

**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**Certified Nursing Assistant (150 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information.**

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	0	0	0	0
2017	0	0	0	0	0

**Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.**

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Only initial after you have had sufficient time to read and understand the information**

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Only initial after you have had sufficient time to read and understand the information**

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$1,900.00. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Only initial after you have had sufficient time to read and understand the information**

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that 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, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

“First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 420 Date Street, Montebello, CA 90640. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, less any STRF fee and less any deduction for books, equipment and uniforms not returned in good condition, within 45 days after the notice of cancellation is received.

### **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

*Professional Career Development Center*

*420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION  
2535 CAPITOL OAKS DRIVE STE. 400  
SACRAMENTO, CALIFORNIA 95833  
916-431-6959 FAX (916) 263-1897

I, \_\_\_\_\_ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**Emergency Medical Technician (254 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	2	2	2	100%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	2	2	2	2	100%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	2	2

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	2	0	2

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	2

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	2

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information**

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	0	0	0	0
2017	2	1	1	0	100%

License examination passage data is not available from the state agency administering the examination. We are unable to collect data from 1 graduates.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information**

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	2	2	0	0	0	1	1

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information**

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$1,400.00. Additional changes may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information**

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

“First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 420 Date Street, Montebello, CA 90640. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, less any STRF fee and less any deduction for books, equipment and uniforms not returned in good condition, within 45 days after the notice of cancellation is received.

### **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

*Professional Career Development Center*

*420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

-----  
IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION  
2535 CAPITOL OAKS DRIVE STE. 400  
SACRAMENTO, CALIFORNIA 95833  
916-431-6959 FAX (916) 263-1897

I, \_\_\_\_\_ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**

**2018 & 2017 Calendar Years  
 Home Health Aide (40 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information**

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information**

**This program does not require state licensure.**

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Only initial after you have had sufficient time to read and understand the information**

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Only initial after you have had sufficient time to read and understand the information**

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$400.00. Additional changes may be incurred if the program is not completed on-time.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Only initial after you have had sufficient time to read and understand the information**

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that 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, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

“First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 420 Date Street, Montebello, CA 90640. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, less any STRF fee and less any deduction for books, equipment and uniforms not returned in good condition, within 45 days after the notice of cancellation is received.

### **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

*Professional Career Development Center*

*420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

-----  
IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION

2535 CAPITOL OAKS DRIVE STE. 400

SACRAMENTO, CALIFORNIA 95833

916-431-6959 FAX (916) 263-1897

I, \_\_\_\_\_ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**Cisco Certified Network Associate (Distance) (40 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

This program does not require state licensure.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$1,040.00. Additional changes may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information**

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**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

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“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

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“First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 420 Date Street, Montebello, CA 90640. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, less any STRF fee and less any deduction for books, equipment and uniforms not returned in good condition, within 45 days after the notice of cancellation is received.

### **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

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*Professional Career Development Center*

*420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

-----  
IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION

2535 CAPITOL OAKS DRIVE STE. 400

SACRAMENTO, CALIFORNIA 95833

916-431-6959 FAX (916) 263-1897

I, \_\_\_\_\_ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**Computer Office Automation (Classroom) (200 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

This program does not require state licensure.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$5,400.00. Additional changes may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

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**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

“First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 420 Date Street, Montebello, CA 90640. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, less any STRF fee and less any deduction for books, equipment and uniforms not returned in good condition, within 45 days after the notice of cancellation is received.

### **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

*Professional Career Development Center  
420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION  
2535 CAPITOL OAKS DRIVE STE. 400  
SACRAMENTO, CALIFORNIA 95833  
916-431-6959 FAX (916) 263-1897

I, \_\_\_\_\_ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**Automatización de oficina de computadora (Distance) (200 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

This program does not require state licensure.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$5,400.00. Additional changes may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that 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, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

“First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 420 Date Street, Montebello, CA 90640. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, less any STRF fee and less any deduction for books, equipment and uniforms not returned in good condition, within 45 days after the notice of cancellation is received.

### **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

*Professional Career Development Center*

*420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

-----  
IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION  
2535 CAPITOL OAKS DRIVE STE. 400  
SACRAMENTO, CALIFORNIA 95833  
916-431-6959 FAX (916) 263-1897

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\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**Computer Office Automation (Distance) (200 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

This program does not require state licensure.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$5,400.00. Additional changes may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

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“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

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**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

*Professional Career Development Center  
420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

-----  
IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION  
2535 CAPITOL OAKS DRIVE STE. 400  
SACRAMENTO, CALIFORNIA 95833  
916-431-6959 FAX (916) 263-1897

I, \_\_\_\_\_ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**Computer Technician (Classroom) (200 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

This program does not require state licensure.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$5,400.00. Additional changes may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that 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, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

“First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 420 Date Street, Montebello, CA 90640. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, less any STRF fee and less any deduction for books, equipment and uniforms not returned in good condition, within 45 days after the notice of cancellation is received.

### **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

*Professional Career Development Center*

*420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

-----  
IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION  
2535 CAPITOL OAKS DRIVE STE. 400  
SACRAMENTO, CALIFORNIA 95833  
916-431-6959 FAX (916) 263-1897

I, \_\_\_\_\_ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**Computer Technician (Distance) (200 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

This program does not require state licensure.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$5,400.00. Additional changes may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

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“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

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“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 420 Date Street, Montebello, CA 90640. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, less any STRF fee and less any deduction for books, equipment and uniforms not returned in good condition, within 45 days after the notice of cancellation is received.

### **Refund Policy**

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The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

*Professional Career Development Center*

*420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

-----  
IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION  
2535 CAPITOL OAKS DRIVE STE. 400  
SACRAMENTO, CALIFORNIA 95833  
916-431-6959 FAX (916) 263-1897

I, \_\_\_\_\_ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**Java Programming (Distance) (40 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

This program does not require state licensure.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$1,040.00. Additional changes may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information**

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Any questions a student may have regarding this fact sheet that 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, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

“First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 420 Date Street, Montebello, CA 90640. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, less any STRF fee and less any deduction for books, equipment and uniforms not returned in good condition, within 45 days after the notice of cancellation is received.

### **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

*Professional Career Development Center  
420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

-----  
IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION  
2535 CAPITOL OAKS DRIVE STE. 400  
SACRAMENTO, CALIFORNIA 95833  
916-431-6959 FAX (916) 263-1897

I, \_\_\_\_\_ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**Nursing Informatics (48 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information**

**This program does not require state licensure.**

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Only initial after you have had sufficient time to read and understand the information**

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Only initial after you have had sufficient time to read and understand the information**

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$500.00. Additional changes may be incurred if the program is not completed on-time.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Only initial after you have had sufficient time to read and understand the information**

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information**

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**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

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“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

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“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 420 Date Street, Montebello, CA 90640. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, less any STRF fee and less any deduction for books, equipment and uniforms not returned in good condition, within 45 days after the notice of cancellation is received.

### **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

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*Professional Career Development Center*

*420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

-----  
IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION  
2535 CAPITOL OAKS DRIVE STE. 400  
SACRAMENTO, CALIFORNIA 95833  
916-431-6959 FAX (916) 263-1897

I, \_\_\_\_\_ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**CompTia Network+ (Distance) (40 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

This program does not require state licensure.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$1,040.00. Additional changes may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

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## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 420 Date Street, Montebello, CA 90640. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, less any STRF fee and less any deduction for books, equipment and uniforms not returned in good condition, within 45 days after the notice of cancellation is received.

### **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

*Professional Career Development Center*

*420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION  
2535 CAPITOL OAKS DRIVE STE. 400  
SACRAMENTO, CALIFORNIA 95833  
916-431-6959 FAX (916) 263-1897

I, \_\_\_\_\_ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**Project Management (Distance) (40 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

This program does not require state licensure.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$1,040.00. Additional changes may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that 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, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

“First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 420 Date Street, Montebello, CA 90640. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, less any STRF fee and less any deduction for books, equipment and uniforms not returned in good condition, within 45 days after the notice of cancellation is received.

### **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

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*Professional Career Development Center*

*420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

-----  
IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION  
2535 CAPITOL OAKS DRIVE STE. 400  
SACRAMENTO, CALIFORNIA 95833  
916-431-6959 FAX (916) 263-1897

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\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**Python Programming (Distance) (40 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

This program does not require state licensure.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$1,040.00. Additional changes may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

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**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

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420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

-----  
IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION  
2535 CAPITOL OAKS DRIVE STE. 400  
SACRAMENTO, CALIFORNIA 95833  
916-431-6959 FAX (916) 263-1897

I, \_\_\_\_\_ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**CompTia Security+ (Distance) (40 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

This program does not require state licensure.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$1,040.00. Additional changes may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that 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, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

“First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 420 Date Street, Montebello, CA 90640. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, less any STRF fee and less any deduction for books, equipment and uniforms not returned in good condition, within 45 days after the notice of cancellation is received.

### **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

*Professional Career Development Center*

*420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION  
2535 CAPITOL OAKS DRIVE STE. 400  
SACRAMENTO, CALIFORNIA 95833  
916-431-6959 FAX (916) 263-1897

I, \_\_\_\_\_ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**CompTia Server+ (Distance) (40 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

This program does not require state licensure.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$1,040.00. Additional changes may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

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“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

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“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 420 Date Street, Montebello, CA 90640. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, less any STRF fee and less any deduction for books, equipment and uniforms not returned in good condition, within 45 days after the notice of cancellation is received.

### **Refund Policy**

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The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

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*Professional Career Development Center*

*420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION

2535 CAPITOL OAKS DRIVE STE. 400

SACRAMENTO, CALIFORNIA 95833

916-431-6959 FAX (916) 263-1897

I, \_\_\_\_\_ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**Microsoft SQL Server Database Administration (Distance) (40 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

This program does not require state licensure.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$1,040.00. Additional changes may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

“Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.

“Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

“Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

“On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.

“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

“Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

“Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

“First Available Exam Date” is the date for the first available exam after a student completed a program.

“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

“Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.

“Salary” is as reported by graduate or graduate’s employer.

“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 420 Date Street, Montebello, CA 90640. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, less any STRF fee and less any deduction for books, equipment and uniforms not returned in good condition, within 45 days after the notice of cancellation is received.

### **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

*Professional Career Development Center*

*420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION

2535 CAPITOL OAKS DRIVE STE. 400

SACRAMENTO, CALIFORNIA 95833

916-431-6959 FAX (916) 263-1897

I, \_\_\_\_\_ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**Técnico en Computación (Distance) (200 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

This program does not require state licensure.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$5,400.00. Additional changes may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

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“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.

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## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

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**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

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*420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

-----  
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BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION

2535 CAPITOL OAKS DRIVE STE. 400

SACRAMENTO, CALIFORNIA 95833

916-431-6959 FAX (916) 263-1897

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\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**



**SCHOOL PERFORMANCE FACT SHEET**  
**2018 & 2017 Calendar Years**  
**Microsoft Windows Server Administration (Distance) (40 Hours)**

**On-Time Completion Rates**

**Includes data for the two calendar years prior to reporting**

Calendar Year	Number of Students Who Began Program	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2018	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>8</sup>	Placement Rate Employed in the Field <sup>9</sup>
2018	0	0	0	0	0%
2017	0	0	0	0	0%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. To obtain this list, please ask an institutional representative.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part Time vs. Full Time Employment**

Calendar Year	Graduates Employed in the Field 20 to 29 hours per week	Graduates Employed in the Field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	0	0
2017	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the field in a single position	Graduates Employed in the field in concurrent aggregated positions	Total Graduates Employed in the field
2018	0	0	0
2017	0	0	0

**Self-Employed/Freelance Positions**

Calendar Year	Graduate Employed who are self-employed or working freelance	Total Graduates Employed in the field
2018	0	0
2017	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are employed by the institution, an Employer owned by the institution, or an Employer who shares Ownership with the Institution	Total Graduates Employed in the Field
2018	0	0
2017	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**If the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

- This program may result in freelance or self-employment.
- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

This program does not require state licensure.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	n/a	n/a	n/a	n/a
2017	0	n/a	n/a	n/a	n/a

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual Salary and Wages Reported for Graduates Employed in the Field**

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>8</sup>	Annual Salary and Wages Reported Graduates Employed in the Field <sup>14</sup>				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2018/2017: \$1,040.00. Additional changes may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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Students at PCDC are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

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**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

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Cancellation may occur when the student provides a written notice of cancellation at the following address: 420 Date Street, Montebello, CA 90640. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, less any STRF fee and less any deduction for books, equipment and uniforms not returned in good condition, within 45 days after the notice of cancellation is received.

### **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

**NOTICE OF CANCELLATION**

**Professional Career Development Center**

FIRST DAY OF CLASS: \_\_\_\_\_

**YOU HAVE THE RIGHT TO CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) FOR EDUCATIONAL SERVICES AND OBTAIN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.**

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

*Professional Career Development Center*

*420 Date Street, Montebello, CA 90640*

NOT LATER THAN \_\_\_\_\_ (MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER)

I HEREBY CANCEL MY ENROLLMENT AGREEMENT DATED \_\_\_\_\_ FOR PROGRAM:

\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)**

IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION  
2535 CAPITOL OAKS DRIVE STE. 400  
SACRAMENTO, CALIFORNIA 95833  
916-431-6959 FAX (916) 263-1897

I, \_\_\_\_\_ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE CONTENTS IN THIS FORM AND NOT CANCELING MY ENROLLMENT CONTRACT.

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE

DATE

**(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)**