and including dismissal for violation of Covered 6 rules and regulations. Additionally, the violation may be referred to appropriate law enforcement authorities for potential prosecution.



## Academic Time Period Requirements

The State of California, Bureau of Security Investigative Services (BSIS) requires a specified number of training hours to obtain certification in the Security Officer Training Program, Security Officer Training (Armed) Program and Physical Security Specialist Program. Covered 6 has developed a 40-hour course of instruction, an 80-hour course of instruction and a 200 hour course of instruction to meet these requirements. Each of the Covered 6 courses provides different levels of certification.

All training programs are to be completed within the required course length listed in the Programs of Study section of the catalog. Time taken off due to Leave of Absence or any other authorized leave is not considered as part of this time frame.

## Attendance

Students must attend courses as scheduled because of the required number of training hours to obtain certification. To complete a program, students must attend at least 90% of the training instruction time.

**Absence** - Absence will be considered excused under the following circumstances: Illness, death or birth in the immediate family, and other valid reasons substantiated in writing (i.e. court subpoena) and at the discretion of the Operations Director. All other absences will be considered unexcused.

**Tardiness** - is a disruption of a good learning environment and is to be discouraged. Any student arriving to class more than five minutes late will be docked  $\frac{1}{4}$  hour of class attendance and/or may be refused admittance to the class, depending on the disruption that may be caused by the tardy. Missed classes due to tardiness will be considered unexcused.

**Unsatisfactory Attendance** - Students with three unexcused absences will receive written notice of academic probation for a period of up to one month. The length of time will be determined, based upon the program to which the student is enrolled. Any unexcused absences during a probationary period will be a cause for interruption of the student's training program and dismissal from Covered 6.

**Cutting Class** - Cutting class will be considered as unexcused absences.

**Make-up work** - Make-up work may be required for any absence. Make-up work will not be accepted or counted as instructional hours or class attendance. Instructional hours will need to be made up with attendance in another class. If a student is in probationary status, remedial training may be provided to assist with program completion. Students will be financially responsible for one-on-one make-up instruction. The charge for this instruction is \$36.50 per hour.

**Leave of Absence** - Occasionally, students may experience extended personal or medical problems which make it difficult for them to attend class. Covered 6 may allow students experiencing such circumstances to take a Leave of Absence (LOA). All LOAs must be pre-approved by the Operations

Director. Students must submit written requests that include the start and end dates for the LOA. A student is eligible for one LOA during their enrollment at Covered 6.

In the event of extenuating circumstances, the Operations Director has the discretion to grant an additional LOA. The minimum length of an LOA is 14 days. Any LOA approved will not exceed 180 days in a twelve-month period. Students will not be assessed additional tuition charges while on the LOA. The student enrollment contract will be extended for the same number of days taken for the LOA. Students returning from an authorized LOA will retain credit for hours completed and will return to the same status they held prior to their LOA. Students returning from a LOA must coordinate their return with the campus Registrar. Students who fail to return from a LOA on their scheduled return date will be disenrolled and considered dismissed as of the last recorded day of attendance, prior to the start of the LOA.

## Grading and Progress Policy

To remain in good standing and receive credit for courses taken, students must maintain acceptable academic performance through written tests and hands-on, practical evaluations. Students must maintain a cumulative Grade Point Average (G.P.A.) of 70%. Upon successful completion of a program of study, a certificate will be awarded. Some classes are based upon California State Bureau of Security Investigative Services (BSIS) standardized curriculum. To pass these courses, students must meet State standards outlined below. Some courses are based upon the grading scale shown below, while in some courses students earn grades of Pass (P), Fail (F) or Incomplete (I). An Incomplete grade will convert to an "F" if not made-up within 30 days and will become part of the student's overall Grade Point Average (G.P.A.). If a student withdraws from a course within the first 2 hours, he or she will receive a Withdrawal (W), which earns no credit.

For the Powers of Arrest course, students are required to obtain a score of 100%, per BSIS requirements. Students in the Armed Security Officer Program are required to obtain a final test score of 80% on the firearms written test, per BSIS requirements.

These grading requirements are based upon the following grading scale:

A	90 - 100	D	60 - 69
B	80 - 89	F	<60
C	70 - 79		

## Unsatisfactory Progress - Training Interruption/Probation/Dismissal

### Conditions for interruption of training for unsatisfactory progress:

Any student falling below a cumulative 70% Grade Point Average will be placed on probation and is at risk of training program interruption and being dismissed from Covered 6. The student and, if the student is a veteran, the Department of Veterans Affairs, shall be advised of probation status promptly.

### Standards to Measure Academic Progress:

1. Any student who is past due on any assigned coursework may be given a warning notice to bring assignments current.
2. A student who has four or more hours of past due coursework may be given a probationary

notice. This probation period will allow the student time to complete any unfinished projects.

3. A student will be put on probation if, at the time of the evaluation, the student does not have a passing grade in a particular course. Each student will be given remedial training. If, after remedial training has taken place, the student cannot pass or complete the required coursework, probation may be terminated.
4. No more than 2 terms of probation will be permitted during any period of enrollment.
5. Any student on probation who does not demonstrate the desire or ability to improve will be dismissed from the Covered 6 Security Academy.
6. A student shall be removed from academic probation when the cumulative performance and grade reaches the minimum standard.

**Conditions for re-enrollment:**

If a student is dismissed from a Covered 6 training program for unsatisfactory progress, re-enrollment or re-entrance will be approved only after evidence is shown to the Operation Director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified.

## **Student Appearance Policy**

It is important to practice and project professionalism at all times. Students should always strive to present the best image possible. This starts with personal appearance during training at Covered 6. Students will be entering a working security training facility. Students should arrive dressed professionally and ready to learn. Good grooming and hygiene are required. Hair, dress, make-up and clothing choices should reflect professionalism and the ability to train safely.

Dress and appearance must follow the following standards at all times:

1. Good personal hygiene is required. Personal body odor, bad breath and smoke odors are not acceptable in a professional environment. The use of deodorant and breath mints to avoid these odors is essential.
2. Hair must be clean and styled conservatively. Long hair for a security guard can present a significant safety risk. Long hair must be pulled back away from the face/neck. It should be styled in a ponytail or bun, and not fall below the collar. Elaborate hair styles are not allowed.
3. Fingernails shall not be longer than 1/4" beyond the end of the finger. This rule is intended for the safety of the security officer and those whom they contact.
4. Women are allowed to wear light makeup. Neutral colored nail polish may be worn.
5. Alternative piercings are not allowed. Facial jewelry shall not be worn. Small earrings that do not fall below the earlobe are permitted.
6. Students must wear a shirt, pants and shoes with socks for safe training. Apparel must be clean, without stains and wrinkles.
  - a. Skirts and dresses are not allowed
  - b. Clothing must fit properly, and cannot be too tight or baggy. Oversized, sagging pants that exposes skin between pants and shirts are unprofessional and not allowed.
  - c. Shirts must have sleeves, appear conservative and cannot be transparent or reveal cleavage. Tank tops, tube-tops and spaghetti straps are not allowed
  - d. Pants should be at least ankle length and tactical, in style. Jeans or business casual pants are allowed. Sweats, leggings, capri pants, or pants with ragged bottoms, holes or patches

- are not allowed.
- e. Shoes should be flat with rubber-soles. They should be in good condition and comfortable for standing, walking and training. Socks should be worn with all shoes. No open toes, open heels or heels less than 1 inch in diameter or heels higher than 1 ½ inches from the floor are permitted. Sandals and flip-flops are not allowed.

## **Student Suspension by Covered 6**

At all times, students are expected to conduct themselves professionally and follow school rules and expectations. Covered 6 reserves the right to suspend any student:

1. Whose conduct is deemed inappropriate or unethical
2. Whose conduct is deemed detrimental to students or staff
3. Who fails to meet their contracted, financial obligations to the school
4. Who fails to meet attendance policies
5. Who fails to meet academic standards
6. Who does not pass criminal background screening/Live Scan Fingerprinting
7. Who brings unauthorized weaponry onto the campus

## **Student Dismissal by Covered 6**

Students may be dismissed from Covered 6 Security Academy when:

1. Student fails academic probation
2. Student violates school rules, policies and/or regulations, or otherwise suspended
3. Student is absent for 5 consecutive days without an approved Leave of Absence
4. Student fails to return from an approved Leave of Absence

Students dismissed from any Covered 6 program due to felony conviction, criminal offenses, misrepresentations or falsifying information will be responsible for any costs Covered 6 has incurred on their behalf. This may include tuition, equipment fees and other fees.

## **Student Complaint Procedure**

Students enrolled at Covered 6 Training Academy have grievance rights. The following are procedures regarding complaints.

1. A student may initiate a complaint by communicating orally or in writing to an instructor, administrator, admissions personnel or counselor.
2. The recipient of the complaint shall notify a staff member authorized to resolve complaints, as soon as possible.
3. If a complaint is received orally and is not resolved, Covered 6 will advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of

the complaint procedure.

4. Within 10 days of receiving a written complaint, Covered 6 will provide the student with a written response, including a summary of the investigation and the disposition. If the student complaint is rejected, reasons will be included in the summary.
5. If the complaint is valid and involves a violation of the law, it will be resolved within 30 days of written receipt of the complaint. If the issue is not resolved to the student's satisfaction, the student may notify a counselor or any other staff whom the student deems appropriate.
6. Student participation in the complaint procedure and disposition of the complaint shall not limit or waive any student rights or remedies.

## **Sexual Harassment and Discrimination Policy**

Covered 6 is committed to providing an education climate that is conducive to the personal and professional development of all stakeholders. Discrimination and/or harassment based on age, race, ethnicity, disability, family status, gender, ethnicity, religion, sex, sexual orientation or veteran status will not be tolerated.

To fulfill its educational mission, Covered 6 designates the Executive Director of Compliance to coordinate its Equal Employment Opportunity efforts and ensure compliance with Title IX of the Education Amendments of 1972, as well as the Americans with Disabilities Act (ADA). Students who feel that they have been harassed, discriminated against or who feel that Covered 6 has not adequately fulfilled its obligations under these provisions of law should follow the grievance procedures herein. For grievances, other than those related to harassment and discrimination policy, students should follow the Student Complaint Procedure outlined above. For harassment or discrimination complaints, students should follow the Grievance Procedure outlined below.

### **Sexual Harassment**

Covered 6 provides an environment free of sexual harassment. Any student who feels that he or she is the victim of sexual harassment has the right to file a grievance. Covered 6 has procedures for reviewing and resolving such complaints through its Grievance Procedure.

Substantiated accusations may result in disciplinary actions against the offender, up to and including termination of an employee's employment or a student's enrollment. Complainants who make accusation of sexual harassment in bad faith may be subject to equivalent disciplinary action.

### **Definition**

Sexual harassment is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advance, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile or otherwise offensive work or academic environment
2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement

3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions
4. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. Furthermore, alleged sexual violence against another may also constitute a crime resulting in additional, independent law enforcement investigation falling outside of this grievance policy.

### **Complaint Timeline and Information Requirements**

To ensure availability of witnesses and clear recollection of the alleged discriminatory event, all grievances covered by these procedures must be filed within 45 days of the alleged discriminatory conduct. Covered 6 may extend this time frame when a delay is due to circumstances beyond a student's control (i.e. illness or incapacity). Any student alleging that an act of sexual harassment has taken place has the right to file a grievance.

If the complainant requests confidentiality or asks that the complaint not be pursued, Covered 6 will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, Covered 6 officials will inform the complainant that the ability to properly investigate and respond may be limited.

All grievances shall initially be reviewed to determine if timelines and the information required to process the grievance have been met. Covered 6 shall not investigate a grievance that is untimely or fails to contain all the required information, which must include a clear and detailed statement regarding the grounds for the grievance.

### **Record of Complaint**

All proceedings and records concerning sexual harassment complaints shall be confidential to the extent permitted by law. Records describing any formal reprimand or disciplinary action that a student or employee receives for violating the sexual harassment policy will be filed. No student will be subjected to retaliation by members of the school community because of filing a good faith grievance for sexual harassment.

## **Grievance Procedure**

### **Informal Resolution**

A student who feels he or she is a victim of harassment or discrimination or that his or her rights as a student have been violated pursuant to this policy may attempt to resolve the matter informally by bringing a complaint to the Executive Director of Compliance. Upon receipt of a complaint, the Executive Director has the following responsibilities:

1. Inform the complainant of his or her formal recourse, should that be necessary

2. Inform the complainant that informal mediation will not be used to resolve sexual violence complaints
3. Inform the complainant of their right to file a formal complaint with law enforcement if allegations involve sexual violence
4. With permission from the complainant, undertake resolution of grievance, informally
5. If an attempt at informal resolution of the problem is unsuccessful, or if the complainant deems that informal resolution is undesirable, the Executive Director will stop the informal process and assist the complainant in filing of a formal complaint.

## **Formal Resolution**

If a student wishes to initiate a formal complaint against another student or employee, the student will address the complaint to:

1. The Executive Director, if the grievance is against another student
2. The Vice President of Human Resources, if the grievance is against an employee

A formal complaint will be made in writing by the complainant, addressed to the above Covered 6 officials, stating in detail the nature of the complaint, any relevant dates, times, facts and names of any potential witnesses.

If a complaint is deemed to be an emergency by the Executive Director or the VP of HR, the individual alleged to have caused the grievance or complaint may be temporarily transferred, pending the outcome of investigation into the complaint.

Within two weeks, officials receiving the complaint will initiate an investigation to determine whether there is a reasonable basis for taking action. Covered 6 officials need not wait for the conclusion of a criminal investigation or criminal proceeding to begin their own investigation and, if needed, may take immediate steps to protect the student in the educational setting. At a minimum, this investigation will consist of interviewing the complainant, the individual alleged to have caused the grievance and any witnesses to the event. Within 30 days, a Covered 6 officials must file a written report with the President for one of three actions:

1. Conclude the complaint is without merit and that no further action is warranted
2. Attempt to bring about a negotiated resolution
3. Recommend a formal grievance hearing to evaluate possible action against the individual alleged to have caused the grievance. Either party may request a formal hearing (in writing) within 5 days after notification by Covered 6.

## **Hearing**

A Grievance Committee composed of two senior level management personnel appointed by the President of Covered 6 will be convened to hear recommendations from the Executive Director/VP of HR, as well as testimony from the complainant, the individual alleged to have caused the grievance and any relevant witnesses. Both the complainant and the alleged perpetrator will be afforded similar and timely access to any information that will be used at the hearing. No party may have their lawyer present at any stage of the proceedings before the Grievance Committee. The committee will decide:

1. Whether or not the complaint has merit
2. Any remedial/recourse action is necessary
3. Determine the scope and timeframe for any proposed disciplinary action against the alleged student or employee

### **Penalties**

In the case of any formal proceedings against either a student accused of violating this policy or an

employee brought before a Grievance Committee proceeding, the penalties shall be proposed by the Grievance Committee and approved by the President.

### **Complaint Record and Notice of Outcome**

All proceedings and records will be confidential to the extent permitted by law. However, both parties will be notified, in writing and concurrently, about the outcome of the complaint by the Grievance Committee. Records of a reprimand will be placed into the file of any student or employee should disciplinary action be taken. No person will be subjected to retaliation or involuntary reassignment as a result of filing a good faith grievance for harassment or discrimination.

### **Record Keeping/Student Records/FERPA**

Covered 6 complies with the Family Education Rights and Privacy Act of 1974. This law protects the privacy of education and establishes rights of a student or parent/guardian of a dependent minor to inspect and review educational records, under supervision of an instructor and/or member of school administration. Access to educational records may be attained by contacting the school administration for an appointment with the Registrar. The School may require advance notice of up to 48 hours and an appointment to review these files. Students may not remove these records from campus.

Covered 6 will maintain student information files for each student that enrolls in the institution and will maintain these files whether or not the student completes the educational program. Student files may include, but are not limited to the following:

- Written records/transcripts of formal education, training, testing or experience that are relevant to the student's qualifications for admission to the institution
- Verification of high school completion (diploma) or equivalency (GED) or other documentation establishing the student's ability to do college level work, such as successful completion of an Ability-to-Benefit test
- Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program
- Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes
- All documents evidencing a student's prior education upon which Covered 6 bases award of any credit
- Personal information regarding a student's age, gender and ethnicity if that information has been voluntarily supplied by the student



- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid
- Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation
- The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal
- Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes
- A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency
- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received
- A document specifying any refunds, including amount refunded for tuition and amount for other itemized charges, method of calculating the refund, date the refund was made, and the name and address of the person or entity to which the refund was sent
- Copies of any official advisory notices or warnings regarding the student's progress
- Complaints received from the student

### **Record Maintenance Policy**

Covered 6 shall maintain all records required in California. In addition to permanently retaining transcripts, Covered 6 will maintain pertinent student records from the student's date of completion or withdrawal for a period of five (5) years. For each student who attends Covered 6 and receives a certificate of completion, the school shall permanently retain academic records of the certificate granted and the date upon which that certificate was awarded, a record of completion for the program

content per the California State Board requirements and the grades earned. For all other records, Covered 6 will retain the necessary information for five (5) years unless applicable law or regulation requires a longer holding period. Covered 6 shall maintain records relating to federal financial aid programs, as required by federal law.

A record is considered current for three years following a student's graduation or withdrawal. A record may be stored on microfilm, microfiche, computer disk or any other method of record storage only if all the following apply:

1. The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act
2. For a record that is current, the institution maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonable proximity to the stored records at the institution's primary administrative location in California. For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two (2) business days.
3. The institution has personnel scheduled to be present during normal business hours who know how to operate devices and can explain the operation of devices to any person authorized by the Act to inspect and copy records
4. Any person authorized by the Act to inspect and copy records shall be given immediate access to the document reproduction devices for inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment

and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

5. Covered 6 will maintain a second set of all academic and financial records in digital format off-site which are maintained in a manner secure from damage or loss.
6. All records that the institution is required to maintain by the Act shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.
7. If an institution closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act for as long as those records must be maintained. The repository of the

records shall make these records immediately available for inspection and copying, without charge except during normal business hours by any entity authorized by law to inspect and copy records.

Students who withdrawal from Covered 6 prior to the completion of their contracted program, must pay all balances in full prior to the release of any proof of training and/or record of withdrawal documents for the hours completed.

No information regarding a student will be released without the prior written consent of the student, unless Covered 6 is required to do so by law or a government agency.

### **Self-Monitoring Procedures**

Covered 6 is required to ensure it follows all the Bureau of Security and Investigative Services rules and regulations. On an annual basis, as the catalog is reviewed, amended or re-instituted, Covered 6 will ensure it completes an analysis of school performance and compliance with BPPE rules and guidelines. Covered 6 will utilize the School Fact Sheet to monitor student and school performance, and ensure that all measures necessary are undertaken in order to ensure compliance with BPPE as well as maximize student success.

**01/01/2017: The information contained in this bulletin is true and correct in content and policy.**

*Carmelina Ruiz*

**Carmelina Ruiz**

**Covered 6 Security Academy, Director of Operations**

## IMPORTANT CONTACT INFORMATION

### **Covered 6 Security Academy main headquarters are located at:**

780 Chambers Lane, Unit 210

Simi Valley, California 93065

**Phone Number:** (805)926-2055

**Email address:** admin@covered6.com

**Website:** [www.covered6.com](http://www.covered6.com)

### **Administration and Directors:**

President and Owner - Chris Dunn

Academy Director - Omar Herrera

Director of Admissions and Curriculum Development - Gina Rodriguez

Director of Operations and Chief Financial Officer - Carmelina Ruiz

Director of Training - Kevin Lewis

Student Services Coordinator - Adam Culbertson

Registrar/Veterans Records Clerk/VA Certifying Official - Carmelina Ruiz

### **Covered 6 Governing and Regulatory Agencies:**

Bureau for Private Postsecondary Education

P.O. Box 980818

W. Sacramento, CA 95798-0818

Phone (888) 370-7589

Fax (916) 263-1897

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Bureau of Security and Investigative Services

2420 Del Paso Road Suite 270

Sacramento, CA 95834

Phone (916) 322-4000

Fax (916) 575-7290

[www.bsis.ca.gov](http://www.bsis.ca.gov)

### **Approved for training of veterans and eligible persons under provisions of Title 38, United States Code.**

Any questions or problems regarding this catalog which have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, California 95798-0818 website: [www.bppe.ca.gov](http://www.bppe.ca.gov), phone(s) (916) 431-6959, 1-888-370-7589; 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 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's web site at [www.bppe.ca.gov](http://www.bppe.ca.gov).

Reimbursement to veterans and eligible persons: For information or for resolution of specific problems, the veteran should call the Department of Veterans Affairs toll free number 888-442-4551.

The institution, Covered 6, does not have any pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five years nor has 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 (11 U.S.C. Sec 1101 et. Seq.).



**DEFEND GUARD PROTECT**

Covered 6 Security Academy  
Covered 6 Main Office  
780 Chambers Lane, Unit 210  
Simi Valley, CA 93065  
805-926-2055  
[www.covered6.com](http://www.covered6.com)

**Catalog Receipt Form**

I have received a copy of the school catalog, which contains the rules, regulations, course completion requirements and costs for the specific program for which I have enrolled. This catalog is available online at covered6.com and electronically as an email attachment or printed as requested.

Date: \_\_\_\_\_

Student Last Name, First Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

School Representative (Print): \_\_\_\_\_