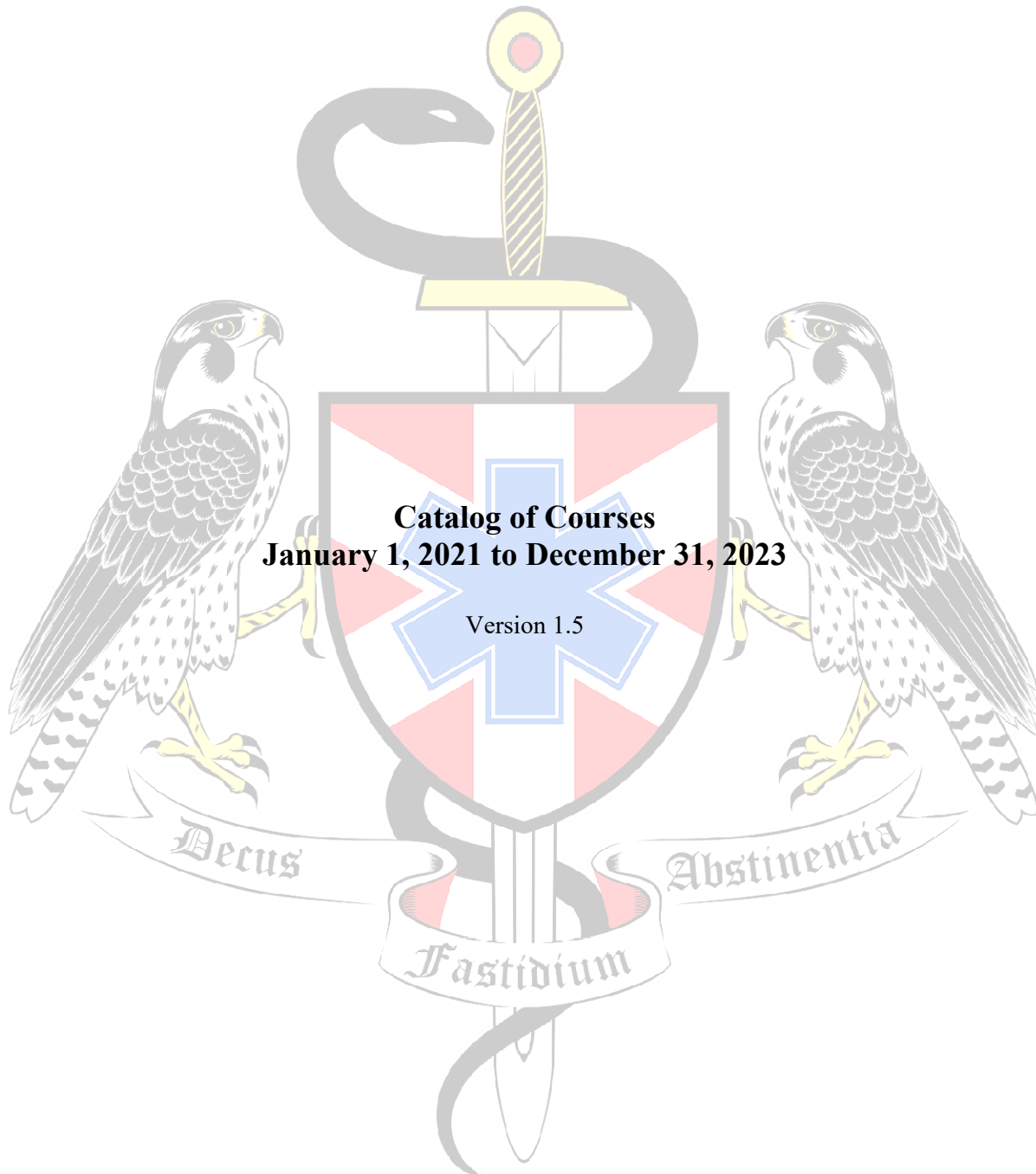


# **School Catalog**

## **Academy for Professional Development Inc.**



**3421 Tully Rd Suite H, Modesto CA 95350**  
**Office (209) 300-7822**  
**[www.afpdus.com](http://www.afpdus.com)**

Revised 07/13/2021

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**Academy for Professional Development**  
General Catalog  
2019

***SCHOOL NOTICE***

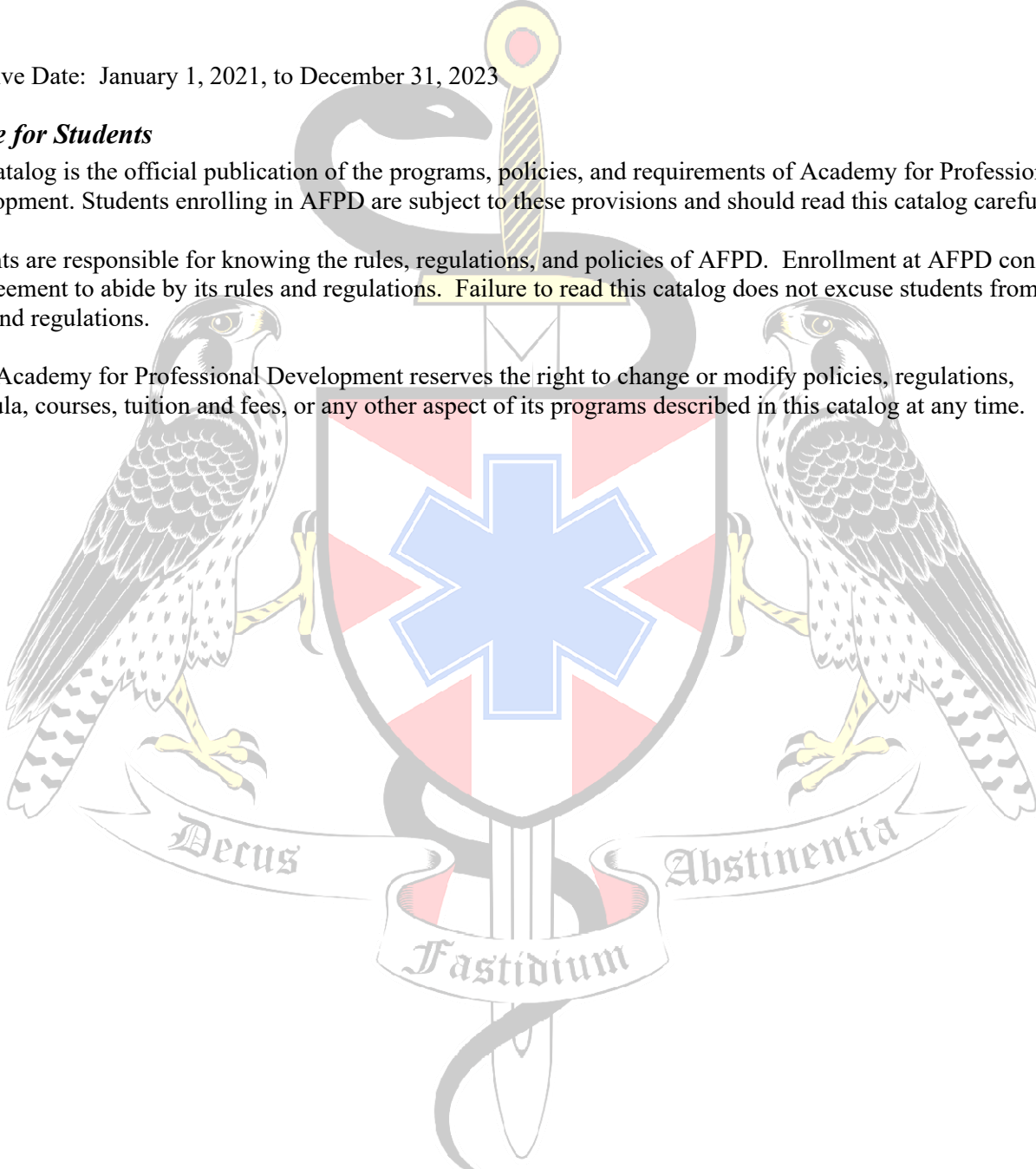
Effective Date: January 1, 2021, to December 31, 2023

***Notice for Students***

This catalog is the official publication of the programs, policies, and requirements of Academy for Professional Development. Students enrolling in AFPD are subject to these provisions and should read this catalog carefully.

Students are responsible for knowing the rules, regulations, and policies of AFPD. Enrollment at AFPD constitutes an agreement to abide by its rules and regulations. Failure to read this catalog does not excuse students from such rules and regulations.

Note: Academy for Professional Development reserves the right to change or modify policies, regulations, curricula, courses, tuition and fees, or any other aspect of its programs described in this catalog at any time.



## ***PRESIDENTS MESSAGE***

I want to take this opportunity to welcome you to Academy for Professional Development. This excellent educational experience will be positive, exhilarating, engaging, rewarding and cutting edge. We are committed to providing you with the best educational experience possible and to help prepare you for the next steps in your professional career.

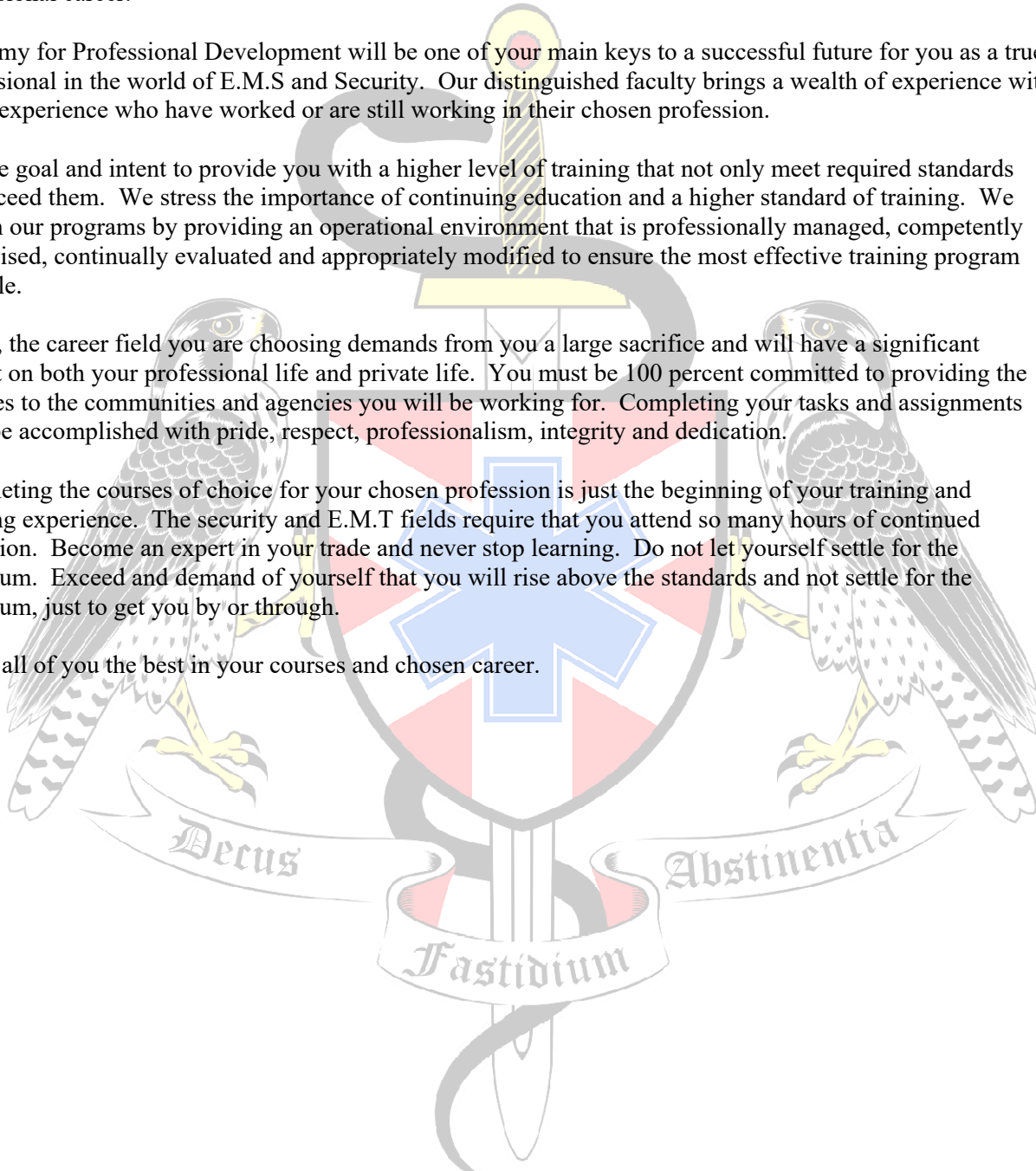
Academy for Professional Development will be one of your main keys to a successful future for you as a true professional in the world of E.M.S and Security. Our distinguished faculty brings a wealth of experience with real world experience who have worked or are still working in their chosen profession.

It is the goal and intent to provide you with a higher level of training that not only meet required standards but exceed them. We stress the importance of continuing education and a higher standard of training. We sustain our programs by providing an operational environment that is professionally managed, competently supervised, continually evaluated and appropriately modified to ensure the most effective training program possible.

Lastly, the career field you are choosing demands from you a large sacrifice and will have a significant impact on both your professional life and private life. You must be 100 percent committed to providing the services to the communities and agencies you will be working for. Completing your tasks and assignments must be accomplished with pride, respect, professionalism, integrity and dedication.

Completing the courses of choice for your chosen profession is just the beginning of your training and learning experience. The security and E.M.T fields require that you attend so many hours of continued education. Become an expert in your trade and never stop learning. Do not let yourself settle for the minimum. Exceed and demand of yourself that you will rise above the standards and not settle for the minimum, just to get you by or through.

I wish all of you the best in your courses and chosen career.



## ***SCHOOL INFORMATION***

### ***General***

Academy for Professional Development is in the heart of the Central Valley of California. AFPD is a private institution of higher education and is closely aligned with several E.M.S agencies, as well as many professional security companies. Not only is this institution private, it is approved to operate by the Bureau of Post-Secondary Education, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that the Bureau approval means the institution exceeds the minimum standards.

The inception of AFPD's vocational programs and foundation, Executive Protection/Close Protection courses along with other security related programs were originally conceived and instructed by Spec Group since 2009. Academy for Professional Development was formed in 2014; we have been committed to meeting the educational needs of the Central Valley of California. We currently provide instruction in several academic programs, including Executive Protection, Physical Security Protection and EMS. The Emergency Medical Technician Course will be a nice addition to an already established career development line of programs available.

AFPD's facility is 980 square feet with a dedicated lecture room which also doubles as a skills lab. The Academy for Professional Development also has the equipment necessary, which not only meets the training standards and guidelines but will enhance the student/instructor teaching and learning objectives. Our training approach is based on direct industry experience of our faculty. This will insure a productive professional learning and realistic teaching environment. Academy of Professional Development has been approved to operate by the California Bureau of Private Post-Secondary Education (BPPE). The approval to operate means compliance with state standards as set forth in the Education Code. This is attributed to our strong leadership, clear vision, and a committed faculty and staff.

AFPD's programs are grounded and instructed by top experts in their chosen field. Our goal is to educate and train future healthcare providers as well as security specialists to thrive in their chosen field and become an asset to their chosen firms and make valued contributions to both the security and healthcare systems. AFPD is committed to preparing our students to attain the knowledge and skills necessary to practice, conduct research and be leaders as well as consummate professionals in their field. AFPD is working toward and committed to developing partnerships with local universities and colleges as well as other alliances with hospitals and other care facilities to include major companies in the Security Industry as well. AFPD strongly believes that we must all work together for the betterment of our community, our world, and ourselves.

## ***Mission and Goals Statement***

The mission and goal of this institute is to:

- Provide Outstanding and Quality training in specialized career track professional programs.
- Provide realistic learning environments to mimic real life situations.
- Instill Professionalism, Honor, Integrity and Ethics.
- Provide the local community with professional, trusting, and competent trained individuals.

## ***Institutional Goals***

To provide a higher level of education that not only meets standards but exceeds them.

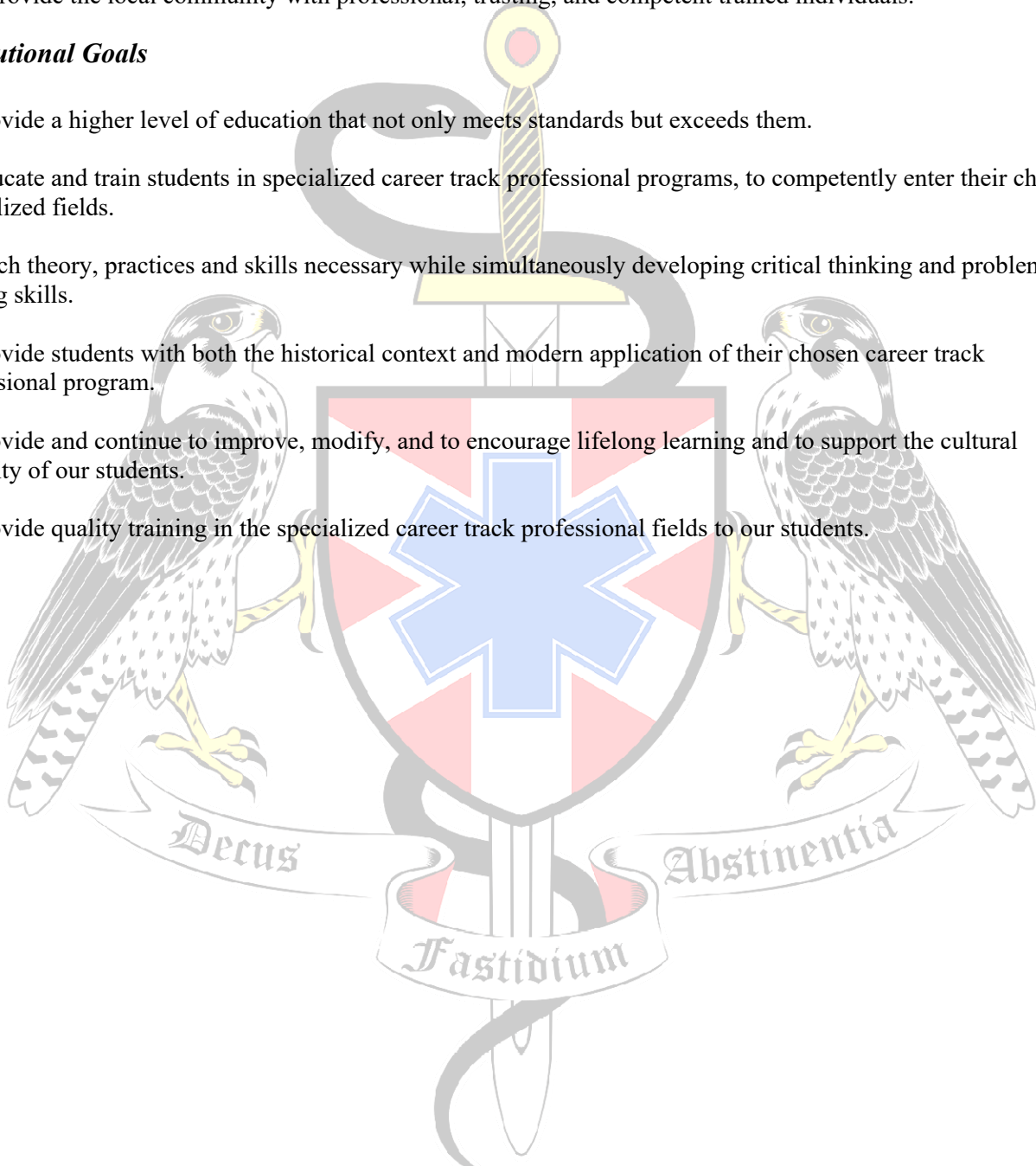
To educate and train students in specialized career track professional programs, to competently enter their chosen specialized fields.

To teach theory, practices and skills necessary while simultaneously developing critical thinking and problem-solving skills.

To provide students with both the historical context and modern application of their chosen career track professional program.

To provide and continue to improve, modify, and to encourage lifelong learning and to support the cultural diversity of our students.

To provide quality training in the specialized career track professional fields to our students.



## ***Accreditation and Approvals***

### **1. Bureau for Private Postsecondary Education (BPPE)**

1747 N. Market Blvd. Ste. 225, Sacramento Ca 95834

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

#### ***1748 Mountain Valley Emergency Medical Services***

1101 Standiford Ave, Suite D1

Modesto, CA 95350

Tel: (209) 529-5085

Fax: (209) 529-1496

#### ***1749 National Association of Emergency Medical Technicians***

PO Box 1400

Clinton, MS 39060-1400

Phone: 601-924-7744

Toll Free: 1-800-34-NAEMT

Fax: 601-924-7325

1750 Pending approval

CDPH, Field Services Department for Phlebotomy Technician Program (CPT-1).

#### ***1751 Veteran Administration***

Facility Code 25-1943-05

#### ***1752 DVBE (Disable Veteran Business Enterprise)***

Supplier #1800803

**Note: This institution is not accredited by an accrediting agency that is recognized by the Department of Education. This institution does not offer an accredited or non-accredited degree programs.**



## ***Disclaimer***

Information in this handbook describes the Academy for Professional Developments Program's at the time of publication. However, changes may be made in policies, the calendar, curriculum, or costs. Such changes will be announced prior to their effective date. Additionally, AFD reserves the right to increase costs and make changes to programs at any time and upon approvals of accrediting agencies, if applicable. Changes will be made, and addendum's will be published.

## ***Descriptions of Facilities and Types of Equipment & Materials Used for Instruction***

Academy for Professional Development comply with the facility and equipment facilities. specified in state regulations and have been inspected and licensed by the appropriate professional licensing agency. The Modesto Campus consists of classrooms equipped with a/v learning equipment and equipment on which students are required to demonstrate proficiency. All programs have clinical site. agreements with multiple locations at which students interact with patients and can access specialized medical equipment.

The main campus currently leases classroom and office space from Spec Group. The campus is located at, 3421 Tully Rd Suite H Modesto, CA 95350.

Live fire gun ranges are located at, Location #1 Linden Gun Range 828 S. Hewitt Road Linden Ca 95236 and Location #2 California Shooting Sports, 2045 W Brigsmore Ave, Modesto, CA 95350.

Basic to advanced firearms safety, techniques and other skills are worked on and skills enhanced using airsoft weapons.

To guard against economic loss, to help ensure the consistency of the instructional programs and the administrative services, all equipment owned by the institution will be inventoried and that inventory will be maintained, in the financial office, by the Chief Financial Officer.

Another goal of this policy is to assure that the institution purchases all software used on campus, whether by instructors, students or staff, and that no illegally copied software is used.

## ***Bureau for Private Postsecondary Education***

1. Any questions a student may have regarding this Student Catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

1747 N. Market Blvd. Ste 225  
Sacramento, CA 95834  
phone: (888) 370-7589, (916)-574-8900, fax: (916) 263-1897.  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

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

## ***Review This Catalog***

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

### ***Time Period Covered by this Catalog***

This catalog goes into effect beginning January 1, 2021, and will remain in effect through December 31, 2022, unless amended and replaced prior to the later date.

### ***Management Information System***

All student and faculty records are entered into a database. The computerization of data includes personal information (name, address, phone, start dates, employment dates), courses offered, registrations, completions and withdrawals, and grades. No hard copies are kept.

### ***Drug and Alcohol Abuse***

The use of illicit drugs and abuse of alcohol are dangerous to students, employees, and the general welfare of, Academy for Professional Development. There are local, state and federal laws pertaining to, unlawful possession, use, or distribution of illicit drugs and abuse of alcohol. Such laws include fines and imprisonment. AFPD is a drug-and alcohol-free environment and considers the dangers of drug and alcohol abuse a critical concern, students that are intoxicated with complaints will be sent home.

### ***Campus Surveillance Disclosure***

Academy for Professional Development strives to provide a safe campus environment for its students and faculty. AFPD encourages personal health and safety for all students and faculty. The main campus has surveillance with cameras throughout the classrooms, halls and exterior walkways.

### ***Library***

The library consists of many educational books that relate to the programs offered. The books in the library can be used by students and faculty during normal classroom hours and students are provided with access to subject matter reference materials via the Internet. Students are also provided their own personal usernames, passwords and access to multimedia libraries that are required for each program offered. Some material is proprietary and students receiving digital and or hard copies of AFPD published material must sign a Non-Disclosure Agreement. Neither students nor faculty can copy, print, duplicate in any way, teaching material or other documentation that is Considered Proprietary.

### ***Equipment Inventory and Maintenance Policy***

To guard against economic loss, to help ensure the consistency of the instructional programs and the administrative services, all equipment owned by the institution will be inventoried and that inventory will be maintained, in the financial office, by the Chief Financial Officer.

Another goal of this policy is to assure that the institution purchases all software used on campus, whether by instructors, students or staff, and that no illegally copied software is used.

## ***STUDENT SERVICES***

### ***Student Housing***

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

**This institution has no responsibility to find or assist a student in funding housing.**

This institution does not operate dormitories or other housing facilities. This institution does not aid, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one-bedroom unit is approximately \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

In any event, the findings and determination of the Chief Executive Officer shall be final and not subject to further review or reconsideration. The Chief Executive Officer shall endeavor to make determinations regarding issues appealed to the institution within 30 days of the institution's receipt of such an appeal.

***Student Orientation***

Student orientations are given on the first day of each course to inform students of school policies, transportation/housing service information, and other pertinent information. Final payments and paperwork will be given and received. Students will receive their student Identification cards with their student ID number on it.

***Student Advising***

The Student Service Staff is present during school hours to assist students with any issues/questions they may have.

***Placement Services***

This institution does not provide placement assistance.

***Educational Assistance***

Although Academy of Professional Development does not offer job placement assistance to its students, educational assistance is readily available. If any student wishes to pursue a degree in higher education, either after completing their courses or during their enrollment, AFDPD will assist the student by providing useful materials to them, such as university brochures, catalogs, and registration materials. In addition, we will arrange appointments for the student to meet with the appropriate counselor to discuss admission and transfer requirements.

***CALENDAR***

***Holidays Observed***

January 1, 2018 New Year's Day  
February 19, 2018 Presidents Day  
May 28, 2018 Memorial Day  
July 4, 2018 Independence Day

September 4, 2018 Labor Day  
November 22, 2018 Thanksgiving Day  
December 24-30, 2018 Christmas Winter Break

***Emergency Medical Technician Program (EMT)***

200 hours – Didactic 24 hours – Clinical Externship

***Emergency Medical Technician/Executive Protection Specialist (EMT/EPS)***

280 hours – Didactic – 24 hours Clinical

***Phlebotomy Technician Program (CPT-1) (Pending)***

58 hours – Didactic 40 hours – Clinical Externship

***NOTE- All future dates will be listed on the website when approved and finalized.***

***APICS Certified in Production and Inventory Management (CPIM) CPIM Part 1***

Didactic 40

***APICS Certified in Production and Inventory Management (CPIM) CPIM Part 2***

Didactic 40

***APICS Certified Supply Chain Professional (CSCP)***

42 Hours Didactic

***APICS Certified in Logistics, Transportation and Distribution (CLTD)***

42 Hours Didactic

***APICS Principles in Supply Chain Logistics & Distribution Management***

76 Hours Didactic

***Executive Protection Specialist***

80 Hours Didactic

***Physical Security Specialist***

216 Didactic

Note: All programs and classes are subject to change. All changes will be posted

## ***STAFF***

### ***Administrative***

President, Chief Executive Officer  
Jerame Ayers

Chief Operations Officer/Chief Academic Officer  
Vince Inaudi

### ***Continued Education and Internal Review***

Vince Inaudi  
Jerame Ayers  
Darrin Holliday – MICP

### ***Emergency Medical Technician Program***

Dr. Terry Sweeny – Medical Director  
David Hunter – Program Director - Paramedic  
Darrin Holliday – Lead Instructor - MICP  
David Stephens – Instructor - Paramedic  
Rachel Reddicuss – Instructor - Paramedic  
Holly Fanon – Instructor – Paramedic  
Anthony Ellis – Instructor – RN

### ***Phlebotomy Technician Program***

Joseph LeChuga – Program Director/Instructor –  
Physician's Assistant -

#### ***QUALITY REVIEW BOARD***

Jerame Ayers - President  
Vince Inaudi – CAO  
David Hunter – Paramedic – Program  
Director  
Darrin Holliday - MICP  
Joseph LeChuga – Program Director

#### ***Quality Review Board:***

The Quality Review Board will be comprised of the Program Director, President, Vice President and Senior Vice President. The main purpose of the Board is to ensure the School is providing the best education possible to the students. Periodic reviews of the student satisfaction evaluations and implementing quality improvement measures are conducted when necessary.

- a) Meets governing board (5 C.C.R. Section 71150) The board is responsible to ensure quality improvement measures when necessary.
- b) The board is responsible to ensure compliance of all regulatory and licensing agency requirements.
- c) The board is the neutral third party if a problem between the school and the student arise.
- d) The board meets a minimum of four (4) times per year.



## ***Staff Biography's***

### **Jerame Ayers**

Mr. Ayers has 15 years of experience in numerous capacities within the high-end security industry ranging from military, federal to private sector applications specializing in management, business functions, consulting and specialized instruction. Following his completion of service with the US Army, Mr. Ayers accepted a position with the United States Department of State and maintained his deployment overseas in counter terror functions. Mr. Ayers returned stateside after serving time with the regions Consulate General and staff of 2700 diplomatic employees and was responsible with his team for the overall protection of the diplomatic mission. Mr. Ayers returned stateside and obtained a position within the Department of Energy and was responsible with the protection of Special Nuclear Materials and related scientific programs regarding nuclear proliferation. Simultaneous to his Department of Energy service Mr. Ayers continued his experience in the high-end security arena. These pursuits for continued professional development lead to key roles in the realm of Executive Protection and evolutionary training efforts throughout California and Internationally. Jerame earned a Bachelor of Science in Criminal Justice Administration.

### **Vince Inaudi**

Mr. Inaudi is recently retired law enforcement veteran of 25 plus years. He has extensive experience in the law enforcement which included, patrol, report writing, court room testimony, Field Training, impact weapons instructor, Firearms Instructor and defensive tactics. He was promoted to Sergeant where he was directly in-charge of all training, administration/budgeting, special investigations, internal affairs investigations, special operations/command post operations. He also helped develop and was responsible for, "Continuity of Operations Planning" for the City and was assigned to the County Wide Emergency Area Planning Board. During his career, Mr. Inaudi was assigned to a joint narcotics investigations unit which was supervised by the California Department of Justice, Bureau of Narcotic Enforcement. While assigned, he worked numerous high-profile narcotic cases/investigations which included, under-cover narcotic stings, investigations of, Mexican National Methamphetamine Drug Labs and Cartel. These cases were intensive requiring many hours of moving and stationary surveillance including infiltrations, still and video photography. Some of these cases were directly assigned to the United States Attorney General's Office for Prosecution in Federal Court, Fresno California Division.

### **Roger Gehring**

20 Year Retired US Navy Seal, Multiple Instructions. Mr. Gehring Served 20 years as a USN SEAL and retired in September 2006. During his enlistment, Mr. Gehring traveled the world and gained tools of the trade & operational experience. A summary of his accomplishments is: Certifications in Applied Explosive Course, Mid-South Institute Shaw's Shooting School, Demolition Range Safety Officer, Diving Supervisor, Range Safety Officer, Advanced Operator Training, Basic Underwater Demolition SEAL Training, Master Training Specialist, Terrorist Level II Training, Small Arms instructor.

Roger was the lead Petty Officer Supervisor for Alpha & Delta platoons, JCET exercise to the Republic of Maldives & SEAL Delivery Vehicle Dive Supervisor for Rim Pac 98, supervising 8 complex Naval Special Warfare Diving Operations, & teach second nature response training and dexterity training, to name a few.

### **Larry Ayers**

Casper Police Department, City of Myrtle Point. Chief Larry J. Ayers (ret.) is a native of Sacramento, California. He holds a Bachelor of Arts Degree in Criminal Justice from California State University-Sacramento. He attended the State of Wyoming Law Enforcement Academy, State of Oregon Department of Public Safety Standards and Training, Oregon Executive Development Institute and the U.S. Department of Interior Bureau of Indian Affairs Police Academy Certification. Chief Ayers holds his Executive Certification issued by the State of Oregon Department of Public Safety Standards and Training. Chief Ayers began his law enforcement career with the Sacramento Police Department as a student trainee in Community Relations from 1972-1973. Casper Police Department, WY. From 1973-1993. He completed assignments as a Patrol Officer, Field Training Officer, Criminal Investigations/Intelligence Officer, Certified Police Instructor, Uniform Patrol Sergeant, Shift

Training Sergeant, Asst. Criminal Investigation Division Commander. Was employed by Public School Districts in Wyoming and Oregon applying knowledge and experience in maintaining the safety security for the learning environment. From Nov. 1996 to Aug. 2000 he served as Chief of Police for the Coquille Indian Tribe, North Bend, Oregon and the City of Myrtle Point, Oregon.

### **Rodney Shockley**

A twelve-year veteran of the US Navy, Rodney was honorably discharged following a distinguished career in naval aviation and shipboard intelligence. His hard work and dedication earned him several individual awards as well as the opportunity to attend officer candidate school to earn a commission as a naval officer.

Rodney continued his government service with the US Secret Service where he distinguished himself by being designated a USSS firearms instructor in his rookie year, at the time, an unprecedented distinction. Rodney also served as shift lead on the Steve Forbes and senator Bill Bradley protective details during the 2000 Presidential campaign. Rodney's expertise in Advance Protective Security Surveys also earned him the distinction as one of three agents tasked to create the USSS's Counter Surveillance tactics program.

Rodney also has over ten years' experience as an industry trainer having taught, various systems of self-defense and investigative based trainings to name just a few areas. Rodney holds a BA in Sociology from the University of West Florida.

### **Dave Hunter**

Mr. Hunter grew up in the Martinez, CA. and has been in the Emergency Medical Field for 25 plus years. He graduated from Chabot College with his paramedic degree. During Mr. Hunter's 25 years of experience, he was employed by, American Medical Response as an Emergency Medical Technician, San Leandro, American Medical Response as a Paramedic, Contra Costa County, and American Medical Response as a Paramedic/Preceptor, Alameda County and Medi-Flight of Northern California, Modesto, Flight Medic, Medical Director, Pacific Dive and Rescue, Martinez CA. Mr. Hunter currently works as a flight paramedic with Mercy Air Modesto.

Mr. Hunter has worked most of his years in the East Bay Area, Oakland and Fremont. For the past five years he has been working out of Memorial Medical Center Modesto as flight paramedic with MA.

Mr. Hunter has a love for water and helping people. Mr. Hunter is an avid swimmer and is certified in dive and open water rescue. Mr. Hunter was one of the founders and Medical Director of, Pacific Dive Rescue. Mr. Hunter has worked offshore power boat races where he and his team were involved in several open water rescues. Mr. Hunter was directly involved with and invented a device which was placed inside rescue baskets which assists with stabilizing the patients head and neck. Mr. Hunter is currently the E.M.S. Program Director for, Franco Consulting Inc. D.B.A. Spec Group. We are pleased to have Mr. Hunter as part of our training team. He has a vision for the E.M.T and other medical programs that are being provided. His vision is to help build the training facility into a prestige's, number one training facility in the central valley.

### **Anthony Ellis**

Anthony has been in the medical field for the past 17 years. He initially obtained his Emergency Medical Technician Certificate in 1999 and began working as an Emergency Room Technician in 2000. During that time, he had also been accepted into Northern California Training Institute's Emeryville Paramedic program in early 2000. While working at Washington Hospital, he was given the opportunity to pursue a Bachelor of Science in Nursing from the University of San Francisco (USF) through the career ladder program, in which he would be able to retain his yearly income while attending school full time. During his time at USF, Anthony was consistently on the Honor Roll each semester, was accepted into Sigma Theta Tau nursing honor society, and graduated cum laude in 2007. After graduation, Anthony began working in the Emergency room at Washington Hospital as a registered nurse. In 2010, Anthony was awarded Washington Hospital's prestigious Nurse of the Year award based on his dedication to the nursing profession as well as his clinical competence. As he continued to grow within the nursing profession, Anthony made the decision to become a Flight Nurse with Mercy Air in Modesto to gain experience that would be valuable for further advancement in his career. Throughout Anthony's long career in the medical field, he has applied a core moral belief to always put the patient first and do no harm. Due to this belief, Anthony has recently been appointed the chair position for Washington Hospital's Professional Practice Committee where he directed a group of like-minded nurses to design a nursing model for Washington Hospital.

### **Joseph LeChuga**

started his medical career in the medical field in the early 90's as a, Emergency Department Technician. From there, Mr. LeChuga continued his education and received his Bachelor of Arts Degree in Communications from, California State University of Chico. He then went on to the University of California at Davis where he received his Physician Assistant Certification, FNP/PA Program, Community & Health Practice Medicine.

Mr. LeChuga enlisted into the Armed Forces in June of 1989. He received the rank of Staff Sergeant in, the California Army National Guard. He instructed Medical and Health related classes as well as established protocols and priorities for medical emergency care. Mr. LeChuga received an honorable discharge in 2013. He was called to active duty in 2001, following 9/11. Mr. LeChuga holds several certifications and including, California Academy of Physician Assistance, NREMT, CPR/AED Rescuer, FEMA Disaster Management, to name a few. Mr. LeChuga was the lead Medical Instructor for, Heald College from 2010 to 2015. He then became an instructor for Allied Health in 2015 and is currently employed. LeChuga has served as a medical instructor, skills evaluator, supervised students in both didactic and clinical lab settings, developed curriculum and maintained student clinical files.

### **Celeste Ayers**

Mrs. Ayers has been working in the supply chain discipline for fourteen years. She is currently the Division Sourcing and Procurement Manager for Parker Hannifin Corporation, Racor Division based in Modesto, California. In addition to establishing and leading supply chain strategies she leads a team of supplier development and trade compliance specialists that manage the challenges of a dynamic global supply chain. Her experience in supply chain, materials, procurement and customer relationship management along with extensive expertise in United States trade compliance regulations has radically transformed supply chain operations within the Racor Division. In addition to international trade management, Mrs. Ayers professional background includes inventory management, production planning/scheduling, procurement management and process change implementation. She has successfully used these skills to improve the profitability of not only Parker Hannifin Corporation, but two private businesses owned by herself and her husband.

As an entrepreneur and a believer in giving back to the community Mrs. Ayers is actively involved in local professional organizations such as APICS and manufacturing counsels. She has served on the APICS Gold Rush Chapter Board of Directors since 2009 as the Vice President of Education and as of 2011 she has filled the role of President. Under her direct the chapter has received several awards from the APICS Community for educational development and membership growth. It was through her involvement in APICS that Mrs. Ayers realized her passion for teaching. She continues to teach APICS Certification courses for APICS National the APICS Gold Rush Chapter in addition to undergraduate and graduate level operations management and logistics courses for Golden Gate University. In 2010, 2011 and 2012 Mrs. Ayers received the APICS Gold Rush Chapter "Instructor of the Year" award. In 2013, she also received recognition from Ceres High School's Manufacturing Academy as a student mentor and educator. In January 2014, Golden Gate University recognized Mrs. Ayers as the Ageno School of Business/Operations Management Department's Adjunct Professor of the Year.

Mrs. Ayers' educational background includes a Bachelor of Science degree in Management from California State University, Stanislaus in Turlock, CA and an MBA in Operations/Supply Chain Management from Golden Gate University. In addition to her formal education she maintains two APICS certifications in Certified Fellow in Production and Inventory Manager (CFPIM) and Certified Supply Chain Professional (CSCP).



## ***SCHOOL POLICIES/CATALOG UPDATES***

### ***Catalog Update Policy***

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made using supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

### ***Policy – Distribution of This Catalog and Program Brochures***

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can decide by simply calling the school's office or may access this publication on the institution's website.

### ***Veterans Policy Statements***

Satisfactory Progress applies equally to Veteran's benefits as it does to all other funding sources. VA students who fail to meet attendance probation conditions by the end of the probation period should no longer be certified for veterans' benefits.

CCS will evaluate previous training and appropriate credit will be given and the training period shortened appropriately. The VA and the Veteran will be notified.

### ***Advertising Policies***

All individuals authorized to create and contract for advertising must submit a copy of all proposed copy to the CEO's office or to the Records Officer who maintains a file of all representative advertisements published by the institution. All advertising will comply with state law. No overstatements or misrepresentations will occur.

### ***Archiving of BPPE Documents***

The CEO will copy and retain all documents and correspondence created for submission to the Bureau for Private Postsecondary Education. These documents will be archived as originally submitted, that is, the archived documents will contain all exhibits that were submitted with the petition, application or other main document. Each submission will bear the date of preparation or the submission date.

### ***Compliance Reviews***

A comprehensive compliance audit of this institution will be performed at least annually. The review is to be performed at the request of the Chief Executive Officer and performed by the Director of Compliance or his/her designee. The findings of such compliance audits will be archived. The statement of findings shall be accompanied by a statement of proposed remedies. The statement of remedies will contain references to specific negative findings, specific changes in policies as may be required, and specific recommendations for the establishment of changes in, or the adoption of new procedures. The CEO will determine which policies and which procedures will be adopted and will monitor the remedies to ascertain effectiveness.

### ***Compliance Training***

This institution has adopted a policy that assures that key persons within the organization are professionally trained regarding the California Education Code and the corresponding regulations that pertain to a private postsecondary educational institution in California. Individuals holding the following positions are required to receive compliance training as a condition of employment or continuing employment.

The Chief Executive Officer

The Chief Financial Officer

The Chief Academic Officer

The Director of Compliance

The Records Officer (Registrar)

The student admissions counselors

The faculty. The individual designated to assure compliance with the requirements of oversight agencies is the CEO. The job descriptions of the above enumerated positions contain references to compliance related activities. For specific listings of those responsibilities, please read those job descriptions that are updated from time to time.

The training, which assures compliance, occurs at the time an individual is hired. The training is provided either by the individual's immediate supervisor. The Chief Executive Officer and Chief Financial Officer are charged with the independent study of the C.E.C. and the regulations. The student counselors are under the direct supervision of the Chief Executive Officer and are trained to follow proper counseling and enrollment procedures to assure that each student receives the benefit of full disclosures as required, and that enrollment agreements are properly drafted, and copies properly provided to students. The Chief Financial Officer is responsible for the proper maintenance of the financial records of the students and the institution and reports, on compliance matters, directly to the CEO who is responsible for the leadership and training required to assure continuing compliance. The CEO will select a Director of Compliance to assist in these regards.

## ***STAFF INFORMATION***

### ***Teaching Contracts***

A written contract which is signed by an instructor and designated administrator will state the nature of the expectations of the institution and the responsibilities of the instructor. These written contracts form a permanent part of the instructor's personnel file. The forms are executed in duplicate, the institution retains the original and the duplicate (or photocopy) is provided to the instructor at the time the document is signed. If the document is mailed to the institution the instructor will receive a photocopy by return mail. The written contract will specify the course or courses to be taught, the specific dates and times during which the course will be offered and the reporting responsibilities of the instructor.

### ***Faculty Qualifications and Continuing Education***

This institution shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.

Each instructor shall maintain their knowledge by completing four hours of continuing education courses in his or her subject area, classroom management or other courses related to teaching.

The institution shall not employ or continue to employ an instructor who was adjudicated in a judicial or administrative proceeding as having violated any provision of the Act or this chapter, or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code.

### ***Faculty Evaluation***

Faculty performance is measured by various means. Students are provided with evaluation forms so that the administration can assess student satisfaction with the instructors. The Chief Academic Officer is authorized to perform class audits to assess, further, faculty performance. The administration also interviews students, informally, to obtain spontaneous feedback from students regarding their experiences and their satisfaction with the educational services provided.



A more formal evaluation of the performance of instructors will be scheduled at least annually. It will be performed in a manner set by the Chief Academic Officer. If complaints are received from students, a more frequent schedule may be adopted at the discretion of the Chief Academic Officer.

### ***Faculty Involvement in Institutional Activities***

This institution encourages faculty involvement and recognizes the difficulties inherent with a faculty comprised of part time individuals. Nevertheless, the faculty will be regularly consulted regarding course content and the adoption of new courses.

### ***Outside Employment - Faculty***

It is understood that this institution's faculty members are part-time workers and that most faculty members will hold outside employment. Such employment is understood and accepted.

### ***Passwords***

No employee shall place a password on any file, on any computer, at any time. Passwords to the institution's database or access to other files may be required. The Chief Executive Officer is the only individual authorized to password protects a file, directory, sub-directory or other component of any computer, file, or program belonging to, or in use by this institution.

### ***Personal Computers***

All employees are advised that the personal computers, networked or not, owned by this institution are subject to inspection by the institution's representative, at any time, without notice.

Employees are encouraged to use the institution's computer resources only for official business of the institution.

>>>No right of privacy exists. The computers used by employees are for official purposes only. <<<

### ***Security of Software***

It is the responsibility of the institution's data management supervisor to assure the security of software purchased by this institution.

## ***MODESTO CAMPUS***

The main campus currently leases classroom and office space from Spec Group. The campus is located at, 3421 Tully Rd Suite H Modesto, CA 95350. The Modesto Campus is easily accessible from Highway 99. It is a 1985 square foot building with two classrooms and two administrative offices. Delivered water is available to all students and free. Classroom space also has a refrigerator to store food and beverages along with a microwave that can be used by students to heat food and beverages.

The building is about 20 years old with new upgrades and is about 10,000 square feet. Parking to include handicap access is available surrounding the location. Each classroom can hold a maximum of 30 students for all classroom activities. There is a total of 4 training bays/classrooms that will provide one's educational program. The institution has all essential hookups for all electronics, laptops, equipment and overhead projector.

## ***STUDENT INFORMATION***

### ***Student Records***

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

All records will be kept digitally in a secured file on the AFPD local server. The documents contained in the files will be all registration/ contract documents, all academic documents, and all financial documents. There will be one file per student. AFPD will be custodian of all student records. These records shall be considered confidential and the exclusive property of, Academy for Professional Development The following documents shall be maintained for each student:

- a) All registration/ contract documents
- b) All required medical records
- c) All academic documents
- d) All financial documents

### ***Transcripts***

Students' grades are entered into the data management system. Computerized transcripts are provided to students at time of graduation, and will be provided, for a fee, upon receipt of a request and payment of the applicable fee. The Registrar's Office will normally provide transcripts as soon as possible and will always respond within 14 working days. If a student requests that a transcript be provided to a third party, that request must be in writing.

### ***The Right to Access Records***

With a few exceptions provided by law, students may see any of their school records upon request. Access must be granted no later than 15 working days after written request. Students also have the right to challenge the contents of their educational records and to enter their viewpoints in the records under established procedures.

### ***Privacy of Student Records***

The privacy and integrity of student records is a fundamental concern at this institution. To this end, no student records will be released to any party without the prior written authorization of the student. The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C... 1232g) and the regulations adopted thereunder (34 C.F.R... 99) and California Education Code 6100 Et. Seq. set out the requirements designed to protect the privacy of students concerning their records maintained by the campus. Several aspects are of importance: 1) access to student records, 2) the release of the records or data contained in the records, and 3) the rights of a student to a hearing to challenge the contents of the student's records.

There are specific exceptions to the privacy rights of students. This institution may be required to make student records available to authorized auditors of various oversight agencies. These agencies include, at the time of this writing, the Bureau for Private Postsecondary Education and (if this institution applies for accreditation) the official representatives of the accrediting agency.

Student records are, at the time of this writing or revision, of two types: Financial Records and Academic Records. The Registrar is the official responsible for the maintenance of these records. Each individual student record will contain a list that indicates persons requesting or receiving information from the student's record.

### ***Disclosure of Student Records***

With several exceptions provided by law, AFPD cannot release information concerning students to third persons without the written consent of the student. Permission must be given by the student for information in their file to be used as reference checks for credit or employment evaluation by third parties and the student must file a declaration to this effect, which will be kept in the student's file(s). The declaration can be all-inclusive or on a case-by-case access basis. (The provision of financial data to authorized agencies is not a violation of the Buckley Amendment). The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal tax purposes. Parents requesting information may be granted access upon submission of a signed statement or other evidence of federal income tax dependency.

### ***No Guarantees of Licensure or Employment***

Academy for Professional Development DOES NOT GUARANTEE that any students graduating from the college will be licensed or employed in the capacity of their training. Licensure is dependent upon students passing the licensure exam, clearing fingerprinting and a Department of Justice investigation. Student is responsible to ensure any convictions are cleared prior to enrolling, the school is not responsible for convictions that prevent licensure, in such cases students will not get a refund.

### ***Uniform and Dress Policy***

The school uniform consists of:

#### ***Security and Executive Protection Programs***

- 5.11 or True Spec Tactical pants, brown in color
- Tan uniform boots
- AFPD Long sleeve or short sleeve shirt with school logo on it. Black Polo's with school logo is also acceptable.
- School ID badge with name and program on it

#### ***Emergency Medical Technician Program***

- EMT uniform shirt with school logo on it.
- Dark Navy 5.11 or True Spec pants.
- Solid black polishable uniform boots
- Name identification badge.

#### ***Phlebotomy Technician Program***

- Hospital scrubs with school logo on it
- Solid white, rubber sole, closed heel and toe shoes.
- Under shirts are acceptable: White, Gray or Black only.
- Name identification badge.
- School Jackets or hooded sweatshirts with school logo are available for purchase: (2) Types: Scrub Jacket OR EMT Jacket, these jackets may be worn in class. Additional fees apply.

#### ***All Supply chain and Logistics Programs***

- Business casual. Dress must be consistent with what would be worn in a professional office environment
- No open-ended heel or toe shoes
- No flip flops
- No shorts

### ***Dress Policy***

1. Uniform is required daily in classroom theory and clinical.
2. Uniform must be clean, wrinkle free, non-stained and in good repair.
3. Name identification badges are part of the uniform and are always to be worn.
4. No jewelry is to be worn except for wedding bands and non-dangling earrings.
5. Visible body piercing and/or tattoos are not acceptable by some clinical sites; therefore, they must be covered.
6. Deodorants and antiperspirants should be used daily.
7. Hair must be neat and clean; long hair should be pulled back and/or tied-up.
8. Make-up should be used sparingly.
9. No strong perfumes or colognes are allowed.
10. No long nails (no longer than the tip of the finger)/ Artificial nails are ok, must be manageable length.
11. No sunglasses allowed in the classroom.

### ***Counseling/Tutoring Assistance***

Students having difficulty with a subject may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Tutoring Hourly Rate: \$50.00 per hour, with a minimum of 2 hours to book an appointment. Otherwise, most programs will have online group study sessions and some in person.

### ***Quality Control Monitoring***

Academy for Professional Development campus is monitored for quality control and to ensure high quality education and a safe environment for the students and staff. Academy for Professional Development is not responsible for any lost or stolen items of students.

### ***Learning and Physical Disabilities***

All Academy for Professional Development Facilities are handicap accessible and Academy for Professional Development Facilities with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Applicants who are persons with disabilities may apply for admittance into the program. Academy for Professional Development will work with the applicant or student to determine whether reasonable accommodations can be made effective and or available. It is the student's responsibility to make his/her disability known and to present certified documentation of the disability. The student record will be updated to ensure the student is accommodated accordingly. The Chief Academic Officer will notify the student to discuss the recommended accommodations to determine a reasonable means for delivering a specific accommodation. Document of recommended accommodations from a physician or other healthcare professional will be required prior to provision of accommodation.

### ***Visa Related Services What if we have students like the Australians.***

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



## ***ADMISSION INFORMATION***

### ***Equal Opportunity***

Academy for Professional Development is committed to the philosophy of equal opportunity and access in all educational programs and services. Thus, we are passionately committed to a policy of nondiscrimination based on race, color, national origin, ancestry, religion, sex, age, handicap, marital status, sexual orientation, or veteran status in our employment or educational programs.

### ***Enrollment Agreement:***

Students must sign an enrollment agreement prior to beginning a program at Academy for Professional Development. The agreement includes information regarding tuition and fees, billing, attendance, financial assistance, payment options, and other related content. All enrollment agreements must be signed within (5) days of enrollment this should be no later than (10) days prior to the first day of the program. If students do not complete their enrollment agreements, they will be automatically dropped from the program.

### ***Background Checks***

STUDENTS ARE REQUIRED TO ENSURE IF THEY HAVE CONVICITONS THEY GET CLEARANCE PRIOR TO ENROLLMENT INTO ANY PROGRAM. TO VERIFY CONTACT LICENSING DEPARTMENT.

California law prohibits the certification/licensure of any person who has been convicted of any Penal Code violation unless that action has been dismissed or the individual has obtained a Certificate of Rehabilitation. A prescreening, background check is conducted on all enrolled students. This prescreening is the same that is typically required of hospital employees and is a condition of the clinical facilities to allow a student to participate in clinical rotations at their sites. Students may be allowed to begin course work before the background check is completed. However, by signing Academy for Professional Development Enrollment Agreement, the student affirms that they have not been convicted of any Penal Code violations.

- Students failing the background check at the time of enrollment may not be eligible to participate in the program and may be dismissed. At the end of the program students must submit to a full investigation by the Department of Justice. Students failing this investigation may not be eligible for licensure.

### ***Drug Screen***

Academy for Professional Development participates in random drug screening throughout the course of each program, of if a student's behavior is suspicious of drug or alcohol use. Drugs screens may be a mandatory test based on the program, please read each program section for full details on requirements.

### ***Required Records:***

#### ***TB, Physical Health Records:***

#### ***EMT Program:***

- Students must provide their most recent physical within the past 1- year with physician clearance to participate in a program.
- The TB Test results must be provided with negative results within the past 6- months, chest X-rays within 1 year. \*\*This program requires two TBs no sooner than 10 days apart.
- Current Immunizations required.
- Flu Vaccine required during flu season.

#### ***Phlebotomy Program:***

- Students must provide their most recent physical within the past 1- year with physician clearance to participate in a program. The TB Test results must be provided with negative results within the past 6- months, chest X-rays within 1 year. \*\*This program requires two TBs no sooner than 10 days apart.
- Current Immunizations required. Flu Vaccine required during flu season.

- A Drug Screen is required. Academy for Professional Development provides a list of providers that can assist in completing these tests for the students in a timely manner.

### ***Executive Protection and Security Classes:***

Some of these programs require the use and possession of legal firearms. Students, who do not have already, must possess a department of justice eligibility clearance to possess and purchase a firearm. Exemptions to this;

- The student currently possesses a valid open carry firearms permit issued to them by the State of California, Bureau of Security and Investigative Services.
- The student has completed a background check with a police department or sheriff's office and has received a concealed carry permit.
- Student already possess a DOJ/FBI firearms clearance. This clearance must not be more than 1 year old at time of enrollment.
- Academy for Professional Development will also complete a background check for firearms eligibility. If anything is found during the background check, the Chief Academic Officer will speak with the student to determine eligibility.
- Students not eligible does not necessarily preclude them from taking a security/executive protection class. However, students who are not eligible to possess and or purchase a firearm shall not be allowed to attend any training that would incorporate the use of a firearm or possession.
- Students are responsible for purchasing their own firearms. Rentals are not available through, Academy for Professional Development
- Students shall not borrow or ask to borrow weapons from, Academy for Professional Development or its instructors or other students.
- Students who violate this policy will be removed from the program.

### ***Policy for Denial of Certification:***

The law provides for denial of certification for crimes or acts that may in any way be related to pre-hospital medical care i.e., sex crimes, drug crimes and crimes of violence or dishonesty.

1. In such cases, it is the applicant's responsibility to present enough evidence of rehabilitation to the department that oversees the program prior to applying for certification.
2. Each department will evaluate applicants individually.
3. Any student considering a career in the program they are seeking training, who might be denied certification, is advised to address this issue with this Agency prior to taking this course.

NOTE- Student is solely responsible to verify with the licensing department prior to signing an enrollment agreement to ensure any.

Emergency Medical Technician Program  
(EMT) Mountain-Valley Emergency Medical Services Agency  
1101 Standiford Ave, Suite D1 Modesto, CA 95350 (209) 529-5085  
<http://mvemsa.org>

Phlebotomy Technician Program (CPT-1)  
CA Department of Public Health Laboratory Field Services  
P, 850 Marina Bay Pkwy Richmond, CA 94804  
(510) 620-3800 [www.cdph.ca.gov](http://www.cdph.ca.gov)

Department of Consumer Affairs, Bureau of Security and Investigative Services  
2420 Del Paso Rd #270, Sacramento, CA 95834  
(916) 322-4000 or (800) 952-5210

### ***Phlebotomy Technician Program (CPT-1)***

Qualifications and Requirements To qualify for the program an applicant must:

1. Be at least 18 years old, or at least 17 with parental consent.
2. Have a valid government issued I.D. card and Social Security Card
3. Applicants enrolling into BPPE licensed schools must have a minimum of a high school diploma, a GED, or they must take and pass an Ability to Benefit Test (ABT)
4. Be able to perform the physical duties required of the selected program.
5. Pass a screening test for tuberculosis with PPD skin test or/chest X-ray. Pass a general physical exam and Flu Vaccine – During Flu Season. (2-PPDs for Phlebotomy Program Externship/ Drug Screen/ Current Immunizations)
6. Speak, read, write, comprehend, and communicate effectively in the English language.
7. Submit to a mandatory Live scan Criminal Background check.

### ***Emergency Medical Technician Program***

Qualifications and Requirements To qualify for the program an applicant must:

1. Be at least 18 years old, or at least 17 with parental consent.
2. Have a current California Driver's License card and Social Security Card
3. Applicants enrolling into BPPE licensed schools must have a minimum of a high school diploma, a GED. No Ability to Benefit Students will be admitted.
4. Physical Clearance to Participate in Program, Drug-test, Flu Vaccine during flu season.
5. EMT-B students must possess enough ability to: Lift at least 50 lbs. unassisted, stand, carry and balance on uneven terrain. Stoop, kneel, climb, crouch and crawl as needed to reach patients and safely remove and transport. Carry and utilize emergency medical equipment appropriately. Communicate verbally to patients, physicians, nurses and co-workers. Hear, understand, and react quickly to verbal instructions and patient needs.
6. Current Immunization Records for the following:
  - PPD Two Step: TB1- Tuberculosis within 1 year and TB2 within 30 days of program, Tetanus within 1 year, MMR- Measles, Mumps, Rubella (childhood record ok), Varicella Immunity, and Hepatitis B- At least shot #1 in series.
7. Students attending the E.M.T B course must not have been convicted of a felony or any other charges which would prevent you from holding public office or possessing, using a firearm and or ammunition.

### ***Executive Protection Specialist***

Qualifications and Requirements To qualify for the program an applicant must:

1. Be at least 18 years old.
2. Must meet California and Federal guidelines to, own, possess and or purchase a firearm.
3. Have a current California Driver's License card and Social Security Card
4. Applicants enrolling into BPPE licensed schools must have a minimum of a high school diploma, a GED. No Ability to Benefit Students will be admitted.
5. Must pass FBI and DOJ clearance to possess and or purchase firearms.

### ***Physical Security Specialist***

Qualifications and Requirements To qualify for the program an applicant must:

1. Be at least 18 years old.
2. Must meet California and Federal guidelines to, own, possess and or purchase a firearm.
3. Have a current California Driver's License card and Social Security Card
4. Applicants enrolling into BPPE licensed schools must have a minimum of a high school diploma, a GED. No Ability to Benefit Students will be admitted.
5. Must pass FBI and DOJ clearance to possess and or purchase firearms.



## ***APICS Certification***

Qualifications and Requirements To qualify for the program an applicant must:

1. Be at least 18 years old, or at least 17 with parental consent.
2. Have a current California Driver's License card and Social Security Card
3. Applicants enrolling into BPPE licensed schools must have a minimum of a high school diploma, a GED. No Ability to Benefit Students will be admitted.

Please note that there are requirements for applicants to take the Certified Supply Chain Professional (CSCP) and Certified in Logistics, Transportation and Distribution (CLTD) examinations. This is an APICS requirement, and candidates must have a completed "authorization to test" prior to registering for the CSCP exam with APICS. The requirements are:

1. A bachelor's degree OR
2. 5 years related experience in a supply chain function OR
3. Another APICS certification (i.e., CPIM) or certification from ISM/NAPM (i.e., CPM, CPSM)

## ***Screening and Selection Criteria Policy***

Based on Programs with High-Demand Wait Lists: All applicants who meet the minimum requirements for admission will be considered. Academy for Professional Development reserves the right to convene the Admissions Committee, consisting of the Program Director and one or more of the following: Admissions Director, Chief Operating Officer, Program Director and/or program instructor and/or Chief Academic Officer who will:

1. Verify and document the qualifications of each candidate.
2. Score candidates.
3. Make a final selection of candidates to be admitted to the program. Selection is based upon the following:
  - a) Score on the appropriate Entrance/Ability to Benefit (ABT) Test o For NA this is the FLP Math and Language Proficiency Test
  - b) Work experience
  - c) Letters of Recommendation
  - d) Previous education
  - e) Date of application
  - f) Application status of candidates (placement of previous alternate student) The top candidates plus alternates will be selected. See the Alternate Student Policy. In case the candidates are equally qualified for the last slot in the class, selection will be based upon the date of the application. Students who drop or take a leave of absence may return only if there is an available slot and the written request to return is accepted.

## ***Sponsored Versus Non-Sponsored Students***

Any student who does not pay 100% of the tuition or has part of their tuition paid by an employer, a government agency or a non-profit group is considered a Sponsored Student. Sponsored Students will be treated in the same fashion and must meet the same enrollment and performance standards. AFD regularly has students who may have part, or all their tuition paid for or is sponsored by someone other than their selves, or their families. Common examples of Sponsoring Agencies include Workforce Investment Agencies, Public Education Agencies, Other Public Entities and Employers, Veterans Benefits, Workers Compensation private or public employers.

## ***Similarities Between Sponsored Versus Non-Sponsored Students***

1. All students, whether they are sponsored or not, must conduct their enrollment and eligibility screening in the exact same fashion. This includes enrolling via the [www.academyforprofessionaldevelopment](http://www.academyforprofessionaldevelopment) or [www.afpdus.com](http://www.afpdus.com) submitting Live Scan fingerprinting for a DOJ Criminal Background Check, receiving a Physical Exam and a Tuberculosis Test.



## ***Differences Between Sponsored Versus Non-Sponsored Students***

1. Non-Sponsored Students must pay the BPPE Student Tuition Recovery Fund (STRF) fee and may be eligible for protection and tuition reimbursement from the STRF under certain circumstances. Sponsored students do not have to pay the STRF fee and are not eligible for STRF benefits.
2. Some Sponsored Students may be required by their Sponsoring Agency to Co-Enroll in another program to qualify for the funding they receive. For example, students sponsored by Workforce Development Agencies Must Co-Enroll as a client of that agency to receive funding. Students sponsored by Adult Schools or ROP program must Co-Enroll as a student in that program. Co-Enrollment is an issue between Sponsored Students and their Sponsoring Agencies. FLP is never a party to such agreements and commits to treating all students in the same manner regardless of whether they are sponsored or not.

## ***Advanced Credit and Experiential Learning***

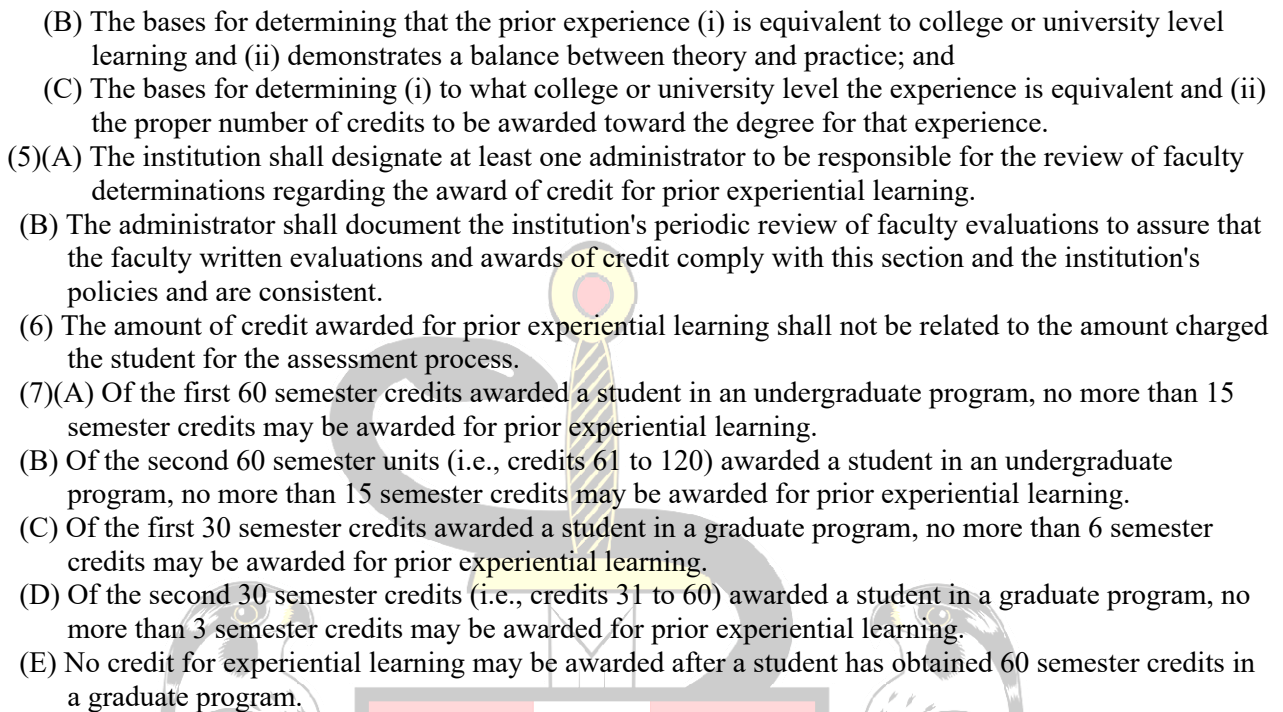
Credit Students understands and agrees that Academy for Professional Development does NOT offer any advanced credit or experiential learning credits.

## ***Notice Concerning Transferability of Credits and Credentials Earned at our Institution***

The transferability of credits you earn at Academy for Professional Development is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in, Emergency Medical Technician Program (EMT), Emergency Medical Technician/Executive Protection Specialist (EMT/EPS), APICS Certified in Production and Inventory Management (CPIM) CPIM Part 1, APICS Certified in Production and Inventory Management (CPIM) CPIM Part 2, APICS Certified Supply Chain Professional (CSCP), APICS Certified in Logistics, Transportation and Distribution (CLTD), APICS Principles in Supply Chain Logistics & Distribution Management, Executive Protection Specialist, Physical Security Specialist is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Academy for Professional Development to determine if your (credits or degree, diploma or certificate) will transfer. This Institution does not accept credits for transfer at this current time. Academy for Professional Development does not currently maintain articulation agreements with any other institution.

***Credit for Prior Experiential Training/Experience Policy.*** Academy for Professional Development may, at its discretion, grant credit for experiential learning and/or experience in the healthcare field completed within five (5) years prior to admission. When credit is granted, a student may still be required to demonstrate competence in theory and/or clinical skills. Credit may be granted by this institution if:

- (A) The prior learning is equivalent to a college or university level of learning;
  - (B) The learning experience demonstrates a balance between theory and practice and;
  - (C) The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements.
- (2) Each college or university level learning experience for which credit is sought shall be documented by the student in writing.
  - (3) Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent and (2) how many credits toward a degree may be granted for that experience.
  - (4) The faculty evaluating the prior learning shall prepare a written report indicating all of the following:
    - (A) The documents in the student's record on which the faculty member relied in determining the nature of the student's prior experience;

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- (B) The bases for determining that the prior experience (i) is equivalent to college or university level learning and (ii) demonstrates a balance between theory and practice; and
- (C) The bases for determining (i) to what college or university level the experience is equivalent and (ii) the proper number of credits to be awarded toward the degree for that experience.
- (5)(A) The institution shall designate at least one administrator to be responsible for the review of faculty determinations regarding the award of credit for prior experiential learning.
- (B) The administrator shall document the institution's periodic review of faculty evaluations to assure that the faculty written evaluations and awards of credit comply with this section and the institution's policies and are consistent.
- (6) The amount of credit awarded for prior experiential learning shall not be related to the amount charged the student for the assessment process.
- (7)(A) Of the first 60 semester credits awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.
- (B) Of the second 60 semester units (i.e., credits 61 to 120) awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.
- (C) Of the first 30 semester credits awarded a student in a graduate program, no more than 6 semester credits may be awarded for prior experiential learning.
- (D) Of the second 30 semester credits (i.e., credits 31 to 60) awarded a student in a graduate program, no more than 3 semester credits may be awarded for prior experiential learning.
- (E) No credit for experiential learning may be awarded after a student has obtained 60 semester credits in a graduate program.

Examples of Experiential Training can include the following.

- Accredited vocational or practical nursing courses.
- Accredited registered nursing courses.
- Accredited psychiatric technician courses.
- Nursing assistant training courses.
- Other courses the school determines are equivalent to courses in the program.
- Accredited security related programs

Competency-based credit will be granted for knowledge and/or skills acquired through experience. Credit is determined by written and/or practical examinations. The procedure is as follows:

1. Submit a completed Credit for Previous Education and Experience form one month prior to program admission date.
2. Arrange for official transcript of clinical and theory hours and grades to be sent from the original school or agency to Academy for Professional Development for evaluation prior to the class start date.
3. Obtain verification of work experience by employers, stating specific dates of employment, duties performed, and if work was satisfactory, and submit one month prior to program admission date. In addition:
  - Written and/or clinical performance assessment will be required to determine the amount of credit to be granted.
  - Any area challenged (clinical or theory) that a student does not meet the objectives of the course, will require that the entire content of the course be repeated.

Cost: There is no fee to the applicant for submitting a request for credit for Previous Education and Experience. However, the applicant is responsible for any costs associated with acquiring transcripts, certificates, letters or other documentation required to support their request. Note: The Credit for Previous Education and Experience form will also be used for the student to waive any credits previously awarded by another institution or from previous work experience. Tuition fees will remain the same when academic credit is granted for previous education and/or experience.

### ***Consent to Use of Likeness in Education and Marketing***

Media Students have been informed that the school will from time to time publish photographs and/or videos of students while they are undertaking training in the classroom or enjoying their break time activities in the school premises, or while receiving instruction or demonstrating a skill at their affiliated facility sites. They have been informed that these photographs and or videos will be used by the school for educational as well as for marketing and advertising purposes. These will include print media, television ad or electronic or social media publishing device such as Facebook, YouTube, twitter or similar websites, or other equivalent mass media devices for free or paid advertising, billboards, promotional items such as T-shirts, and/ or similar merchandise advertising. Note: The student has been informed that their likeness included in any of the above with or without notice or prior permission before they are taken. Based on the school's Consent Form, the student gives the school their personal outright permission to include their likeness in the schools educational medial and in marketing and advertising, subject to its qualifications of good taste and editorial standards.

## ***ACADEMIC INFORMATION***

### ***Language Proficiency***

The following apply to students for whom English is not their primary language: For a student who's high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet-based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

### ***Language of Instruction***

Instruction will be given in no language other than English.

### ***English -As-A-Second Language Instruction***

This institution does not provide ESL instruction.

### ***Non-discrimination Policy***

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

### ***Complaints***

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

### ***Sexual Harassment***

This institution is committed to providing a work environment that is free of discrimination, intimidation, and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment.



No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### ***Warning: Perjury/ Fraud***

Falsifying information about citizenship, California residency, financial aid and/or military status could result in the following:

- Criminal charges for perjury and/or fraud and if convicted, imprisonment.
- Student disciplinary action, and/or accumulated monetary charges for restitutions.

### ***Attendance Policy – All Programs***

Attendance is expected for the full duration of theory and clinical courses. The following chart is the max hours that can be missed. Excessive tardiness and absences may cause a student to fail to complete course objectives and does not allow for proper evaluation of the student's clinical abilities.

<b>Total Max Hours Missed</b>	<b>Required Program Hours</b>
EMT = 200 Didactic/24 Clinical	200 Hours
EMT/Executive Protection Specialist	280 Hours
Phlebotomy = 40 Hours Didactic/40 Clinical	80 Hours
APICS CPIM Parts 1 & 2 = 82 Didactic/0 Clinical	82 Hours
APICS CSCP = 42 Didactic/0 Clinical	42 Hours
APICS CLTD = 42 Didactic/0 Clinical	42 Hours
APICS Principles = 76 Didactic/0 Clinical	76 Hours
Executive Protection Specialist = 80 Didactic/0 Clinical	80 Hours
Physical Security Specialist Executive Protection Specialist = 216 Didactic/0 Clinical	216 Hours

\*^ To miss clinical hours and make-up for free student must possess a doctor's note, otherwise a fee may apply.

All students must obtain the required number of hours for the program. If the student does not obtain the required hours, the student will not be able to take the certification test.

1. All make-up is hour for hour with an instructor present.
2. Make-up time is "well defined" by limited number of hours for theory and clinical.
3. Students are not allowed to change clinical hours with other students.
4. If a student needs to make-up more than 16 hours they will be required to attend the next available program, a rescheduling fee will be applied to transfer.

### ***Tardy vs Absence:***

1. Tardy= students arriving late 15 minutes after the class has started.
2. Two Tardies= is considered as one absence, 8 hours make-up required.
3. Absence= attending late over 45 minutes for the day.
4. Two Absences = 16 hours of required make-up time.

### ***Theory Attendance:***

1. Students are required to complete all theory hours; all missed hours will require a makeup fee.
2. Didactic make-up requires an appointment with the instructor. Instructor is required to be present at all times.



### ***Clinical Attendance:***

1. Clinical make-up time needs to be scheduled with the instructor with direct oversight of Director and Administrator. (All clinical missed hours required payment, and or a doctor's note to waive "8" hours max") all additional hours will accrue a makeup fee. Clinical Makeup is only offered the last week of the program – no other weeks allowed.

ALL MISSED PROGRAM TIME MUST BE MADE UP WITH AN AUTHORIZED INSTRUCTOR. FEES MAY APPLY.

### ***Academic Probation and Dismissal Policies***

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

Academy for Professional Development  
3421 Tully Road, Suite H  
Modesto Ca 95350

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will help in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

### ***Make-up and Absenteeism Policy Procedure***

If absenteeism prevents the student from meeting the program objectives, the student may be required to repeat the theory class, clinical experience, or both:

Any objective missed due to absence in either a clinical or theory course can be completed satisfactorily in one of the following ways:

- Written Assignments and Make-up Tests
  - ✓ No make-up tests or written assignments will be permitted unless the Program Director or Assistant Director give approval.
  - ✓ There will be no make-up test for an unexcused absence, and the student will receive a grade of 0 points for the test.
  - ✓ Make-up written assignments may be subject to an automatic reduction in points up to one grade level because of lateness.
- Theory Make-up
  - ✓ The student must make arrangements for scheduled make-up as per the attendance policy. The make-up should reflect the scheduled topic(s) missed and require the student to spend time equivalent to the hours missed to be counted as make-up credit.
- Clinical Make-up
  - ✓ The student must make arrangements for scheduled make-up as per the attendance policy.
  - ✓ The make-up should reflect the clinical objectives missed and require the student to spend time equivalent to the hours missed in the skills lab or clinical area.

Students who have not completed all clinical and Didactic objectives prior to the completion of the Vocational Nurse program will not graduate nor be eligible for the State of California Licensing Examination until all objectives have been satisfactorily completed with a minimum passing grade of C or 75%.

### ***Leave of Absence***

Should circumstances be such that a leave of absence is to be requested, a student must apply for a leave of absence to the main campus:

Academy for Professional Development  
3421 Tully Road, Suite H  
Modesto Ca 95350

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

### ***Student Grievance Procedures – Student Rights***

Academy for Professional development will make every attempt to resolve any student grievance that is not frivolous or without merit. Grievance procedures will be included in new student orientation so that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained in school files to determine the frequency, nature, and patterns of grievances for the institution.

The following procedure outlines the specific steps of the grievance process.

1. If possible, address your grievances to your instructor at the first opportunity. Instructors maintain an “open door policy” whenever they are not actively involved in instruction, and will provide you with their e-mail and cell phone numbers to contact them at other times.
2. If your instructor does not resolve your grievance, or if your grievance is against your instructor, you should fill out a grievance form and submit it to the AFD Admissions Office. The Admissions Office will route your grievance to the appropriate representative. If you are an NA student, this will be the program director for your campus. For all other programs, this will be the Chief Operating Officer of AFD.
  - a. **WRITTEN COMPLAINTS:** If this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Academy for Professional Development  
3421 Tully Road, Suite H  
Modesto Ca 95350

- b. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution’s complaint procedure was properly followed, and the student’s signature. The student can expect to receive a written response within ten business days. Student’s rights are set forth at various places in this catalog. Contact the school director if you require additional information

Although Academy for Professional Development does have an internal policy regarding grievances, this policy in no way shall affect the students right to file a complaint with, the Bureau of Post-Secondary Education at the following;

Bureau for Private Postsecondary Education  
1747 N. Market Blvd. Ste 225  
Sacramento, CA 95834  
phone: (888) 370-7589, (916)-574-8900, fax: (916) 263-1897.  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

- ✓ Complaint procedures
- ✓ Right to Cancel
- ✓ Student Tuition Recovery Fund
- ✓ Notice Concerning Transferability of Credits
- ✓ Student Grievance Procedures
- ✓ Student Rights to Inspect Records and Obtain Transcripts
- ✓ Non-Discrimination Policy
- ✓ Academic Freedom
- ✓ Sexual Harassment

The grievance will be reviewed by management and a response will be sent in writing to the student within 30 days. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the grievance.

- c. If the grievance is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
- d. Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.

### ***Student Appeals***

If a student believes that he or she is deserving of an exception to the regulations and policies of this institution, that student may write to the Chief Executive Officer at the main address of the institution. The written communication should state the nature of the circumstances which the student believes should be considered by the administration in the application of its policies and regulations regarding dismissal, academic probation, administrative drops, extensions for the time needed to complete a grade, or other matter of concern.

### ***Placement Services***

This institution does not provide placement assistance.

### ***Educational Assistance***

Although Academy of Professional Development does not offer job placement assistance to its students, educational assistance is readily available. If any student wishes to pursue a degree in higher education, either after completing their courses or during their enrollment, AFD will assist the student by providing useful materials to them, such as university brochures, catalogs, and registration materials. In addition, we will arrange appointments for the student to meet with the appropriate counselor to discuss admission and transfer requirements.

## ***Student Orientation***

Student orientations are given on the first day of each course to inform students of school policies, transportation/housing service information, and other pertinent information. Final payments and paperwork will be given and received. Students will receive their student Identification cards with their student ID number on it.

## ***Student Advising***

The Student Service Staff is present during school hours to assist students with any issues/questions

## ***Evaluation of Student Progress***

Evaluation of student progress will be ongoing and based upon meeting both theory and clinical objectives. Progress in theory is defined as maintaining a grade of “C” or better (75% or higher). Progress in clinical is defined as maintaining a grade of “Satisfactory”. A failure in either area will cause the student to fail the semester or specialty.

Didactic: Points will be given for each component of the course, such as tests, papers, and projects. To pass, the student must receive a minimum of 75% of the total points. Each instructor will grade and review results of required work with students and allow them time for discussion.

There are times throughout the program when a student’s progress may fall below 75%. Students who are having trouble meeting didactic or clinical objectives may be issued a document of concern and subsequently be placed on a Learning Contract. The Learning Contract specifies the expectations that are not being met; the behaviors that are expected; and the date by which this must occur. As soon as a student’s learning and/or performance problems have been identified, the student will be notified regarding the concern and will be asked to meet with the instructor and Program Director. Any time the student feels in jeopardy, she/he should consult with the instructor regarding the problem, following the grievance process as outlined.

Grades will follow this scale:

Score	Grade	GPA
95-100%	A	4.0
90%-94%	B+	3.5
85%-89%	B	3.0
80%-84%	C+	2.5
75%-79%	C	2.0

Note: A grade of “Incomplete” will only be given if, due to extraordinary circumstances, a student has not been able to complete all the course work by the end of the semester. An “Incomplete” must be removed within two weeks of the end of a semester or it will default to an “F”.

## ***Clinical:***

The clinical instructor is responsible for all student clinical assignments and evaluations. It is recognized that an exact match between theory and clinical are not always possible. Student assignments will include documented preparation to care for assigned patients along with documentation of assessment, care planning, and medication administration. Other assignments may be given as appropriate. Problems will be handled initially by the instructor and include the Program Director when indicated.

\*^ Clinical Agreements will be given to the student with a student signature required to attend clinical sessions. ALL POLICIES AND PROCEDURES OF THE CLINICAL SITE ARE REQUIRED TO BE MET BY THE STUDENT.



Evaluations for both theory and clinical will be discussed with each student as an on-going, continuous part of the class and written assessments will be made for each student at least once during each semester. Final evaluations are discussed with each student during the last week of each semester and then filed in the student's record.

### ***Remediation Policy:***

Any student who has not maintained at least a 75% grade average in theory and/or a Satisfactory rating in clinical performance will be referred to the Program Director for a conference. At the conference, the student and the Program Director and instructor will:

1. Discuss the identified learning/performance problems;
2. Draw up a written contract specifying actions that will result in improved performance and are agreeable to the student, instructor, and Program Director;
3. Determine a date by which the contracted goals are to be satisfied; and
4. Schedule a second meeting.

At the second meeting, the Program Director and instructor will determine if the contract goals have been met. If the contract goals have not been met, the student may be dismissed from the program. Understanding that students have different learning styles and may need additional assistance, students are encouraged to use the services of Academy for Professional Development to increase the chance of success within the program. These include:

- a. Tutoring
- b. School library
- c. Study and test taking consultation

The student must demonstrate proficiency in each semester before being permitted to progress onto the next semester. If the student continues to demonstrate insufficient preparation for the subject content of the course, has developed a pattern of neglect of class assignments, or has not met specific objectives set forth in the plan for remediation, the student will be considered for dismissal.

### ***Classroom and Clinical Behavior Policy***

- Students are offered the following breaks during class time: 5-hour class sessions—a 30-minute lunch break; 4-hour class sessions—a 10-minute break; 8-hour class—a 10-minute break in the morning, 30-minute lunch and a 10-minute break in the afternoon.
- Smoking is not allowed in the building and is allowed in only designated areas on campus. (parking lot only).
- Students are always required to maintain a clean and neat working area by removing their trash and clutter before leaving the classroom and break room areas.
- All educational supplies used by the student during theoretical training must be returned to the designated proper places at the end of the class.
- Students proven to be under the influence of alcohol or prohibited drugs will not be allowed inside the classroom or clinical training site and will be subjected to automatic dismissal.
- Sleeping or distracting class sessions both in the classroom and clinical training site are not acceptable and subject to counseling by the Program Director.
- Leaving the classroom or clinical training site during class hours without authorization by the instructor or Program Director is not allowed and is subject to counseling.
- Cheating during examinations is not acceptable and students' who are caught will be subject to counseling and or dismissal.

### ***Student Conduct – Zero Tolerance Policy***

The Code of Student Conduct governs the behavior of our student body. The purpose of a published Code of Conduct is to state the specific authority and responsibility of the institution in maintaining social discipline, to outline the process for a legitimate grievance, and to establish the procedures to be followed to ensure “due process,” which protects accused students from unfair imposition of penalties and sanctions. Daily responsibility for good conduct rests with all students, faculty and staff. All members of this institute are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others. Students are always expected to behave professionally and respectfully. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Collaborating against the school with other classmates.
- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on or around campus.
- Possession of unauthorized weapon on campus.
- Behavior creating a safety hazard to another person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.
- Dishonesty
- Cheating
- Falsification of documents
- Violent behavior (verbal/Non-verbal/Physical)
- Violation of safety policies during skills or firearms training

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

### ***Confidentiality***

Any and all information obtained while providing services in any medical related program that requires clinical hours or any information learned while working and studying in a health care facility will always remain confidential. Students that breach client confidentiality will face termination from the program. Each student is required to sign and submit the “Student Agreement: Patient’s Rights, Confidentiality and Safety” form upon entry into any medical related program that requires clinical time.

### ***Emergency Contact Form***

Students are responsible to complete an Emergency Contact Form that is used for classroom and clinical site in case of an emergency. This information is mandatory to be updated by student, in case of an emergency.

### ***Drop Out Policy***

The school will permit a student to take one (1) Leave of Absence (LOA) during any program. The request for leave of absence must be made as soon as the student becomes aware of a potential problem with attendance. The notice must be in writing and should be brought in, in person, but may be mailed if it is postmarked on the first day of the requested LOA. If no notice is delivered, either by hand or by mail, it will be assumed that the student has voluntarily withdrawn. A refund of any pre-paid tuition will be issued based on the State of California’s standard formula as shown on the school’s Enrollment Agreement. The notice must include the following items:

- Proposed date for leaving
- A statement of the student's intent to return;
- Intended date of return;
- Contact address and phone number if different than what is on file with the school.

If the student does not return within 3 months, the LOA will be treated as a cancellation and no refunds will be granted to the student that dropped out of the program. It is the responsibility of the returning student to be able to perform all skills from previous semesters.

- Re-entry is on a space available basis only.
- Re-entry is contingent upon clearing a current background check and continuing to meet all program entry requirements and qualifications.
- All LOA's and requests to be re-admitted must be submitted within two weeks after the student attends their last class and must be approved by the Program Director.

### ***First Day Attendance Mandatory***

Students that do not attend the first day of program will automatically be dropped from program. Arrive on time, late arrivals will chance losing spot in program.

### ***Program Warning, Probation & Suspension***

Academy for Professional Development may issue an academic, attendance or behavioral warning, probation, or suspension to students as a process for remediation or conditions for continued enrollment in a training program.

1. Students who do not meet the academic, attendance, or behavioral warning, probation, or suspension to students as a process for remediation or conditions for continued enrollment a training program.
  - First Infraction, student may be issued a written or verbal warning advising of their potential failure to meet standards.
  - Second infraction, student may be placed on written or verbal probation, which shall have conditions that must be met by the student to continue enrollment in training program.
  - Third Infraction, student will be involuntarily dismissed from training programs.
2. For the student to be removed from probation and placed on regular status, he/she must demonstrate that the behavior, incident, and/or cause of the warning or probation has been corrected, and all conditions set forth in their written or verbal probation have been met.

### ***Report Abuse, Incidents and Unusual Occurrences***

Students and instructors are to report any incident or unusual occurrences they may observe at the clinical site. The student is a Mandated Reporter, as designated by the California Department of Justice and the California Attorney General. Training on mandated reporting will be provided to all the students and NATP Staff of Academy for Professional Development. If the student is the observer, the initial report made to the Clinical Instructor, who will then report to the Supervisor or Person in Charge. All reported occurrences will be followed up by the facility immediately, in accordance to established facility policies and in accordance to the State and Federal Regulations.

### ***Classroom (Didactic) Expectations***

The focus of Academy for Professional Development is to provide a safe learning environment for all students so that each student can reach his or her educational goal(s). To accomplish these goals, all students must follow the same procedures.

1. Focus on the reason you are enrolled in the program, do your best, no drama allowed.
2. Turn off all electronic devices including, but not limited to, headsets, cell phones, and I-pods or other music players.
3. To avoid disruptions, if you leave the campus, do not return. Loitering is not permitted.
4. No food or beverages are permitted in the classrooms.
5. Communication and course progress should be periodically discussed with the classroom instructor so that all students can reach their goals.
6. Respect instructors, staff, administrators, and students always. Disrespect is grounds for termination from the program.
7. Academic dishonesty is grounds for termination. – NO CHEATING.
8. Students attending the program are not to have visitors (friends or relatives) on campus.
9. Academy for Professional Development is a drug-free, smoke-free school. If you are in violation, you will be dropped from the program. This is a zero-tolerance campus.
10. Individuals who smell of offensive odors may be asked to leave campus.
11. No recording or videos allowed unless given permission by the Administrative Department.

### ***Clinical Expectations***

It is important for students to remember that they are representing Academy for Professional Development when participating at the clinical locations.

### **\*^ CLINICAL STUDENT AGREEMENTS AND ORIENTATION DOCUMENTS WILL BE REQUIRED TO BE COMPLETED PRIOR TO STARTING CLINICAL SESSION.**

1. Academy for Professional Development is an EEO/AA (Equal opportunity/affirmative action) institution and does not discriminate based on sex, age, race, color, religion, physical or mental disability, creed, national origin, veteran status, sexual orientation, genetic information, gender identity, or gender expression in programs or activities which it operates.
2. Students will adhere to the highest standards at all clinical sites.
3. Student guests are not allowed in the skilled nursing clinical site.

### **Examples of infractions:**

1. Negligent or careless performance of duties.
2. Failure to apply to clinical practice principles presented in lectures and required reading assignments.
3. Failure to respect confidential nature of clinical records and information about clients.
4. Altering, removing, or destroying clinical records.
5. Refusal to follow instructions from supervisor or other department staff.
6. Deliberate or careless damage to equipment or materials which are the property of AFD or affiliated institutions.
7. Falsifying student/patient records.
8. Repeated tardiness or unexcused absences.
9. Use of intoxicants. No person may bring onto the campus any alcohol or dangerous drug for ingestion. No person may appear on campus under the influence of any of the above substances.
10. Cheating or plagiarism consequences, 1st time 0 on the assignment, 2nd time failure of class and removal from program.
11. Theft
12. No Cell Phones during clinical shifts.
13. No photos of patients.
14. No movies of patients
15. No movies or photographs of crime scenes, accident scenes or other emergency/non-emergency situation
16. The Facilities require students to use only English Language throughout the clinical shifts.



## ***FINANCIAL INFORMATION***

### ***Enrollment Fee (Non-refundable):***

To enroll in a program at AFPD, a non-refundable and nontransferable fee of \$250.00 is due to complete the enrollment process.

### ***Cancellation and Refund Policy***

Registration Fee is non-refundable once submitted. Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the 7th day after enrollment, whichever is later. (Meets CEC 94909(a)(8)(B) requirements)

1. Non-refundable fees and time spent in the program will not be refunded.
2. If you choose to cancel this agreement, AFPD will refund any money that you paid less specified non-refundable fees.
3. Cancellation shall occur when you give written notice of cancellation addressed to CE Program Director and send by US certified mail, or hand delivered.
4. The written notice of cancellation is effective on the date received by AFPD
5. The refund will be issued within 45 days of the notice of cancellation.

AFPD follows the refund guidelines set by the California Bureau for Private Postsecondary Education in accordance with 5 CCR 71750. You have the right to withdrawal from a course of instruction at any time. If you withdraw from a course of instruction after the period allowed for cancellation of the agreement set forth above, AFPD will issue a pro rata refund base on the amount owed for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows: total tuitional charge divided by the number of days in the program, multiplied by the number of days student attended, or was scheduled to attend prior to withdrawal, less the amount paid by the student. All amounts paid more than what is owed as calculated above shall be refunded within (45) days of the student's withdrawal or cancellation. The refund will be prorated if the student withdrawals after the first-class session, or the seventh day after enrollment, whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. Please refer to additional information on California Laws on Refunds pertaining to fully paid tuition in the event the school permanently ceases to operate.

### ***Financial Records of Students***

The financial records of students will be maintained in each student's master file. The financial record will show all charges, the reasons for each charge, each credit, and a current balance due, if any.

### ***Withdrawal Procedure:***

A student has the right to cancel, withdraw and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. This will be based on the (refund policy). To withdrawal from a program, student must:

1. First notify the school in writing of their intent to cancel the agreement or withdrawal from the program.
2. Notification shall be made in writing and must be signed by the enrolled student.
3. A student will also be considered as, withdrawn or canceled from the program if the student has more than five days of missed classes and has not been in contact with the AFPD or its instructors for the program which they are enrolled.
4. All requests shall be mailed by US certified mail, with tracking to:

Academy for Professional Development  
3421 Tully Road, Suite H  
Modesto Ca 95350

### ***Program Reinstatement:***

A student who has been previously enrolled in a program at Academy for Professional Development but have since been dismissed or terminated by the school or who have withdrawn voluntarily may be reinstated into their previous program in advanced standing. For a student to be reinstated into a previous program or in advanced standing, the student must meet the following requirements.

1. A student must be in good standing with the school, which includes but is not limited to the following:
  - a. Student has paid all outstanding fees and tuition.
  - b. Student has submitted all required documentation and immunizations.
  - c. Student is not accused of or under investigation for a criminal offense.
  - d. Student has not been convicted of a “criminal offense, which would prelude eligibility for state licensure.
  - a. Student has maintained good conduct.
  - b. Student has been cleared by a California licensed physician as physically capable of performing typical duties and activities, set forth by program enrolled in.
2. Student must complete a new application and pay the application fee (\$250.00).

### ***Tuition Refund after Classes Begin***

The student has the right to withdraw from a course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the Agreement, which is until the first day of class, or the seventh day after enrollment, whichever is later, the School will remit a refund less the nonrefundable items and minus the pro-rated tuition/lab fees for hours of instruction rendered. The refund shall be the amount you paid for instruction multiplied by fraction; the numerator of which is the number of hours of instruction which the student has not received but for which the student has paid, and the denominator of which is the total number of hours of instruction for which the student has paid.

IF THE AMOUNT THE STUDENT HAS PAID IS MORE THAN THE AMOUNT THAT THE STUDENT OWES FOR THE TIME THE STUDENT HAS ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY DAYS OF WITHDRAWAL. IF THE AMOUNT THAT THE STUDENT OWES IS MORE THAN THE AMOUNT THAT THE STUDENT HAS ALREADY PAID, THEN THE STUDENT WILL NEED TO MAKE ARRANGEMENTS TO PAY.

For the purpose of determining the amount the student owes for the time the student attended, the student shall be deemed to have withdrawn from the course when any of the following occurs:

- a. The student notifies the school of your withdrawal or the actual date of withdrawal.
- b. The school terminates the student’s enrollment.
- c. The student fails to attend classes for a three [3] week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of the student’s tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to the student. If there is a balance due, the student will be responsible to pay that amount.

### ***Refund Policy on Books, Uniforms, and Materials***

After purchase, books, uniforms, and other materials are the property of the student; no refunds allowed.

If AFPD is contracted to provide a program and fees are paid and student is considered as a, “Sponsored Student,” the fees associated are not reimbursable to the “Sponsored student.” Other fees considered “non-reimbursable will not be reimbursable to the student or entity. The student shall be responsible to the entity for any reimbursements. This is a contractual arrangement/agreement between the student and the third party.

### ***Late Fees, Returned Check Fee, and Transcript Fee***

Any payment, received after the due date, will be charged a \$25.00 late fee. It is the student's responsibility to make all tuition payments as agreed. Additionally, if a student wishes to make payment utilizing the below listed methods other than cash or check will be responsible for payment of fees associated with card use.

#### ***Types of payment methods:***

Visa, MasterCard, American Express, Discover, Cash, Cashier's Check, Money

Order (NOTE- There are no personal checks allowed).

Academy for Professional Development will provide one free official transcript following graduation. Additional transcripts will be provided at a cost of \$25.00 each. Requests for official transcripts must be submitted in writing by emailing [info@afpdus.com](mailto:info@afpdus.com). The student's financial account must be current for transcripts to be furnished. Academic transcripts will be withheld if a student has an outstanding financial obligation to the school. Allow 3 weeks for processing of transcripts.

#### ***Payment Options:***

##### ***Student Loans***

For classes below \$2,000.00 in total, students will be required to pay a minimum of, \$650.00 to secure their seat in the program. For programs above \$2,000.00 students will be required to place a down payment totaling 18% of the program total amount. Example, program cost is \$4,500.00, the student would be required to pay a down payment of, 810.00.00

Payments to Academy for Professional Development are due every other week starting the first day of class. The balance owed for the program will be less the amount of the down payment. All fees and outstanding balances will be paid in full prior to graduation. If a student has an outstanding balance, Academy for Professional Development has the right to hold the certification(s) until the balance is paid in full.

Academy for Professional Development does not charge interest. However, students may be subject to a 10% late fee if payments are not received on time. Late fees will apply and start accruing after the first initial late notice is received by the student from the school. The below table is an example of a payment schedule for each program. AFPD reserves the right to change prices at any time and to adjust payment terms.

Example payments table

Program	Fees	Down Payment	Remaining Balance	Payment Schedule
Emergency Medical Technician	\$2,300.00	\$750.00	\$1,550.00	\$1,550/ 7 Payments = \$221.42 Every Other Week
Emergency Medical Technician/ Executive Protection Specialist	\$4,421.00	\$900.00	\$3,585.00	\$3,585.00 /9 Payments = \$398.33 Every Other Week
Emergency Medical Technician (3.5 Weeks)	\$3,500.00	\$1,500.00	\$2,000.00	\$2,000.00 Due prior to last day of Class
Physical Security Specialist	\$15,190.00	\$3,000.00	\$12,190.00	\$1,186.00/8 monthly payments
Executive Protection Specialist	\$2,500.00	\$900.00	\$1,600.00	\$320.00/5 monthly payment
Phlebotomy Basic & Advanced	\$2,727.00	\$800.00	\$1,927.00	\$321.00 6 monthly payments
APICS CPIM Part 1	\$2,345.00	\$900.00	\$1,445.00	\$722.50 2 Monthly payments
APICS CPIM Part 2	\$3,095.00	\$1,200.00	\$1,895.00	\$473.75 4 monthly payments
APICS CSCP	\$4,115.00	\$1,800.00	\$2,315.00	385.83 6 monthly payments
APICS CLTD	\$4,115.00	\$1,800.00	\$2,315.00	\$385.83 6 monthly payments
APICS PRINCIPLES	\$1,800.00	\$650.00	\$1,150.00	\$230.00 5 monthly payments

### ***Tuition and Fees Break Down***

Fee Description	EMT	Executive Protection Specialist	EMT Executive Protection Specialist	Physical Security Specialist	Phlebotomy
\$150.00Tuition:	\$515.95	\$1,331.75	\$2,107.70	\$11,658.70	\$1,131.50
Enrollment Fee <i>(Non-Refundable)</i>	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Registration Fee <i>(\$ 250.00 of this fee is Non-Refundable)</i>	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Application Fee <i>(Non-Refundable)</i>	\$100.00	\$100.00	\$185.00	\$100.00	\$150.00
Range Fee <i>(Non-Refundable)</i>	\$0.00	\$100.00	\$200.00	\$300.00	\$0.00
Ammunition Fee <i>(Non-Refundable)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Uniform Fee <i>(Non-Refundable)</i>	\$55.00	\$55.00	\$95.00		\$100.00
Internet and secure access <i>(Non-Refundable)</i>	\$12.00	\$12.00	\$12.00	\$55.00	\$12.00
Insurance <i>(Non-Refundable)</i>	\$125.00	\$125.00	\$125.00	\$12.00	\$125.00
Lab Fees <i>(Non-Refundable)</i>	\$120.00	\$100.00	\$200.00	\$125.00	\$120.00
Background Check Fees <i>(Non-Refundable)</i>	\$160.00	\$160.00	\$160.00	\$150.00	\$160.00
Drug Screen <i>(Non-Refundable)</i>	\$65.00	\$65.00	\$65.00	\$160.00	\$65.00
Stethoscope and Blood Pressure Cuff Fee <i>(Non-Refundable)</i>	\$75.00	\$0.00	\$75.00	\$0.00	\$75.00
Expendable Supplies <i>(Non-Refundable)</i>	\$98.00	\$100.00	\$300.00	\$0.00	\$200.00
Equipment <i>(Non-Refundable)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Books/Materials/Copies/Media <i>(Non-Refundable)</i>	\$591.00	\$100.00	\$791.00	\$155.00	\$575.00
Clinical Fees <i>(Non-Refundable)</i>	\$32.00	\$0.00	\$32.00	\$32.00	\$35.00



Assessment Fee to Transfer Credits <i>(Non-Refundable)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fees to Transfer Credit <i>(Non-Refundable)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fees Paid to Other Entities <i>(Non-Refundable)</i>	\$0.00		\$0.00	\$0.00	\$0.00
Other Charges <i>(Non-Refundable)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tutoring <i>(This is not included in the program fee and is only charged if applicable) (Non-Refundable)</i>	\$0.00				
STRF <i>(\$0.50 cents per \$1,00.00 of Institutional Charges)</i>	\$1.05	\$1.25	\$2.30	\$2.30	\$1.50
Total Fees:	<b>\$2,300.00</b>	<b>\$2,500.00</b>	<b>\$4,600.00</b>	<b>\$13,000.00</b>	<b>\$3,000.00</b>

Fee Description	Certified in Production & Inventory Management (CPIM) – Part 1	Certified in Production & Inventory Management (CPIM) – Part 2	Certified Supply Chain Professional (CSCP)	Certified in Logistics, Transportation & Distribution	APICS Principles in Supply Chain Logistics & Distribution Management
\$150.00Tuition:	\$1,111.83	\$1,863.00	\$2,070.95	\$2,058.86	\$1,212.00
Enrollment Fee <i>(Non-Refundable)</i>	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Registration Fee <i>(\$ 250.00 of this fee is Non-Refundable)</i>	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Application Fee <i>(Non-Refundable)</i>	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Range Fee <i>(Non-Refundable)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ammunition Fee <i>(Non-Refundable)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Uniform Fee <i>(Non-Refundable)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Internet and secure access <i>(Non-Refundable)</i>	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Insurance <i>(Non-Refundable)</i>	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
Lab Fees <i>(Non-Refundable)</i>	\$325.00	\$325.00	\$695.00	\$695.00	\$0.00
Background Check <i>Fees (Non-Refundable)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Drug Screen <i>(Non-Refundable)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Stethoscope and Blood Pressure Cuff Fee <i>(Non-Refundable)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expendable Supplies <i>(Non-Refundable)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment <i>(Non-Refundable)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Books/Materials/Copies/Media <i>(Non-Refundable)</i>	\$370.00	\$370.00	\$810.00	\$810.00	\$50.00
Clinical Fees <i>(Non-Refundable)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Assessment Fee to Transfer Credits <i>(Non-Refundable)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fees to Transfer Credit <i>(Non-</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<b>Refundable)</b>					
Fees Paid to Other Entities <b>(Non-Refundable)</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Charges <b>(Non-Refundable)</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tutoring <b>(This is not included in the program fee and is only charged if applicable) (Non-Refundable)</b>					
STRF <b>(\$0.50 cents per \$1,00.00 of Institutional Charges)</b>	\$1.17	\$1.54	\$2.05	\$2.14	\$1.00
Total Fees:	<b>\$2,345.00</b>	<b>\$3,096.54</b>	<b>\$4,115.00</b>	<b>\$4,103.00</b>	<b>1,800.00</b>
<b>Additional Fees that May Apply:</b> <b>EMT Only:</b> \$50.00/ Hourly Tutoring fee \$25.00 Replacement ID Badge/TB Test \$25/Physical \$0-\$68/Flu Shot \$0-\$30/Certification/ Licensing Fees: \$80.00 National Registry Test NREMT County Registration Fee \$125/Live Scan EMSA \$30-57		<b>Additional Fees that May Apply:</b> <b>Phlebotomy:</b> Live Scan \$57/TB Test \$25/Physical \$68 Drug test \$65/Flu shot \$25/Tutoring service \$50/hr./State Test Fee for CPT-1 Certification is \$109 additional		<b>Additional Fees that May Apply:</b> <b>Physical Security Specialist and Executive Protection Specialist:</b> Live Scan \$57.00 Tutoring service \$50/hr. BSIS Fees \$200.00	

### ***Fees Explained***

**Enrollment Fees:** Is a non-refundable fee that is sued to reserve the student's seat for the program they are registering for. Enrollment is taken on a, "student by student" basis and covers administrative costs.

**Registration Fee:** This covers the administrative fees administrative staff to compile and collect required paperwork from the student such as, Birth Certificates, Immunization Records, sending and tracking of enrollment agreements, payment/loan applications, just to name a few.

**Expendable Supplies:** This fee covers the costs of expendable supplies in some programs. Example, Emergency Medical Technician Program. These costs would be and not limited to, band aids, bandages, needles, syringes, antiseptic wipes, to name a few.

**Lab Fees:** Some programs offered by Academy for Professional Development require labs. These fees assist AFPD in covering the costs associated with the labs. Set up and take down of required equipment that requires a lab. Some labs and "Hands on" skills have a instructor student ratio. To help maintain instructor student ratios, lab fees can be used to help AFPD offset costs for additional lab instructors.

**Clinical Fees:** Some programs at AFPD require clinical hours in a clinical setting. For example, Emergency Medical Technician Program requires 24 hours of clinical time. These fees help AFPD with offsetting administrative costs to set up and schedule clinicals for students. Other programs have 48 hours of clinical time with travel. These fees help offset the costs for gas, hotel, and food, when required.

**Other Fees:** AFPD Offers programs where memberships are required. Example would be, API CS Plus Membership. These fees are collected and paid for by AFPD on behalf of the student. These fees are also used to access career networks in the supply chain and management programs.

**Non-Refundable Fees:** Fees marked as being "Non-refundable" are fees associated to each student for each program. These fees are non-refundable because these fees are paid to other entities on the students' behalf. Most, if not all non-refundable fees are paid when the student confirms they are signing up for a program of study and

have paid their minimum payment. Once minimum payment has been received and order's have been placed and or the student has received said items, these fees are non-refundable.

### ***Financial Aid***

Academy for Professional Development does not participate in federal or state financial aid programs.

If you obtained a loan to pay for this program you remain responsible for repaying the full amount of the loan plus, any interest, less the amount of any refund. If you default on a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against you, including, garnishing an income tax refund; and,
2. You may not be eligible to any other government financial assistance at another institution until the loan is repaid.

### ***Financial Stability – Bankruptcy History***

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

### ***Tuition Policies, Fees, and Expenses:***

All programs offered by Academy for Professional Development shall have tuition, charges, or fees, which are determined prior to enrollment. All tuition, charges and fees shall be disclosed to prospective students prior to enrollment and listed on the enrollment agreement.

### ***Tuition Payment:***

All tuition fees are due and payable in full within (10) days of the first day of the program. If a student that is enrolled in the payment plan does not make their payments by the due date, they will be warned and a late fee of \$25.00 will be added to their account.

To proceed to clinical, they will need to bring their account to date otherwise they will be dropped from the program.

### ***Student Recovery Fund Disclosure***

(STRF)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the

Bureau for Private Postsecondary Education  
1747 N. Market Blvd. Ste 225  
Sacramento, CA 95834

phone: (888) 370-7589, (916)-574-8900, fax: (916) 263-1897.  
www.bppe.ca.gov

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery.

If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”



Bureau for Private Postsecondary Education  
1747 N. Market Blvd. Ste 225  
Sacramento, CA 95834  
phone: (888) 370-7589, (916)-574-8900, fax: (916) 263-1897.  
www.bppe.ca.gov

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss because of any of the following:



1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution more than tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

**Program Cancellation Initiated by The School** It is the policy of Academy for Professional Development to give a full refund of all fees and tuition for any training class or program that is cancelled by the ACPD Administration.

1. Students who have paid any part of their tuition are eligible for a tuition refund and will receive a refund of all tuition automatically within ten business days of notification of cancellation.
2. Academy for Professional Development will make every effort to obtain full and current contact information for the applicant at the time of accepting payment.
3. If a student does not receive a refund within that time period, he/she must contact the school to ensure that all the contact information is current and request the refund.

## ***VETERANS BENEFITS***

### ***Veterans Benefits and Veterans Administration Applicants***

Academy for Professional Development is approved for the training of veterans and eligible persons as an eligible institution. Applications for Veterans benefits may be obtained by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration. To achieve and maintain eligibility in the VA, there are additional requirements placed upon the institution and the applicant who intends to utilize their VA benefits. Applicants who are eligible for VA benefits must comply with the items included in this section as well as all ACPD institutional policies. Students may check their GI Bill® eligibility at <http://gibill.va.gov>. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

### ***VA Transfer Credit If transfer credit***

is granted to a VA eligible applicant, the portion of the program that is replaced is not eligible for certification for VA benefits. The applicable part of the program substituted is not billable to the student or VA, or any other agency. VA Specific Academic Requirements of Eligibility VA eligible students must maintain Satisfactory Progress in their program to maintain benefits eligibility. Students not receiving a minimum grade of “C” in any course will be referred for remediation a maximum of 3 times. VA Benefits will be terminated if the student is referred for remediation for three times throughout the duration of the program and obtains a non-passing grade in any remaining courses. This academic performance will lead to being expelled.

### ***Additional Responsibilities for VA Eligible Applicants***

Academy for Professional Development does not determine any eligibility for VA benefits. The eligible applicant must complete all required VA applications and requirements with the VA and receive VA approval prior to AFPD accepting any expected VA funds as part of a tuition payment plan. Receipt of VA Additional Notices the VA requires that all VA eligible applicants receive a copy of the AFPD Catalog including Addendum and that AFPD documents such disclosures. Maximum Timeframe VA benefits are paid for 100% of the published program length and not up to 150% of the maximum timeframe.

### ***Title 38 Veterans Policy Statement***

Reimbursement to Veterans and Eligible Persons Department of VA refunds will be paid in accordance with the Department of VA regulations. Reimbursement to Veterans and VA Eligible Persons For information or resolution of specific payment problems, the veteran should call the DVA nationwide toll-free number at 1-888-442- 4551. Refund Policy This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued therefrom at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length.

Non-refundable registration fees for veterans or eligible persons attending a non-accredited course are not to exceed \$10.00. Any registration fee over \$10.00 required that the amount more than \$10.00 will be subject to the pro rata as outlined by BPPE.

### ***Evaluation of previous education and training***

AFPD maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training if applicable (in accordance with the school’s policy regarding transfer of credit from another institution as it appears in this catalog), with the training period adjusted accordingly, and the veteran or eligible person and the Department of Veterans Affairs so notified.

## ***PROGRAMS***

### ***Program S.O.C. Codes***

<b><i>EMT</i></b>	<b><i>Phlebotomy</i></b>	<b><i>Executive Protection Specialist</i></b>
29-2041 Emergency Medical Technicians 29-2040 Emergency Medical Technicians and Paramedics	31-9097.00 – Phlebotomists Lab Asst; Patient Service Technician PST; Phlebotomist; Phlebotomist Supervisor/Instructor; Phlebotomist, Medical Lab Assistant; Phlebotomy Director; Phlebotomy Program Coordinator; Phlebotomy Supervisor;	33-0000 Protective Service Occupations 33-1099 First-Line Supervisors of Protective Service Workers, All Other 33-9000 Other Protective Service Workers 33-9030 Security Guards and Gaming

	Registered Phlebotomist-Part Time	Surveillance Officers 33-9032 Security Guards
<b><i>Physical Security Specialist</i></b>	<b><i>APICS Certified in Production and Inventory Management (CPIM) Part 1</i></b>	<b><i>APICS Certified in Production and Inventory Management (CPIM) Part 2</i></b>
33-0000 Protective Service Occupations 33-1099 First-Line Supervisors of Protective Service Workers, All Other 33-9000 Other Protective Service Workers 33-9030 Security Guards and Gaming Surveillance Officers 33-9032 Security Guards	11-3061.00 – Purchasing Manager 13-1022.00 – Wholesale and Retail Buyers, Except Farm Products 13-1023.00 – Purchasing Agents, Except Wholesale, Retail, and Farm Products 43-3061.00 – Procurement Clerks 43-5061.00 – Production, Planning, and Expediting Clerks 11-1021.00 – General and Operations Managers 51-1011.00 – First-Line Supervisors of Production and Operating Workers 11-9199.04 – Supply Chain Manager 17-2131.00 – Materials Engineers 43-5071.00 – Shipping, Receiving, and Traffic Clerks 53-7199.00 – Material Moving Workers, All Other 43-5081.03 – Stock Clerks – Stockroom, Warehouse or Storage Yard 13-1111.00 – Management Analysts 11-3071.02 – Storage and Distribution Managers	11-3061.00 – Purchasing Manager 13-1022.00 – Wholesale and Retail Buyers, Except Farm Products 13-1023.00 – Purchasing Agents, Except Wholesale, Retail, and Farm Products 43-3061.00 – Procurement Clerks 43-5061.00 – Production, Planning, and Expediting Clerks 11-1021.00 – General and Operations Managers 51-1011.00 – First-Line Supervisors of Production and Operating Workers 11-9199.04 – Supply Chain Manager 17-2131.00 – Materials Engineers 43-5071.00 – Shipping, Receiving, and Traffic Clerks 53-7199.00 – Material Moving Workers, All Other 43-5081.03 – Stock Clerks – Stockroom, Warehouse or Storage Yard 13-1111.00 – Management Analysts 11-3071.02 – Storage and Distribution Managers
<b><i>APICS Principles in Supply Chain Logistics &amp; Distribution Management</i></b>	<b><i>Certified Supply Chain Professional (CSCP)</i></b>	<b><i>Certified in Logistics, Transportation &amp; Distribution</i></b>
11-3061.00 – Purchasing Manager 13-1022.00 – Wholesale and Retail Buyers, Except Farm Products 13-1023.00 – Purchasing Agents, Except Wholesale, Retail, and Farm Products 43-3061.00 – Procurement Clerks 43-5061.00 – Production, Planning, and Expediting Clerks 11-1021.00 – General and Operations Managers 51-1011.00 – First-Line Supervisors of Production and Operating Workers 11-9199.04 – Supply Chain Manager 17-2131.00 – Materials Engineers 43-5071.00 – Shipping, Receiving, and Traffic Clerks 53-7199.00 – Material Moving	11-9199.04 Supply Chain Managers 11-3071.03 Logistics Managers 11-3000 Operations Specialties Managers 11-3071.03 Logistics Managers 11-9199.04 – Supply Chain Managers 11-3071.03 Logistics Managers 11-3000 Operations Specialties Managers	11-9199.04 Supply Chain Managers 11-3071.03 Logistics Managers 11-3000 Operations Specialties Managers 11-3071.03 Logistics Managers 11-9143-5061.00 - Production, Planning 99.04 - Supply Chain Managers



Workers, All Other 43-5081.03 – Stock Clerks – Stockroom, Warehouse or Storage Yard 13-1111.00 – Management Analysts 11-3071.02 – Storage and Distribution Managers		
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## ***Emergency Medical Technician (200 hours)***

### ***Program Description***

The Emergency Medical Technician (EMT) program prepares the EMT student knowledge in prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical services systems, roles, and responsibilities of EMTs, anatomy and physiology, medical emergencies, trauma, special considerations for working in the prehospital setting and providing patient transportation. This course consists of (200) hours of didactic and skills lab training, and 24 externship hours. The course content meets the objectives contained in the U.S. Department of Transportation National EMS Education Standards and trains the participant to become competent in the EMT basics scope of practice.

A course completion certificate is awarded to students who pass the program with an average of 80% or better and fulfill all clinical requirements. Successful completion of the EMT program provides eligibility to the National Registry of EMT's (NREMT) to NREMT.ORG examination to receive certification as a Nationally Registered EMT. Once nationally registered graduates are eligible to apply for state licensure EMSA.CA.GOV which will allow them to work as an EMT in local areas of choice. A student must be 18 years or older to qualify for state licensure. (NREMT and State/Local Licensures are not included in the course cost).

### ***Program Delivery***

All courses are delivered in classroom and/or clinical settings. The EMT program is currently offered at the Modesto Campus.

### ***Program Mission***

The mission of our Emergency Medical Technician I (EMT) program is to provide training for those individuals who desire more than basic first aid training and to contribute to the professional delivery of approved EMT training in the local community.

### ***Program Objectives***

At the completion of this program, you should be able to:

1. Describe the roles of EMS in the health care system.
2. Demonstrate the professional attributes expected of EMTs.
3. Perform the roles and responsibilities of an EMT with regard to personal safety and wellness, as well as the safety of others.
4. Perform the duties of an EMT with regard for medical-legal and ethical issues, including functioning under medical direction and within the scope of practice.
5. Apply principles of anatomy, physiology, pathophysiology, life-span development and therapeutic communications to the assessment and management of patients.
6. Identify the need for and perform immediately life-saving interventions to manage a patient's airway, breathing and circulation.
7. Assess and manage patients of all ages with a variety of complaints, medical conditions and traumatic injuries.



8. Apply principles of emergency medical services operations, including considerations in ambulance and air medical transportation, multiple casualty incidents, gaining access to and extricating patients, hazardous material incidents, and responding to situations involving weapons of mass destruction.

### **Method of Instruction**

Laboratory, Lecture, Audio Visual Presentations, Class Activities, Discussions, and Clinical Externship.

**Requirements to obtain California Certification** In order to receive an EMT course completion certificate from Academy for Professional Development, student must have obtained a score of 80% or above on their final examination, successfully pass all skills examination and have a class overall percentage of 80% and pass a proctored online test. In addition, student must successfully complete (24) hours of internship time on an ambulance, rescue vehicle or in a hospital. Student must observe all the skills during their internship. Students successful in all categories of the program are eligible to sit for the National Registry EMT examination (NREMT). Upon successful completion of the NREMT you are then able to obtain your California State EMS Authority EMT certification card/license. An EMT Certificate issued by Mountain Valley EMS is valid

Statewide. Note: Course completion record is valid to apply for certification for a maximum of two (2) year from the course completion date and shall be recognized statewide.

### **Program Duration:**

The length of the EMT Program is 13 weeks, a total of (200) hours:

1. 200-hour didactic classroom/labs hours
2. 24-hour clinical externship at the hospital ER Department and ride along on an ambulance.
3. twelve-hour shifts, or 3 eight-hour shifts with at least (10) patient contacts. A student will
4. need to complete more time if they do not meet the minimum patient contacts.
5. Locations: Varies view syllabus.

### **Library Resources, Training Aids and Supplies**

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of these programs as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered.

The learning resources that the school has which do relate to our programs of study and which support the lessons conveyed in our curricula, include:

- Pearson Education, Prehospital Care in the Streets. 11<sup>th</sup> Edition. (*Supplied*)
- My Brady Lab, 11<sup>th</sup> Edition. (*Supplied*)
- EMT Review Plus. (*Supplied*)
- Equipment to be used in program: Students are required to have the following items:
- Stethoscope (*Supplied*)
- Penlight
- Approved AFD Uniform (*Supplied*)
- 2" three ring binder, 8-tab index, EMS scissors, pencils/pens.
- Wristwatch

AFPD uses up to date training aids, so the students are practicing with the same materials that they would use in real world settings. All equipment is designed for EMS use and includes, but not limited to:

Oxygen Padding	Defibrillators	Oxygen Masks	Back boards	CPR barrier devices
Nasal cannulas	Cervical	spine collars	Rope	Oxygen regulators
Eye patches	Webbing	Airway management tools	Litter carriers	Carabiners
Bandages	Sheers	Helmets	Tape	Manikins

Shock Treatment  
Medical sprays

Splints

Suction Devices  
Neosporin like products

Gurney

Gauze

### ***List of Skills to be Learned:***

1. Students will complete basic medical and trauma assessments on manikins and each other.
2. Students will perform cardiac arrest management and proper AED use.
3. Students will ventilate using the bag-valve-mask device
4. Students will perform bleeding control and shock management
5. Students will splint suspected fractures.
6. Students will complete cervical spine immobilization using backboards and Cervical collars.
7. Students will complete spinal immobilization for a seated patient.
8. Students will perform patient assessment and management for a trauma patient.
9. Students will reach and interpret pulse oxygen readings using the pulse oximeter device.
10. Students will perform an emergency childbirth assessment.
11. Students will perform CPR, adult, child and infant.
12. Students will inject epinephrine using auto injector trainers.
13. Students will practice MCI "Mass Casualty Incident" drills.

### ***Student Achievement Standards***

1. Homework Assignments/Quizzes  
Homework assignments will be distributed throughout the course. To take the written final, these assignments must be completed and turned in. Please refer to your class syllabus for the due dates of these assignments.
2. Skills Participation  
To gain proficiency in the skills of an EMT, students must practice. The skills participation grade is based upon successful completion of the "Record of Successful Skills Attempts" utilized in lab. Students must complete each skill successfully totaling three times. The students will have each successful attempt signed off by two fellow students.  
The last attempt must be signed off by the instructor. If a student has not had all their skills signed off successfully or has missing skills that have not been signed off, students will not be allowed to take the final examinations.
3. Course Participation  
Attendance and participation are essential for EMT education and training. Because attendance is mandatory, all students begin with the full number of points in this area and absences deduct from this total.
4. Block Exams  
A series of five exams will be given on a regularly scheduled basis. They are multiple-choice and vary in length.
5. Final Examinations Written  
The final exam will be given at the end of the Program and include all subject areas from the entire program. The exam will be multiple choice. \* No re-take of final \*
6. Final Examination Skills  
There will be a skills final examination. Students will be required to perform all required skills without any critical fails.
7. Pass / Fail Assignments

All skills exams are counted as Pass / Fail items and must be successfully completed. Student must achieve 80 % of the possible points and no critical criteria failures. In addition, one 24- hour ride-along or clinical observation with a minimum of 10 patient contacts must be completed. Along with these items, a professional behavior evaluation, successfully completed by the faculty, assessing your competence in the affective domain must be documented.

8. Students will be allowed to sit for the final examinations (written and practical) only upon the following conditions:

- a) All homework assignments have been successfully completed.
- b) All Pre-tests and Post-Tests are completed.
- c) All Chapter Exams are completed
- d) All Major Exams have been completed.
- e) All Skills have been documented, signed off, and completed successfully.
- f) All required patient assessments have been completed and documented successfully.
- g) A complete "Record of Successful Skills Attempts" document has been submitted.
- h) All practical skill labs have been completed.
- i) The student has no more than 16 hours of approved absences

### **Tuition**

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE **\$2,300.00**

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE **\$2,300.00**

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT **\$750.00**

THE TOTAL REMAINDER CHARGES DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS **\$1,500.00**

### ***Phlebotomy Technician Program (80)(Waiting on Accreditations and Approvals)***

#### **Program Description**

The Phlebotomy Technician Program consists of (48) hours classroom instruction and (40) hours clinical externship. Phlebotomy is the practice of drawing blood from patients and taking the blood specimens to the laboratory to prepare for testing. As a Phlebotomy Technician, you are an important member of the clinical laboratory team. New diagnostic techniques, clinical laboratory technology and automated instruments have increased the volume of and demand for medical laboratory testing. In just two months you can earn your Phlebotomy Technician certificate and be working in the medical field as a phlebotomist. Phlebotomy is often an excellent stepping-stone to other careers in health care such as medical assisting, or this course is a great skill to add on to your current career. Students will gain a lot of experience in the 4-weeks at school, during the program students will be shown how to draw blood, also known as a stick. Students will practice their sticking skills in the classroom on faculty, staff and fellow students so they are prepared and confident before beginning their externship. The program's curriculum is designed to meet the standards established by the California Department of Health, Laboratory Field Services, Clinical Laboratory Improvements Act 88' (CLIA), Clinical Laboratory Standards Institute (CLSI), OSHA and Commission Review Committee. A course completion certificate is awarded to students who pass the program with an average of 80% or better and fulfill all clinical requirements. Upon successful completion of the program students will become eligible for certification in the State of California as a Certified Phlebotomy Technician 1 (CPT 1).

#### **Program Delivery**

All courses are delivered in classroom and/or clinical settings. The Phlebotomy program is currently offered at the Modesto Campus.

#### **Program Mission**

The mission of this program is to graduate knowledgeable and professional Phlebotomy technicians.

#### **Program Objectives**

1. At the completion of this program you should be able to:



2. At the completion of this program you should be able to:
3. Define the role of the phlebotomist.
4. Describe the state requirements related to the phlebotomy practice.
5. Describe the legal and ethical issues related to the phlebotomy practice.
6. Demonstrate effective customer service skills.
7. Define medical terms associated with the role of the phlebotomist.
8. Describe the basic human anatomy and physiology.
9. Trace the circulatory pathways of the blood.
10. Identify anatomical structures utilized in blood collection.
11. Describe the components of blood.
12. Maintain a safe environment.
13. Perform the blood collection procedure.
14. Participate in performance improvement/quality assurance.
15. Demonstrate skills required for pre-analytical specimen processing.
16. Discuss specimen collection techniques requiring special handling.
17. Demonstrate problem-solving and trouble-shooting skills.
18. Perform clerical duties required to document phlebotomy practice.

#### Method of Instruction

Laboratory, Lecture, Audio Visual Presentations, Class Activities, Discussions, and Clinical Externship. The course is divided into sections: the didactic portion (classroom) and the externship portion. Students must successfully complete the didactic portion to be eligible for the internship. A student who fails the didactic is dropped from the program.

Requirements to obtain California Certification the Phlebotomy Technician Program consists of (40) hours classroom instruction and (40) hours clinical externship. Phlebotomy is the practice of drawing blood from patients and taking the blood specimens to the laboratory to prepare for testing. As a Phlebotomy Technician, you are an important member of the clinical laboratory team. New diagnostic techniques, clinical laboratory technology and automated instruments have greatly increased the volume of and demand for medical laboratory testing. In just two months you can earn your Phlebotomy Technician certificate and be working in the medical field as a phlebotomist. Phlebotomy is often an excellent stepping-stone to other careers in health care such as medical assisting, or this course is a great skill to add on to your current career. Students will gain a lot of experience in the 4-weeks at school, during the program students will be shown how to draw blood, also known as a stick. Students will practice their sticking skills in the classroom on faculty, staff and fellow students so they are prepared and confident before beginning their externship. The program's curriculum is designed to meet the standards established by the California Department of Health, Laboratory Field Services, Clinical Laboratory Improvements Act 88' (CLIA), Clinical Laboratory Standards Institute (CLSI), OSHA and Commission Review Committee. A course completion certificate is awarded to students who pass the program with an average of 80% or better and fulfill all clinical requirements. Upon successful completion of the program students will become eligible for certification in the State of California as a Certified Phlebotomy Technician 1 (CPT 1).

#### Program Duration:

The length of the Phlebotomy Technician Program is 4 weeks + clinical externship, a total of (40) hours:

40-hour didactic classroom/labs hours

7 days total: Varies view syllabus.

Location: Academy for Professional Development, Modesto

40-hour clinical externship

This section is completed after the didactic classroom/lab hours are met.

Locations: Varies, view syllabus.

Shifts and Hours vary per student.

#### Library Resources, Training Aids and Supplies



No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of these programs as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered.

The learning resources that the school has which do relate to our programs of study and which support the lessons conveyed in our curricula, include:

- Textbook Phlebotomy Essentials, 6th edition, LWW. (Supplied)
- Workbook Student Workbook, Phlebotomy Essentials, 6th edition. (Supplied)
- Equipment to be used in program: Students are required to have the following items:
- Stethoscope (Supplied)
- Penlight
- Approved AFD Uniform (Supplied)
- 2" three ring binder, 8-tab index, EMS scissors, pencils/pens.
- Wristwatch

AFPD uses up to date training aids, so the students are practicing with the same materials that they would use in real world settings. All equipment is designed for EMS use and includes, but not limited to:

Charts of Vascular and Arterial Systems  
Gowns (Disposable and Fluid Resistant)  
Blood Culture Bottles  
Arm Mannequins  
Cotton Balls  
Blood Draw Chari  
Sterile Bandages  
Gloves  
Finger Stick Lancet  
Centrifuge  
Stainless Steel Trays  
Linen  
First Aid Kits

Eye Protection (Goggles)  
Bio-hazard Sharps Container  
Venipuncture Kits  
Microcontainers  
Culture Tubes  
Safety Butterfly Drawing Set  
Adhesive Medical Tape  
Syringe/Needles Holders  
Safety Needles  
Medical Models  
Alcohol Wipes  
Tourniquets

#### List of Skills to be Learned:

1. Students will be able to list the duties of a phlebotomist.
2. Student will be able to define legal issues related to phlebotomy.
3. Students will be able to describe the universal precautions.
4. Students will be able to describe the venous anatomy.
5. Students will be able to describe the veins and skin surfaces on which phlebotomy can be performed.
6. Students will be able to differentiate between serum and plasma.
7. Students will be able to identify factors to be considered in venipuncture site selection.
8. Students will be able to identify factors to be considered in skin puncture site selection.
9. Students will be able to list the equipment and supplies needed to collect blood by venipuncture.
10. Students will be able to list the equipment and supplies needed to collect blood by skin puncture.
11. Students will be able to describe 6 patient factors which influence the ability to perform venipuncture.
12. Students will be able to describe the steps in accurate specimen collection documentation procedures.
13. Students will be able to demonstrate a successful venipuncture on manikin arm.
14. Students will be able to demonstrate a successful venipuncture on live human subjects.

#### Student Achievement Standards

1. Homework Assignments/Quizzes

Homework assignments will be distributed throughout the course. To take the written final, these assignments must be completed and turned in. Please refer to your class syllabus for the due dates of these assignments.

2. Skills Participation

To gain proficiency in the skills of a phlebotomist, students must practice. The skills participation grade is based upon successful completion of the “Record of Successful Skills Attempts” utilized in lab. Students must complete each skill successfully totaling three times. The students will have each successful attempt signed off by two fellow students. The last attempt must be signed off by the instructor. If a student has not had all their skills signed off successfully or has missing skills that have not been signed off, students will not be allowed to take the final examinations.

3. Course Participation

Attendance and participation are essential for Phlebotomy education and training. Because attendance is mandatory, all students begin with the full number of points in this area and absences deduct from this total.

4. Block Exams

A series of five exams will be given on a regularly scheduled basis. They are multiple-choice and vary in length.

5. Final Examinations Written

The final exam will be given at the end of the Program and include all subject areas from the entire program. The exam will be multiple choice. \* No re-take of final \*

6. Final Examination Skills

There will be a skills final examination. Students will be required to perform all required skills without any critical fails.

7. Pass / Fail Assignments

All skills exams are counted as Pass / Fail items and must be successfully completed. Student must achieve 80 % of the possible points and no critical criteria failures. In addition, one 24- hour ride-along or clinical observation with a minimum of 10 patient contacts must be completed. Along with these items, a professional behavior evaluation, successfully completed by the faculty, assessing your competence in the affective domain must be documented.

Students will be allowed to sit for the final examinations (written and practical) only upon the following conditions:

- a) All homework assignments have been successfully completed.
- b) All Pre-tests and Post-Tests are completed.
- c) All Chapter Exams are completed
- d) All Major Exams have been completed.
- e) All Skills have been documented, signed of, and completed successfully.
- f) All required patient assessments have been completed and documented successfully.
- g) A complete “Record of Successful Skills Attempts” document has been submitted.
- h) All practical skill labs have been completed.
- i) The student has no more than 16 hours of approved absences

Evaluation: Evaluation is conducted by the duly qualified faculty for the listed learning outcomes.

Tuition

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE \$2,727.00

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE \$2,727.00

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$800.00

THE TOTAL REMAINDER CHARGES DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS \$1,927.00

## ***APICS Certified in Production and Inventory Management (CPIM 1 40)***

### ***Program Description***

This program assists the student without any academic or practical work experience in operations and supply chain management. The program is designed to provide students with the fundamental knowledge required to effectively plan, source and lead manufacturing and distribution organizations. This program provides an overview of the entire planning hierarchy within an organization from strategic planning all the way through to shop-floor planning. In addition, this program also prepares students for the APICS Certified in Production and Inventory Management (CPIM) certification examination.

### ***Program Delivery***

All courses are delivered in classroom and/or clinical settings. The CPIM program is currently offered at the Modesto Campus.

### ***Program Mission***

The mission of this program is to provide the student the means to effectively work in various roles within a manufacturing or distribution organization as well as provide the fundamental knowledge required to successfully pass the APICS Certified in Production and Inventory Management (CPIM) Part 1 certification exam.

### ***Program Objectives***

Upon completion of this program the student will possess the skills necessary to effectively work in various roles within operations and supply chain management in distribution or manufacturing industries. The student will also be prepared to take the APICS Certified in Production and Inventory Management (CPIM) Part 1 certification examination.

### ***Method of Instruction***

Laboratory, Lecture, Audio Visual Presentations, Class Activities.

### ***Requirements to obtain California Certification.***

To complete this program a student must complete all prescribed courses and earn a pass assessment.

### ***Program Duration:***

40 Hours in total. Consisting of five (5) weeks with two (2) sessions per week at four (4) hours each.

Location: Academy for Professional Development, Modesto

### ***Library Resources, Training Aids and Supplies***

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of these programs as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered.

The learning resources that the school has which do relate to our programs of study and which support the lessons conveyed in our curricula, include:

- APICS Certified in Production and Inventory Management (CPIM) Part 1 Student Workbook
- APICS Certified in Production and Inventory Management (CPIM) Part 1 Student PowerPoint Slide Workbook

### ***Student Learning Outcome List of Skills to be Learned:***

- Describe the components of the manufacturing business model and supply chain
- Communicate the five objectives of manufacturing
- Explain the concepts of priority planning and capacity management
- Differentiate between traditional and cross-functional, as well as internal and external supply chains
- Explain the role and objectives of demand planning, forecasting and customer order management

- Explain four major principles of forecasting and three principles of data collection and preparation as well as differentiate between qualitative and quantitative forecasting methods
- Calculate and explain the logic of the major quantitative forecasting techniques
- Differentiate between the planning horizons and levels of detail of business planning, S&OP, and master scheduling
- List four production strategies and their differences with respect to inventory, S&OP implementation
- Calculate the requirements for both the balancing of the S&OP inventory plan, master production schedule and available-to-promise
- Differentiate between rough-cut capacity planning and resource planning as means of capacity checks for each planning stage
- Calculate load, rated and demonstrated capacity for a work center
- Explain the concepts of backward and forward scheduling and order sequencing with examples
- Explain the difference in manufacturing planning and control, between capacity planning in the priority planning phase and the capacity control functions in the production activity control phase of the planning hierarchy
- Recognize at least five different classes of inventory that materials are transformed into during their flow through the production and distribution process
- Describe the major elements of the five types of inventory costs – item, carrying, ordering, stock out, and capacity-related costs
- Explain financial statements and their elements and their relationship to aggregate inventory
- Identify and explain the four distinct types of purchased items
- Explain the major strategies used for supplier selection and types of supplier relationships in a purchasing strategy
- Differentiate between pull and push distribution strategies and the implications for sales, marketing, production and finance
- Identify the four phases in the product and quality cycle and the production and quality system implications in each phase
- Identify the eight types of waste and how the lean tools presented in the module help eliminate waste
- Explain the concept of total quality management (TQM) and the basic tenants of Six Sigma's DMAIC process

### ***Student Achievement Standards***

1. **Homework Assignments/Quizzes**  
Homework assignments will be distributed throughout the course. To take the written final, these assignments must be completed and turned in. Please refer to your class syllabus for the due dates of these assignments.
2. **Course Participation**  
Attendance and participation are essential for education and training. Because attendance is mandatory, all students begin with the full amount of points in this area and absences deduct from this total.
3. **Block Exams**  
A series of five exams will be given on a regularly scheduled basis. They are multiple-choice and vary in length.
4. **Final Examinations Written**  
The final exam will be given at the end of the Program and include all subject areas from the entire program. The exam will be multiple choice. \* No re-take of final \*



Students will be allowed to sit for the final examinations (written and practical) only upon the following conditions:

- a. All homework assignments have been successfully completed.
- b. All Pre-tests and Post-Tests are completed.
- c. All Chapter Exams are completed
- d. All Major Exams have been completed.
- e. All Skills have been documented, signed of, and completed successfully.
- f. All required patient assessments have been completed and documented successfully.
- g. A complete “Record of Successful Skills Attempts” document has been submitted.
- h. All practical skill labs have been completed.
- i. The student has no more than 16 hours of approved absences

Evaluation: Evaluation is conducted by the duly qualified faculty for the listed learning outcomes.

**Tuition**

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE **\$2,345.00**

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE **\$2,345.00**

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT **\$800.00**

THE TOTAL REMAINDER CHARGES DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS **\$1,545.00**



## ***APICS Certified in Inventory and Production Management (CPIM 2 40)***

### ***Program Description***

This program assists the student without any academic or practical work experience in operations and supply chain management. The program is designed to provide students with the fundamental knowledge required to effectively plan, source and lead manufacturing and distribution organizations. This program provides an overview of the entire planning hierarchy within an organization from strategic planning all the way through to shop-floor planning. In addition, this program also prepares students for the APICS Certified in Production and Inventory Management (CPIM) Part 2 certification examination.

### ***Program Delivery***

All courses are delivered in classroom and/or clinical settings. The CPIM Part 2 program is currently offered at the Modesto Campus.

### ***Program Mission***

The mission of this program is to provide the student the means to effectively work in various roles within a manufacturing or distribution organization as well as provide the fundamental knowledge required to successfully pass the APICS Certified in Production and Inventory Management (CPIM) Part 2 certification exam.

### ***Program Objectives***

Upon completion of this program the student will possess the skills necessary to effectively work in various roles within operations and supply chain management in distribution or manufacturing industries. The student will also be prepared to take the APICS Certified in Production and Inventory Management (CPIM) Part 2 certification examination.

### ***Method of Instruction***

Laboratory, Lecture, Audio Visual Presentations, Class Activities.

### ***Requirements to obtain California Certification***

To complete this program a student must complete all prescribed courses and earn a pass assessment.

### ***Program Duration:***

42 Hours in total. Consisting of five and a half (5.5) weeks with two (2) sessions per week at four (4) hours each. Location: Academy for Professional Development, Modesto

### ***Library Resources, Training Aids and Supplies***

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of these programs as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered.

The learning resources that the school has which do relate to our programs of study and which support the lessons conveyed in our curricula, include:

- APICS Certified in Production and Inventory Management (CPIM) Part 2 Student Workbook
- APICS Certified in Production and Inventory Management (CPIM) Part 2 Student PowerPoint Slide Workbook

### ***Student Learning Outcome List of Skills to be Learned:***

- Explain the significance of a company's business strategy and be able to define the key external industry environment and competitive forces
- Analyze the strengths and weakness of the company in relation to the industry, nature of competition with rivals, and relative strength to competitors

- Successfully identify the different choices companies have for business strategy based on competitive analysis
- List five important reasons for becoming a global competitor along with the challenges in implementation
- Successfully explain the varied types of product design and the choices made in the product life cycle
- Explain the importance of sustainability to the organization, stakeholders, and the supply chain, linking corporate responsibility and organizational strategy
- Describe the objectives of operations strategy for each of the four basic process layouts
- Communicate the difference in operations strategy choice for levels of product volume and variety
- Successfully differentiate between centralized and decentralized organizational structures and between hierarchical and horizontal organization structures
- Demonstrate the importance of process measurement and metric creation for each operational strategy choice
- Explain the choice of operational performance objectives to support the implementation of different competitive strategies as well as the role of performance objectives in the choice of manufacturing processes and layout
- Describe how process/layout choices support low-cost or differentiation strategies and the impact on capacity and flexibility of operations
- Successfully create, analyze and interpret cash flow statements including the calculation of financial ratios
- Successfully complete calculations for the major forecasting models
- Explain how the selection of forecasting models relate to other demand planning and management alternatives
- Calculate the mean absolute deviation and standard deviation of error and the tracking signal for a forecast
- Articulate the difference between Available to Promise and Capable to Promise and the influence of each on customer service
- Demonstrate the relationship between customer service and safety stock levels
- Define S&OP and the key activities for guiding and controlling the business – including the participants and desired results at each planning stage
- Differentiate the planning process for the three production planning methods.
- Calculate inventory plans for the MTS environment and backlog plan for the MTO/ATO environments.
- Differentiate between S&OP and master scheduling – inputs, outputs and requirements.
- Explain how marketplace and customer expectations influence choice of manufacturing environment and master scheduling approach.
- Calculate projected available balance (PAB) and the available-to-promise (ATP) and explain their use in different manufacturing environments
- Differentiate between the roles and authorities of the master scheduler and the executives in the master scheduling process
- Explain the inputs required for the master schedule's management in the assemble-to-order environment and the objectives of the balancing rough-cut capacity plan (RCCP)
- Explain the concept of advanced planning and scheduling (APS) systems for finite scheduling systems and the balancing capacity plan
- List and explain the distinct types of inventory classifications and sub-classifications
- Explain how aggregate inventory policy interrelates with the company's customer service and operations efficiency objectives
- Describe how lot-sizing and safety stock policies support aggregate level policies in manufacturing and service industries
- Explain the difference between order point and periodic review methods and their application
- Define the difference between aggregate and disaggregate planning and their objectives
- Successfully define ABC Classification and create a cycle counting plan using the ABC Classification technique
- Differentiate among planning factors, inventory status data and historical and usage demand in material planning

- Explain the differences in material planning approaches used in different production environments
- List and define the five key performance characteristics of material requirements planning (MRP)
- Identify and list the major inputs and outputs to the MRP system
- Perform the explosion process for the material requirements plan
- Successfully complete the netting process converting gross requirements into net requirements
- Identify the types of changes that affect the material plan.
- Explain the significance of interactions between material requirements planning (MRP) and other manufacturing planning and control (MPC) process and functions
- Explain the purpose and characteristics of resourcing scheduling, the responsibility matrix, and project building
- explain the significance of flexibility of capacity scheduling, material or capacity planned first options and the influence on manufacturing environments
- Calculate rated and demonstrated capacity and explain their use in determining load
- Describe the major simulation and modeling techniques used in calculating load at work centers
- Summarize the phases of the CRP process and the role of simulations in determining work center load profiles
- Differentiate between the three flow scheduling techniques and explain the role of process structure in process flow scheduling
- Describe at least four key performance measures for capacity management in different environments.
- List and explain the supplier capabilities to consider in a make-or-buy analysis
- Differentiate between the different supplier relationships and sourcing strategies and explain their advantages and disadvantages
- Describe at least six key areas of operational communication between supply chain partners
- Differentiate and explain the advantages and disadvantages of traditional and concurrent engineering approaches and the involvement of the supplier
- Explain the significance of total cost of ownership (TOC) and provide real world examples of its application
- Explain how supplier partnerships can benefit from delivery techniques that accelerate the supply chain and other key performance metrics
- Explain how to schedule production and process manufacturing plans relative to authorizing, releasing, prioritizing, and sequencing work
- Identify the interfaces and data exchanges required to execute a plan
- Demonstrate how various operating environments and layouts influence scheduling and workflow
- Demonstrate knowledge of scheduling techniques that maximizes throughput
- Demonstrate an ability to use the input/output control and lead time techniques
- Demonstrate the ability to schedule maintenance
- Demonstrate knowledge of various techniques used to authorize activities
- Explain the various techniques used to execute and control operations
- Identify reporting activities and collection techniques
- Demonstrate the ability to select tools to establish proper communication interfaces with customers and suppliers
- Recognize various internal communication responsibilities
- Identify appropriate requirements for storage, location, and transportation
- Explain how to execute quality initiatives
- Demonstration knowledge of how to implement a continuous improvement plan
- Explain how quality and continuous improvement tools can be used to gain knowledge of constraints within production processes and operations



## ***Student Achievement Standards***

1. Homework Assignments/Quizzes
2. Homework assignments will be distributed throughout the course. To take the written final, these assignments must be completed and turned in. Please refer to your class syllabus for the due dates of these assignments.
3. Skills Participation
4. Course Participation
5. Attendance and participation are essential. Because attendance is mandatory, all students begin with the full amount of points in this area and absences deduct from this total.
6. Block Exams
7. A series of five exams will be given on a regularly scheduled basis. They are multiple-choice and vary in length.
8. Final Examinations Written
9. The final exam will be given at the end of the Program and include all subject areas from the entire program. The exam will be multiple choice. \* No re-take of final \*
10. Pass / Fail Assignments
11. Student must achieve 80 % of the possible points
12. Students will be allowed to sit for the final examinations (written and practical) only upon the following conditions:
  - a) All homework assignments have been successfully completed.
  - b) All Pre-tests and Post-Tests are completed.
  - c) All Chapter Exams are completed
  - d) All Major Exams have been completed.
  - e) All Skills have been documented, signed of, and completed successfully.
  - f) All required patient assessments have been completed and documented successfully.
  - g) A complete "Record of Successful Skills Attempts" document has been submitted.
  - h) All practical skill labs have been completed.
  - i) The student has no more than 16 hours of approved absences

Evaluation: Evaluation is conducted by the duly qualified faculty for the listed learning outcomes.

### **Tuition**

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE **\$3,095.00**

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE **\$3,095.00**

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT **\$\$800.00**

THE TOTAL REMAINDER CHARGES DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS **\$2,295.00**

## ***APICS Certified in Logistics/Transportation/Distribution (CLTD 42)***

### ***Program Description***

This program assists the student who already has some academic and/or working experience in operations and supply chain management. The program is designed to provide students with the fundamental knowledge required to identify, analyze and improve global supply chains and prepare for the APICS certification exam. Exploration of the global supply chain logistics from customers through to supplier breaking the logistics network down into logistics, transportation and distribution.

### ***Program Delivery***

All courses are delivered in classroom and/or clinical settings. The CLTD program is currently offered at the Modesto Campus.

### ***Program Mission***

The mission of this program is to provide the student the means to effectively work in various roles within the global supply chain in a variety of industries as well as provide the fundamental knowledge to successfully pass the APICS Certified in Logistics, Transportation and Distribution (CLTD) certification examination.

### ***Program Objectives***

Upon completion of this program the student will possess the skills necessary to effectively operate in any function within the management of global supply chains regardless of industry. The student will also be prepared to take the APICS Certified in Logistics, Transportation and Distribution (CLTD) certification examination.

### ***Method of Instruction***

Laboratory, Lecture, Audio Visual Presentations, Class Activities.

### ***Requirements to obtain California Certification***

To complete this program a student must complete all prescribed courses and earn a pass assessment.

### ***Program Duration:***

Course Schedule: The traditional scheduling of this course is 14 weeks with one (1), three (3) hour in-class instructional sessions a week. In the fourteenth week the final session is a four (3) hours final exam.  
Location: Academy for Professional Development, Modesto

### ***Library Resources, Training Aids and Supplies***

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of these programs as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered.

The learning resources that the school has which do relate to our programs of study and which support the lessons conveyed in our curricula, include:

- APICS Principles in Supply Chain Logistics & Distribution Management Student Workbook

### ***Student Learning Outcome List of Skills to be Learned:***

- Define logistics, its scope, and its principles and components
- List the drivers that are influencing change and growth in logistics
- Determine how logistics fits within and impacts supply chain management
- Show how professionals can use management and leadership skills to increase their influence and drive positive change for the benefit of the organization, customers, and employees

- Describe different ways logistics costs are accounted for, including traditional allocation and activity-based costing
- Develop logistics goals and objectives that complement organizational and supply chain strategy
- Understand how the organization's products will need different logistics services over the life cycle
- Relate how logistics organizational structure impacts strategic capabilities and the ability to synchronize the supply chain
- Management of performance metrics for logistics – internal and external benchmarking
- Apply lean principles to logistics
- Define and elaborate on each form of waste in the context of logistics
- Apply the tools of the house of lean and value stream mapping to understand lean and how to use it to improve logistics
- Acknowledge the shortcomings of forecasting, including the bullwhip effect
- Interpret forecasting data – identifying trends, cycles, seasonality and random effects
- Select the best forecasting method for the task
- Relate how important supply chain visibility is to capacity planning
- Explain how capacity requirements influence mode, carrier, load size, and route selection
- Plan inbound and outbound transportation capacity, combined capacity and transportation throughput
- Explain how to use demand to determine warehouse storage, equipment, and labor requirements
- Describe how supply and demand can be brought into balance using internal and external methods
- Describe how sales and operations planning gets production, marketing, and finance to agree on a single demand plan
- Explain the concept of collaborative planning, forecasting and replenishment (CPFR) gets logistics and other functional areas of multiple organizations to act as one
- Understand the functions of distribution requirements planning, including management of near-term supply and demand at distributions centers using planned and release orders
- Relate how logistics can add value to the procurement process
- Explain how organizations set different strategies for procuring types of materials
- Identify and select suppliers using weighed, objective criteria
- Define customer relationship management (CRM)
- Demonstrate how to calculate the value of a lifetime customer
- Describe the value of using CRM
- Describe how to implement the CRM process
- Explain service level options for different customers
- Describe how logistics is involved in inbound order management
- Explain how a company optimizes its relationships with suppliers through supplier relationship management
- Describe how procurement and logistics work together in managing orders
- Explain the contents of a routing guide and how logistics uses it
- Explain the different fulfillment channels and how logistics can optimize them to increase customer satisfaction
- Define customer service in terms of internal customers, third-party service providers, and end customers
- Describe the elements of customer service management (CSM)
- List the process steps to create a CSM strategy
- Describe how sales, marketing, and technical support functions can support CSM
- Describe and provide examples of customer service metrics
- Summarize the different functions or purposes inventory serves in a business
- Explain and illustrate the major types of inventory
- Differentiate between inventory ordering techniques and methods
- Calculate reorder points and ABC analysis

- Define the various functions or roles warehousing performs in organizations
- Analyze the costs associated with warehouse management
- Distinguish between and provide examples for the types of warehouses, services and structures
- Describe the goals, challenges and approaches associated with the six main warehouse functions
- Describe the use of information technology in warehouse management
- Show how product characteristics generate the core set of requirements for the design of packaging and materials handling
- Facilitate efficient and effective materials handling by designing packaging that meets the needs of space and vehicle payload utilization, visual and automatic identification, and palletization
- Understand the principles behind effective unitization to form unit loads at both the pallet level and the full vehicle payload level
- Identify the ways freight is moved
- Explain the different transportation stakeholders
- Determine the capabilities of and intermediaries involved with transportation
- Identify and define the different carrier types, including common, contract, exempt, and private
- Identify each transportation mode and describe its strengths, costs, and risks
- Distinguish between the types of terminals used by each of the transportation modes
- Describe how governments oversee transportation for safety and honesty
- Define transportation management and its principles
- Explain how to select the best transportation routes and plans for utilization
- List carrier selection criteria and the main aspects of a contract
- Identify methods to control transportation costs
- Identify how global trade is impacted by trade agreements, trading blocs, and trade compliance
- Describe how transportation regulations protect and promote the safety and security of shipments abroad
- List potential complicating factors when cargo shipments pass across country borders
- Explain how companies become involved in international trade
- Identify how exports are impacted by restrictions
- Describe the process steps in sending an international shipment
- Explain the different types of invoices and their appropriate uses
- Explain the use of various import and export documents
- List the transportation-related paperwork that is required
- Enumerate the steps in the customs clearance process
- Describe how the international trade environment is different from the domestic trade environment
- Explain the common terms of sale in the international interactions
- Define Incoterms trade terms and the responsibilities of buyers and sellers
- Identify payment methods, how they work, and the circumstances in which certain methods are more appropriate than others
- Describe the three currency options for payment in international trade
- Explain currency hedging
- Explain transfer pricing and how it impacts an organization's tax liability
- Describe the purposes of free/foreign trade zones and their impact on duty and taxes
- Describe the process for constructing a logistics network and construct a network using this process
- Apply total cost integration and systems philosophies to facilities planning
- Design the network to meet inventory level goals by determining where to locate inventory and at what levels
- Use tools and techniques such as cost-volume analysis or the weighted factor rating methods to design optimum networks of nodes and links
- Describe the current state of reverse logistics practices
- Enumerate the key factors influencing a reverse logistics strategy and implementation of the related processes



- Identify the activities that are integral to reverse logistics
- Differentiate a closed-loop supply chain from the reverse logistics process
- Explain the various strategies for optimizing reverse logistics
- Describe the dimensions of social responsibility
- Define and explain the importance of the triple bottom line
- Explain the United Nation's Global Compact and its purpose
- Explain the role of ISO 14001 and 50001 standards
- Present methods for monitoring and measuring sustainability efforts by an organization
- Provide definitions for key vocabulary.
- Effectively and correctly complete computations required throughout the course (example – inventory stock levels).
- Determine the best option for supply chain improvement in different scenarios.
- Proven through a multiple-choice written examination.

### ***Student Achievement Standards***

1. Homework Assignments/Quizzes
2. Homework assignments will be distributed throughout the course. To take the written final, these assignments must be completed and turned in. Please refer to your class syllabus for the due dates of these assignments.
3. Skills Participation
4. Course Participation
5. Attendance and participation are essential for education and training. Because attendance is mandatory, all students begin with the full amount of points in this area and absences deduct from this total.
6. Block Exams
7. Final Examinations Written
8. The final exam will be given at the end of the Program and include all subject areas from the entire program. The exam will be multiple choice. \* No re-take of final \*
9. Pass / Fail Assignments
10. All skills exams are counted as Pass / Fail items and must be successfully completed. Student must achieve 80 % of the possible points

Students will be allowed to sit for the final examinations (written and practical) only upon the following conditions:

- a) All homework assignments have been successfully completed.
- b) All Pre-tests and Post-Tests are completed.
- c) All Chapter Exams are completed
- d) All Major Exams have been completed.
- e) All Skills have been documented, signed of, and completed successfully.
- f) All required patient assessments have been completed and documented successfully.
- g) A complete "Record of Successful Skills Attempts" document has been submitted.
- h) All practical skill labs have been completed.
- i) The student has no more than 16 hours of approved absences

Evaluation: Evaluation is conducted by the duly qualified faculty for the listed learning outcomes.

### **Tuition**

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE **\$4,103.00**

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE **\$4,103.00**

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT **\$\$800.00**

THE TOTAL REMAINDER CHARGES DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS **\$3,303.00**

## ***APICS Certified Supply Chain Professional (CSCP 42)***

### ***Program Description***

This program assists the student who already has some academic and/or working experience in operations and supply chain management. The program is designed to provide students with the fundamental knowledge required to identify, analyze and improve global supply chains and prepare for the APICS certification exam. Exploration of the global supply chain will include and end-to-end view of the impacts of globalization, supplier and customer relationship management, logistics, security, compliance and information technology enablement.

### ***Program Delivery***

All courses are delivered in classroom and/or clinical settings. The CSCP program is currently offered at the Modesto Campus.

### ***Program Mission***

The mission of this program is to provide the student the means to effectively work in various roles within the global supply chain in a variety of industries as well as provide the fundamental knowledge to successfully pass the APICS Certified Supply Chain Professional (CSCP) certification examination.

### ***Program Objectives***

Upon completion of this program the student will possess the skills necessary to effectively operate in any function within the management of global supply chains regardless of industry. The student will also be prepared to take the APICS Certified Supply Chain Professional (CSCP) certification examination.

Method of Instruction

***Laboratory, Lecture, Audio Visual Presentations, Class Activities.***

Requirements to obtain California Certification

To complete this program a student must complete all prescribed courses and earn a pass assessment.

### ***Program Duration:***

The length of the CSCP (42) hours:

40-hour didactic classroom/labs hours

7 days total: Varies view syllabus.

Location: Academy for Professional Development, Modesto

### ***Library Resources, Training Aids and Supplies***

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of these programs as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered.

The learning resources that the school has which do relate to our programs of study and which support the lessons conveyed in our curricula, include:

- APICS Certified Supply Chain Professional Student Workbook
- APICS Certified Supply Chain Professional PowerPoint Slide Workbook

### ***Student Learning Outcome List of Skills to be Learned:***

- Be able to describe supply chain entities, structures, flow, and processes
- Successfully identify the of the SCOR model and its application
- Students will be able to define supply chain management strategies, objectives, key terms, and benefits
- Provide a basic explanation of accounting and finance in supply chains
- Explain how the major business plans align to create an overall business strategy
- Differentiate between the major business strategies for competitive advantage
- Define the Bullwhip Effect and how the business planning process and alignment can mitigate its effect
- Provide a definition for the marketplace and SWOT analysis
- List the supply chain design considerations and differentiate between efficient and responsive supply chain implementation differences
- Explain the concept of continuous improvement and identify the major steps and tools used for facilitating improvement
- Outline the main inventory classifications and costs
- List the six reasons for holding the right amount of inventory
- Explain where inventory can be found on the company's financial statements and how inventory impacts the bottom line
- Demonstrate understanding of Module 2 sections A through E concepts through the completion of case study assignments
- Review and revise if necessary, the Module 2 study plan
- Define the role of logistics in the modern supply chain
- Differentiate between 3PL and 4PL operations and advantages and disadvantages to each option
- Explain the concept of reverse logistics
- Define market segmentation and the major methods of segmentation
- Explain how market segmentation and marketing should be aligned
- Identify techniques for collecting the Voice of the Customer
- Define forecasting and explain the major forecasting characteristics and methods
- Explain the demand management process from creation to implementation
- Identify the linkages between the demand elements
- Define the concept of CRM and outlining the scope, elements and benefits
- Explain the challenges of CRM implementation and provide examples on how those challenges can be overridden
- Identify key customer information required in a CRM system and explain how the information is used to improve customer service
- Define the concept of Total Cost of Ownership (TOC) and provide examples
- Identify the different types of supply selection strategies and provide an explanation for their advantages and disadvantages
- Explain the linkage between CRM and Supplier Relationship Management
- Identify and explain the Triple Bottom Line of sustainability
- Define sustainability from the three main perspectives – including objectives and influences
- List the roles and influences of the UN Global Compact and the Global Reporting Initiative
- Define risk and its major components from a supply chain perspective
- Differentiate between mitigation and the other responses to risk
- Explain the ISO 31000 process for risk management
- Define globalization and the implications on the modern supply chain in managing imports and exports

- Identify the major types of trading blocs and documentation
- Explain Hofstede's Cultural Dimensions and the implications for those working in a global environment
- Identify and provide the objectives and considerations for the major types of transportation
- Explain the tradeoffs in storage and handling options and implications on customer service
- Define the major technologies used in managing logistics operations in a global supply chain
- Explain the role of SCOR® in the management of a supply chain
- Differentiate between efficient versus responsive supply chains using the SCOR® attributes
- Define S&OP and explain the steps, including major inputs and outputs at each step in the process
- Identify the main types of supply chain planning technology and required support technologies
- Understand the need for and how to calculate return on investment (ROI) for a technology project
- Explain the functions of an ERP system and its main applications
- Differentiate between the different methods of product design
- Explain the main objectives of marketing and how product design influences the marketing approach of a product
- Provide an explanation on how to match customer orders (demand) to supply using the available-to-promise method in prioritization of orders
- Explain the key CRM requirements in each stage of the product life cycle, by customer type and segment
- Identify the major technologies used to manage customer relationship data and the requirements for successful implementation
- Communicate how marketing and sales impact the CRM process – benefits and challenges in implementation
- Differentiate between traditional supplier selection and the SRM strategy
- Define and explain the six stages of the SRM strategy and the role of strategic alliances
- Identify the key requirements for SRM technologies and how to measure SRM performance
- Explain the role of inventory in both manufacturing and service environments including classifications and sub-classifications
- Differentiate between the inventory ordering methods and successfully complete basic computations
- Define inventory accuracy and describe its benefits and the methods of achieving and maintaining accuracy
- Demonstrate understanding of Module 2 vocabulary and content by completing a multiple-choice examination
- Create a study plan for Module 3
- Communicate the types of demand variability and their causes
- Explain the concept of the Bullwhip Effect and provide examples
- Describe the process for establishing supply chain demand synchronization and explain the benefits to the supply channel
- Effectively communicate the inputs and outputs of each stage of the planning hierarchy
- Calculate the demand and supply requirements for the Master Production Schedule, Material Requirements Plan and Distribution Requirements Planning
- Calculate capacity and identify actions for increasing or decreasing capacity
- Identify and describe the major mechanisms for communicating with suppliers
- Demonstrate an understanding of the important content to be shared with suppliers to ensure supply chain alignment
- Explain and differentiate between the various supplier metric methods and with advantages and disadvantages for each
- Provide definitions for each of the continuous improvement techniques
- Identify the basic continuous improvement tools



- Describe the concept of sustainability and why it has become a topic of importance in supply chain management
- Provide definitions for key vocabulary.
- Effectively and correctly complete computations required throughout the course (example – inventory stock levels).
- Determine the best option for supply chain improvement in different scenarios.
- Proven through a multiple-choice written examination.

### ***Student Achievement Standards***

- a) Homework Assignments/Quizzes
- b) Homework assignments will be distributed throughout the course. To take the written final, these assignments must be completed and turned in. Please refer to your class syllabus for the due dates of these assignments.

### ***Skills Participation***

To gain proficiency in the skills, students must practice. The skills participation grade is based upon successful completion of the “Record of Successful Skills Attempts” utilized in lab.

### ***Course Participation***

Attendance and participation are essential for education and training. Because attendance is mandatory, all students begin with the full amount of points in this area and absences deduct from this total.

### ***Block Exams***

A series of five exams will be given on a regularly scheduled basis. They are multiple-choice and vary in length.

### ***Final Examinations Written***

The final exam will be given at the end of the Program and include all subject areas from the entire program. The exam will be multiple choice. \* No re-take of final \*

### ***Pass / Fail Assignments***

All skills exams are counted as Pass / Fail items and must be successfully completed. Student must achieve 80 % of the possible points and no critical criteria failures. Along with these items, a professional behavior evaluation, successfully completed by the faculty, assessing your competence in the affective domain must be documented.

Students will be allowed to sit for the final examinations (written and practical) only upon the following conditions:

- a) All homework assignments have been successfully completed.
- b) All Pre-tests and Post-Tests are completed.
- c) All Chapter Exams are completed
- d) All Major Exams have been completed.
- e) All Skills have been documented, signed of, and completed successfully.
- f) All required patient assessments have been completed and documented successfully.
- g) A complete “Record of Successful Skills Attempts” document has been submitted.
- h) All practical skill labs have been completed.
- i) The student has no more than 16 hours of approved absences

Evaluation: Evaluation is conducted by the duly qualified faculty for the listed learning outcomes.

### ***Tuition***

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE \$4,115.00

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE \$4,115.00

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$800.00

THE TOTAL REMAINDER CHARGES DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS \$3,315.00

## ***APICS Principles in Supply Chain Logistics and Distribution (Principles 76)***

### ***Program Description***

This program assists the student that has no academic and/or working experience in supply chain logistics or distribution operations. The program is designed to provide students with fundamental knowledge required to identify, analyze and improve logistics operations in a distribution environment. This is a certificate program with the intention of providing a basics of supply chain logistics and key work skills for entry level employment.

### ***Program Delivery***

All courses are delivered in classroom and/or clinical settings. The (PSCLD) program is currently offered at the Modesto Campus.

### ***Program Mission***

The mission of this program is to provide the student the means to effectively work in distribution and logistics management roles within the global supply chain in a variety of industries.

### ***Program Objectives***

Upon completion of this program the student will possess the skills necessary to effectively operate in entry level positions in a variety of logistics and distribution roles in global supply chains regardless of industry. Method of Instruction

### ***Laboratory, Lecture, Audio Visual Presentations, Class Activities.***

Requirements to obtain California Certification

To complete this program a student must complete all prescribed courses and earn a pass assessment.

### ***Program Duration:***

The length of the PSCLD (76) hours:

40-hour didactic classroom/labs hours

7 days total: Varies view syllabus.

Location: Academy for Professional Development, Modesto

### ***Library Resources, Training Aids and Supplies***

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of these programs as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered.

The learning resources that the school has which do relate to our programs of study and which support the lessons conveyed in our curricula, include:

- APICS Principles in Supply Chain Logistics & Distribution Management Student Workbook

### ***Student Learning Outcome List of Skills to be Learned:***

- Define operations and supply chain management – how they are different and related
- Provide an explanation for the scope of operations functions in the context of manufacturing and service businesses
- Identify the ten strategic operations management decisions.
- Identify the components of a distribution channel and the role of distribution
- Define the logistics management functions and the role of reverse logistics
- Explain the importance in the guidelines for logistics strategy for a global supply chain
- Successfully calculate the distribution requirements plan (DRP)
- Explain the inputs, process and outputs of the distributions requirements plan (DRP)

- Identify and explain the difference between push and pull system environments in distribution management
- Provide definitions for key vocabulary.
- Effectively and correctly complete computations required throughout the course (example – lot size)
- Determine the best option for supply chain improvement in different scenarios.
- Proven through a multiple-choice written examination.
- Define the major functions of warehouse operations
- Identify the options for warehousing in a global supply chain network
- Explain the three P's of inventory control and management
- Differentiate between the warehouse layouts and explain their advantages and disadvantages in application
- Describe the trends in packaging and handling in modern supply chains
- Define storage options based on volume, size, and other variables
- Explain the advantages and disadvantages of warehouse management systems (WMS)
- Explain the trade-off principle in the context of transportation management
- List and provide description of features and cost profiles for the major forms of transportation
- Define the role of third- and fourth-party providers in a logistics network
- Provide recommended solutions for transportation challenges
- Explain the main aspects of transportation administration
- Define the major risks associated with the transportation risks by mode of transportation
- Communicate the importance of performance management and provide options for performance scorecards
- Provide an explanation of the documentation require for shipment and transportation management
- Recognize and describe the major layouts of a warehouse and the flow of product.
- Effectively manage the receiving, put-away and shipping processes.
- Utilizing of warehouse management software and peripheral equipment.
- Familiarization of safety practices in warehousing and the management of material handling equipment.
- Proven through laboratory exercise.

### ***Student Achievement Standards***

- a) Homework Assignments/Quizzes
- b) Homework assignments will be distributed throughout the course. To take the written final, these assignments must be completed and turned in. Please refer to your class syllabus for the due dates of these assignments.

### ***Course Participation***

Attendance and participation are essential for education and training. Because attendance is mandatory, all students begin with the full amount of points in this area and absences deduct from this total.

### ***Block Exams***

A series of five exams will be given on a regularly scheduled basis. They are multiple-choice and vary in length.

### ***Final Examinations Written***

The final exam will be given at the end of the Program and include all subject areas from the entire program. The exam will be multiple choice. \* No re-take of final \*

### ***Pass / Fail Assignments***

All skills exams are counted as Pass / Fail items and must be successfully completed. Student must achieve 80 % of the possible points and no critical criteria failures. Along with these items, a professional behavior evaluation, successfully completed by the faculty, assessing your competence in the affective domain must be documented.

Students will be allowed to sit for the final examinations (written and practical) only upon the following conditions:

- a) All homework assignments have been successfully completed.
- b) All Pre-tests and Post-Tests are completed.
- c) All Chapter Exams are completed
- d) All Major Exams have been completed.
- e) All Skills have been documented, signed of, and completed successfully.
- f) All required patient assessments have been completed and documented successfully.
- g) A complete “Record of Successful Skills Attempts” document has been submitted.
- h) All practical skill labs have been completed.
- i) The student has no more than 16 hours of approved absences

Evaluation: Evaluation is conducted by the duly qualified faculty for the listed learning outcomes.

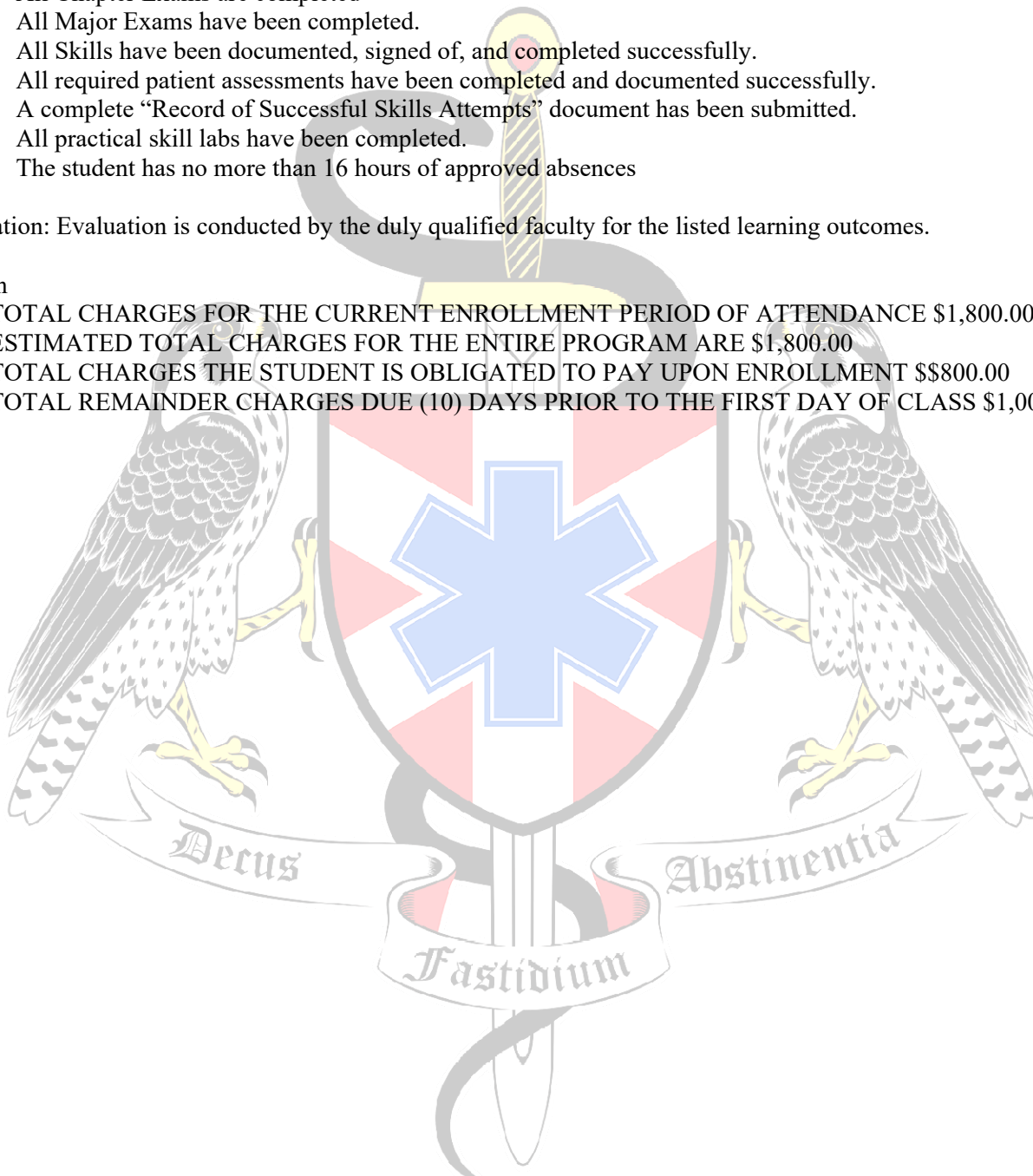
#### Tuition

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE \$1,800.00

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE \$1,800.00

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$800.00

THE TOTAL REMAINDER CHARGES DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS \$1,000.00





## ***Physical Security Specialist (PSP 216)***

### ***Program Description***

This 27 days, 216-hour program, is designed to assist the student who can commit to this longer program of study. This program not only includes all topics covered in the Executive Protection Specialist program but in greater depth and additional modules of instruction will strengthen the student's understanding of physical security services. This program serves individuals who wish to become more than just an operator or shift leader. This program is serves individuals who wish to develop working knowledge and acquire the skill sets which enable them to work as a detail leader/Director of Security or other management category.

### ***Program Delivery***

All courses are delivered in classroom and/or clinical settings. The (PSP) program is currently offered at the Modesto Campus.

### ***Program Mission***

The mission of this program is to provide the student the means to manage an ENTIRE security protection detail and the understanding of planning the protective strategy of a security plan for a person, facility or combination of both.

### ***Program Objectives***

Upon completion of this program the student will possess the advanced skills necessary to effectively operate in the security and executive protection fields as a Security Director as well as take on the roles and responsibilities of a Director of Security Operations. The student will have the ability to plan, execute and operate security services and lead a protection team at the operational level for a large, complex organization. The student will possess the skills and knowledge to complete full security and threat assessments normally associated with executive protection.

### ***Laboratory, Lecture, Audio Visual Presentations, Class Activities.***

Requirements to obtain California Certification. To complete this program a student must complete all prescribed courses and earn a pass assessment.

### ***Program Duration:***

The length of the PSP (216) hours:

40-hour didactic classroom/labs hours

27 days total: Varies view syllabus.

Location: Academy for Professional Development, Modesto

### ***Library Resources, Training Aids and Supplies***

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of these programs as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered.

The learning resources that the school has which do relate to our programs of study and which support the lessons conveyed in our curricula, include:

- Publications provided by BSIS for the State of California which include the Security Guard Guide, Power to Arrest Manual.
- Department of Defense Standard Operating Procedures printed reference materials related to combat training and executive protection.
- Student handbooks created by our instructors who possess direct experience in US combat operations in Afghanistan and Iraq and in other high threat environments.
- State and Federal Intelligence web portals such as the GOA (US Government Accountability Office)

### ***Student Learning Outcome List of Skills to be Learned:***

- Understanding the difference between general security and protective services.
- History of the US Secret Service and how and why the civilian protection industry has evolved.
- Students will be verbally tested and challenged during this module and must pass a written exam
- Students will be tested by practical application exercises and required to pass a written exam.
- Students must define the purpose of protection when covering personal protection, business/corporate protection, governmental and facility protection.
- The students will understand the difference in protection strategies that are required of agents who are employed.
- Students will define; answer verbally to questions given by the instructor and by means of an exam.
- Students will demonstrate to the faculty of each role and responsibility for each position utilized within a close protection team.
- Identify communication needs for close protection.
- Students will understand and implement individual or team assigned roles and responsibilities.
- Pass a verbal, written exam and physically demonstrate each position required to the instructor within the protection team.
- Students will understand etiquette
- Personal and professional greetings are learned.
- Students will learn the proper attire and dress for events.
- Students will know what the difference is between personal hygiene and client needs.
- Students will be required to pass an equipment check list of items to have on hand.
- Students will understand individual protective measures.
- Recognize indicators of a threat.
- Utilize Force Options.
- Complete understanding of an entire protection team movement and logistical needs.
- Students must pass a written exam and prove themselves during field exercises that information being taught has been retained
- Understand the difference between perceived adversaries, actual attack on target adversaries and adversaries of chance.
- Apply planned to quick reaction options of a force multiplier or close protection team. Individual and team options.
- Pass a written exam and prove educational aptitude through physical completion of realistic scenario-based skill milestones under the supervision of training faculty.
- Knowledge in direction action or small arms on small arms tactics.
- Understanding of Standoff Attacks and how these weapons are prepared and deployed.
- Practical application of surveillance techniques and technology.
- Pass a written exam; provide solutions during question and answers session with faculty.
- Well versed in team formations.
- Well versed in individual placement when working individually.
- Understanding of Angles of Attack or AOA.
- Students will be tested physically and will rotate through each position and required to demonstrate their responsibility.
- Utilizes curb side arrival and departure methods.
- Properly utilizes radio etiquette during arrival and departure.
- Demonstrates the proper defensive blocking maneuver of the motorcade.
- Students must pass a field exercise proving their understanding of Arrivals and Departures.
- Understanding the differences in Dignitary Protection.
- Recognizing different political, religious or other factors specific to Dignitary Protection.
- Geographical knowledge is gained to additional requirements with foreign travel.

- Students will be required to pass a written examination.
- Understanding domestic and international research methods of open source data.
- Utilize multiple teams in research collection of in country contacts to establish threat levels.
- Comprehension on establishing creditable threats.
- Each student will be knowledgeable and be able to recite each definition related to the Diplomatic Protection role.
- Students will be tested by faculty throughout the course and by a written exam.
- Provide direction action solution with a client or principle.
- Utilize methods learned on working within arm's reach of a client.
- Comprehension of threat and being close to the client or principle.
- Trained not to be drawn into the battle.
- Pass a written exam and prove educational aptitude through physical completion of realistic scenario-based skill milestones under the supervision of training faculty.
- Students will be able to effectively deal with low threat attackers to high threat situations.
- Demonstrate and apply open hand to reaction to stand off weapon deployment solutions. Be able to react individually to deploying team based tactical solutions.
- Deal and provide solutions with regards to the media.
- Pass a written exam and prove educational aptitude through physical completion of realistic scenario-based skill milestones under the supervision of training faculty.
- Able to deploy with confidence an Advance Team or take part directly as a member in intelligence collection duty.
- Having the proper understanding and knowledge in creating and presenting surveys to relevant managers.
- Applies aptitude on logistical needs of an advance team.
- Students will be tested by practical application exercises and required to pass a written exam.
- Understanding of Field Notes and what they are.
- Understand the various uses and importance of field notes.
- Students will be given several scenarios and will have to properly document and demonstrate ability to properly take notes for later use.
- Student will understand what activity reports are and how they are used.
- Student will understand why activity reports are important and why they are needed.
- Students will be given several scenarios and will have to properly document and demonstrate ability to properly complete various forms of activity reports.
- Student will have to incorporate and use their notes to properly document what is needed in an activity report.
- Understanding of incident reports and how they are used and why.
- Understand the importance of a professionally written incident report.
- Students will be given several scenarios and will have to properly document and demonstrate ability to write an incident report based on their field notes and activity reports.
- Student will explain the differences between an investigation report and an incident report.
- Student will demonstrate, by writing, a detailed investigative report which contains a synopsis, a detail and conclusion.
- Students will be given several scenarios and will have to properly document and demonstrate ability to professionally write an investigative report based on, their field notes, incident reports as well as activity reports
- Recognize leadership traits and how to deploy employees based on strength and weakness.
- Understand the dynamics of human personalities.
- Motivation to develop proactive place and polices.
- Deal with irate clients to employees.
- Able to create work schedules and rotating shifts.

- Recognize and assess proper surveillance techniques.
- Effectively management a surveillance team.
- Utilizing initiative in proactive surveillance.
- Understands the difference between being on active surveillance verse observing for Surveillance Detection.
- Proven through field exercise.
- Students will have the understanding and will be required to demonstrate proper revolving foot movements depending on client positioning.
- Knowledge in applying force options to reacting to attack on client drills. Students will be forced to protect themselves, the team and their client.
- Students will be physical tested numerous times until the training faculty observes them working as a team.
- Demonstrate proper communication.
- Understands and deploys personal properly during embarking and disembarking.
- Students displaying reasoning why certain positions rotate properly.
- Students will be physical tested numerous times until the training faculty observes them working as a team.
- Demonstrate and apply in the field all site surveys and provide relevant assessments during mock client/principle travel.
- Students will be physical tested numerous times until the training faculty observes them working as a team.
- Demonstrate and apply in the field all proper route assessments during mock client/principle travel.
- Students will be physical tested numerous times until the training faculty observes them working as a team.
- Students will have the understanding to apply proper use of force options matching the escalation of force scenario.
- Students will be tested bypass or fail under the supervision of the training faculty.
- Students will have the understanding and be required to apply proper use of force options matching the escalation of force scenario.
- Apply proper tactical solutions during field exercises from low threat solutions to high threat kidnapping scenarios.
- Students will be tested bypass or fail under the supervision of the training faculty.
- Students will have the understanding to apply proper use of force options matching the escalation of force scenario.
- Apply proper tactical solutions during field exercises from low threat solutions to high threat kidnapping scenarios.
- Understand and apply knowledge in the protection of corporate locations or meeting places.
- Students will be tested bypass or fail under the supervision of the training faculty.
- Students will be tested under controlled scenarios; those scenarios are created based off low threat to extreme threat situations that those in the protection industry can find themselves active in.
- Students must be physical and mentally ready for force options and applications of a hostile force.
- Understanding of all training gained throughout the course will provide students with the means to pass this real to life milestone.
- Students must pass all live scenario-based exercises and receive a pass from all training faculty to graduate the program.
- Students will be able to be an effective striker.
- Knowledge in weapon take away.
- Understanding the indicators of distraction.
- Students will be physically tested by training faculty
- Recognize leadership traits and how to deploy employees based on strength and weakness.
- Understand the dynamics of human personalities.
- Motivation to develop proactive place and polices.
- Deal with irate clients to employees.



- Able to create work schedules and rotating shifts.
- Students will be tested by written exam and mentored by training faculty.
- Running direct reporting teams or providing oversight on deployed teams.
- Create proper reporting documents of employee action.
- Establish command and control directives of new teams during deployment of employees.
- Utilize weapon classification.
- Report and documentation review
- Recognize leadership traits and how to deploy employees based on strength and weakness.
- Understand the dynamics of human personalities.
- Motivation to develop proactive place and policies.
- Deal with irate clients to employees.
- Prove by means of creating a rotating schedule for employees on shift.
- Design and create proper employee reporting documents.
- Individual to Division level operational planning.
- Stress testing of policy and procedures.
- Recognizing of sexual harassment in the workplace.
- Develop an active shooter response plan.
- Able to create work schedules and rotating shifts.
- Students will be tested by written exam and mentored by Training faculty.
- Utilizing lower management reporting to support state and federal reporting requirements.
- How to delegate
- How to develop emergency operation plans and POST orders as well as, review process
- Recognize and assess proper surveillance techniques.
- Effectively management a surveillance team.
- Utilizing initiative in proactive surveillance.
- Understands the difference between being on active surveillance verse observing for Surveillance Detection.
- Proven through field exercise.
- Students will have the understanding and will be required to demonstrate proper revolving foot movements depending on client positioning.
- Knowledge in applying force options to reacting to attack on client drills. Students will be forced to protect themselves, the team and their client.
- Students will be physical tested numerous times until the training faculty observes them working as a team.
- Demonstrate proper communication.
- Understands and deploys personal properly during embarking and disembarking.
- Students displaying reasoning why certain positions rotate properly.
- Students will be physical tested numerous times until the training faculty observes them working as a team.
- Demonstrate and apply in the field all site surveys and provide relevant assessments during mock client/principle travel.
- Students will be physical tested numerous times until the training faculty observes them working as a team.
- Students will understand the several types of emergency operation plans. They will identify the differences between the various, family plans vs business, special events and what factors to be considered for each plan type.
- Student will implement procedures of how to operate and coordinate with state local and federal E.M.S personnel.
- Student will pass a written exam and demonstrate retained knowledge to the faculty.
- Demonstrate and apply in the field all proper route assessments during mock client/principle travel.

- Students will be physical tested numerous times until the training faculty observes them working as a team.
- Students will have the understanding to apply proper use of force options matching the escalation of force scenario.
- Students will be tested bypass or fail under the supervision of the training faculty.
- Students will have the understanding and be required to apply proper use of force options matching the escalation of force scenario.
- Apply proper tactical solutions during field exercises from low threat solutions to high threat kidnapping scenarios.
- Students will be tested bypass or fail under the supervision of the training faculty.
- Students will have the understanding and be required to apply proper use of force options when covering an estate.
- Apply proper tactical solutions during field exercises from low threat solutions to high threat kidnapping scenarios.
- Students will be tested bypass or fail under the supervision of
- Students must apply proper use of force options matching the escalation of force scenario.
- Apply proper tactical solutions during field exercises from low threat solutions to high threat kidnapping scenarios.
- Understand and apply knowledge in the protection of corporate locations or meeting places.
- Students will be tested bypass or fail under the supervision of the training faculty.
- Students will be tested under controlled scenarios; those scenarios are created based off low threat to extreme threat situations that those in the protection industry can find themselves active in.
- Students must be physical and mentally ready for force options and applications of a hostile force.
- Understanding of all training gained throughout the course will provide students with the means to pass this real to life milestone.
- Students must pass all live scenario-based exercises and receive a pass from all training faculty to graduate the program.
- Students will be tested under controlled scenarios; those scenarios are created based off low threat to extreme threat situations that those in the protection industry can find themselves active in.
- Implement all risk assessments.
- Utilize Route Reconnaissance.
- Implement the proper logistical coverage for the advance teams.
- Understanding of all training gained throughout the course will provide students with the means to pass this real to life milestone.
- Deploy personal weapon system on target.
- Demonstrates proper safe handling.
- Utilize team tactics.
- Utilize individual tactics.
- Students will demonstrate non-dynamic room entry.
- Utilize the Pie Method.
- Demonstrate dynamic room entry.
- Team Communication in the Urban Environment.
- All Students will be tested by a written test and pass a range test with the faculty.
- Students will be tested under controlled scenarios; those scenarios are created based off low threat to extreme threat situations that those in the protection industry can find themselves active in.
- Utilize and recognize the limitation of force options during night house.
- Students must be physical and mentally ready for force options and applications of a hostile force.
- Understanding of all training gained throughout the course will provide students with the means to pass this real to life milestone.

- Students will be tested under controlled scenarios; those scenarios are created based off low threat to extreme threat situations that those in the protection industry can find themselves active in.
- Utilize methods for a T intersection.
- Utilize methods for left and right corners.
- Utilize methods learned for right and left side entry doors.
- Distinguish the difference tactical from dynamic or covert entry methods.
- Implement individual tactics to team-based solutions.
- Students will be tested bypass or fail under the supervision of the training faculty.
- Students must pass all live scenario-based exercises and receive a pass from all training faculty to graduate the program.

### ***Student Achievement Standards***

1. Homework Assignments/Quizzes
2. Homework assignments will be distributed throughout the course. To take the written final, these assignments must be completed and turned in. Please refer to your class syllabus for the due dates of these assignments.

### ***Skills Participation***

To gain proficiency in the skills, students must practice. The skills participation grade is based upon successful completion of the “Record of Successful Skills Attempts” utilized in lab. Students must complete each skill successfully totaling three times. The students will have each successful attempt signed off by two fellow students. The last attempt must be signed off by the instructor. If a student has not had all their skills signed off successfully or has missing skills that have not been signed off, students will not be allowed to take the final examinations.

### ***Course Participation***

Attendance and participation are essential for education and training. Because attendance is mandatory, all students begin with the full amount of points in this area and absences deduct from this total.

### ***Block Exams***

A series of five exams will be given on a regularly scheduled basis. They are multiple-choice and vary in length.

### ***Final Examinations Written***

The final exam will be given at the end of the Program and include all subject areas from the entire program. The exam will be multiple choice. \* No re-take of final \*

### ***Pass / Fail Assignments***

All skills exams are counted as Pass / Fail items and must be successfully completed. Student must achieve 80 % of the possible points and no critical criteria failures. Along with these items, a professional behavior evaluation, successfully completed by the faculty, assessing your competence in the affective domain must be documented.

Students will be allowed to sit for the final examinations (written and practical) only upon the following conditions:

1. All homework assignments have been successfully completed.
2. All Pre-tests and Post-Tests are completed.
3. All Chapter Exams are completed
4. All Major Exams have been completed.
5. All Skills have been documented, signed of, and completed successfully.
6. All required patient assessments have been completed and documented successfully.

7. A complete “Record of Successful Skills Attempts” document has been submitted.
8. All practical skill labs have been completed.
9. The student has no more than 16 hours of approved absences

Evaluation: Evaluation is conducted by the duly qualified faculty for the listed learning outcomes.

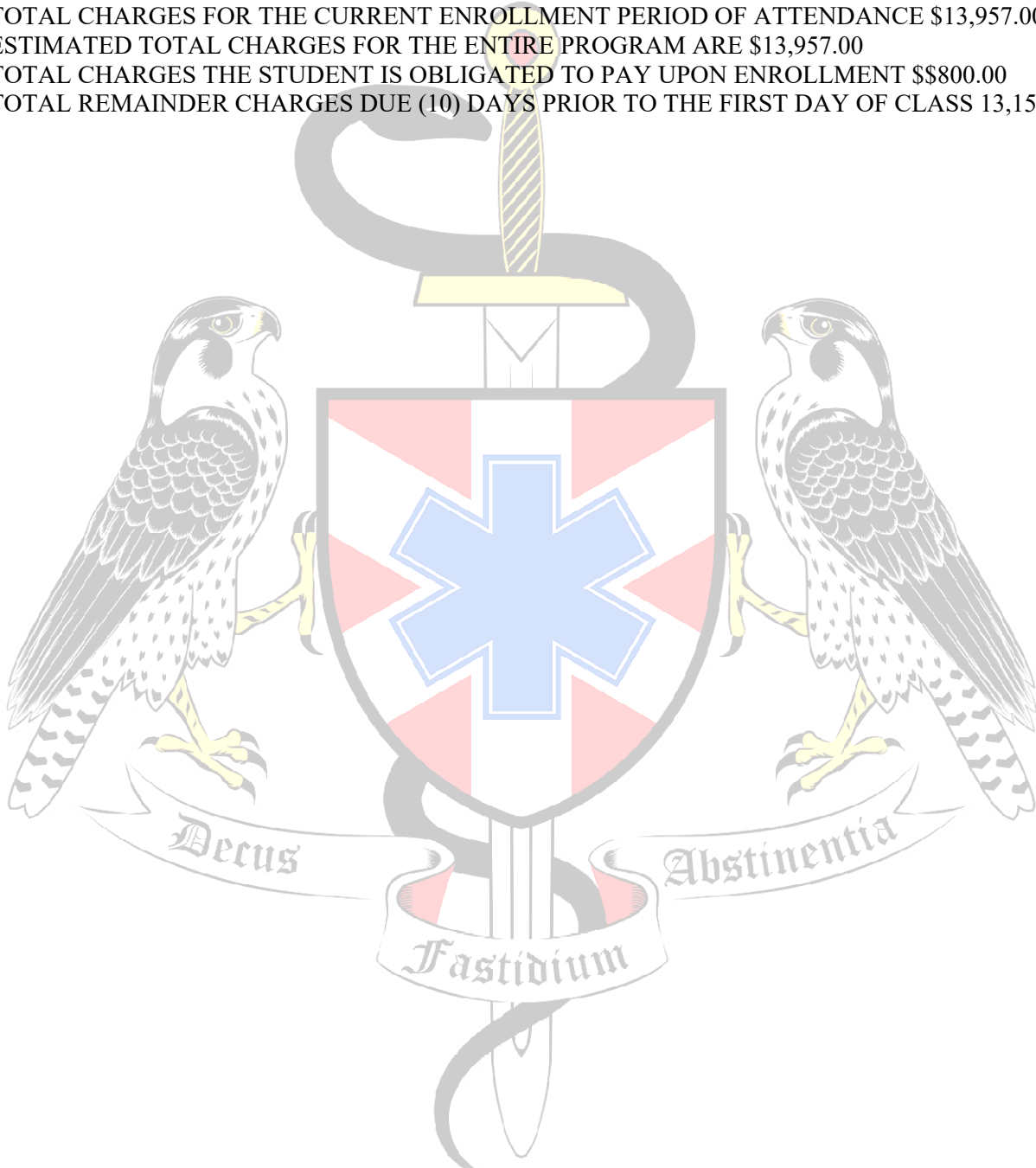
#### Tuition

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE \$13,957.00

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE \$13,957.00

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$800.00

THE TOTAL REMAINDER CHARGES DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS 13,157.00





## ***Executive Protection Specialist (EPS 80)***

### ***Program Description***

This program assists the student who is already a licensed security guard. The task is to acquire the techniques and principles used in executive protection details. Core topics in executive protection are covered and field exercises are included. The program is presented as an intensive 10 days, 80-hour program with an emphasis on field exercises. Home study will be required. This program is designed to teach the student the techniques and principles of executive protection. The program covers the range of fundamental executive protection activities and services, protective motorcade operations, history of terrorism, terrorist operations, hostage survival, surveillance detection, individual protective measures, threat assessments, emergency action planning, personal data protection, pre-incident facility survey.

### ***Program Delivery***

All courses are delivered in classroom and/or clinical settings. The (EPS) program is currently offered at the Modesto Campus.

### ***Program Mission***

The mission of this program is to provide the student the means to work in protection industry and to perform duties and tasks as an executive protection agent as well as a shift leader.

### ***Program Objectives***

Upon completion of this program the student will possess the skills necessary to effectively operate in the security and executive protection fields as a Protection Agent as well as take on the roles and responsibilities of a shift leader. The student is trained to manage an operational team that is employed by an employer or per contract.

### ***Laboratory, Lecture, Audio Visual Presentations, Class Activities.***

Requirements to obtain California Certification. To complete this program a student must complete all prescribed courses and earn a pass assessment.

### ***Program Duration:***

The length of the EPS (80) hours:

40-hour didactic classroom/labs hours

7 days total: Varies view syllabus.

Location: Academy for Professional Development, Modesto

### ***Library Resources, Training Aids and Supplies***

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of these programs as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered.

The learning resources that the school has which do relate to our programs of study and which support the lessons conveyed in our curricula, include:

- Publications provided by BSIS for the State of California which include the Security Guard Guide, Power to Arrest Manual.
- Department of Defense Standard Operating Procedures printed reference materials related to combat training and executive protection.
- Student handbooks created by our instructors who possess direct experience in US combat operations in Afghanistan and Iraq and in other high threat environments.
- State and Federal Intelligence web portals such as the GOA (US Government Accountability Office)

***Student Learning Outcome List of Skills to be Learned:***

- Understanding the difference between general security and protective services.
- History of the US Secret Service and how and why the civilian protection industry has evolved.
- Students will be verbally tested and challenged during this module and must pass a written exam.
- Students must define the purpose of protection when covering personal protection, business/corporate protection, governmental and facility protection.
- The students will understand the difference in protection strategies that are required of agents who are employed.
- Students will define; answer verbally to questions given by the instructor and by means of an exam.
- Students will demonstrate to the faculty of each role and responsibility for each position utilized within a close protection team.
- Identify communication needs for close protection.
- Students will understand and implement individual or team assigned roles and responsibilities.
- Pass a verbal, written exam and physically demonstrate each position required to the instructor within the protection team.
- Students will understand etiquette
- Personal and professional greetings are learned.
- Students will learn the proper attire and dress for events.
- Students will know what the difference is between personal hygiene and client needs.
- Students will demonstrate their aptitude in static, foot, mobile and technical surveillance procedures.
- Students will understand and apply surveillance actions to recognizing counter surveillance used by differing adversary actions.
- Utilize numerous surveillance devices to collect intelligence data.
- Pass a written exam to being able to deploy all relevant surveillance equipment.
- Students will be able to plot, primary route of travel, secondary route of travel, third route of travel, and the fourth route of travel.
- Students will identify choke points, ambush points, and control points.
- Students will demonstrate their knowledge by written assessments and pass or fail on field exercises
- Students learn to match their personality with their principle or client to form a proper protection agent mindset.
- Students will understand how to deal with high maintenance clients.
- Students will learn to balance security and personal needs of a client to dealing with medical issues of a client.
- Students must pass a written exam and interview.
- Students will understand individual protective measures.
- Recognize indicators of a threat.
- Utilize Force Options.
- Complete understanding of an entire protection team movement and logistical needs.
- Students must pass a written exam and prove themselves during field exercises that information being taught has been retained.
- Understand the difference between perceived adversaries, actual attack on target adversaries and adversaries of chance.
- Apply planned to quick reaction options of a force multiplier or close protection team. Individual and team options.
- Pass a written exam and prove educational aptitude through physical completion of realistic scenario-based skill milestones under the supervision of training faculty.
- Knowledge in weapon deployment by adversaries.
- Gains knowledge of different weapon systems utilized against soft and hard targets.
- Understanding of Improvised Explosive Devices.
- Able to utilize administrative processes in protection methods to armed solutions.

- Pass a written exam and prove educational aptitude through physical completion of realistic scenario-based skill milestones under the supervision of training faculty.
- Well versed in team formations.
- Well versed in individual placement when working individually.
- Understanding of Angles of Attack or AOA.
- Students will be tested physically and will rotate through each position and required to demonstrate their responsibility.
- Knowledge learned of the differences when utilizing a sedan, SUV, or dedicated 4x4 vehicles for use in protection.
- Demonstrates all required positions during an active protection convoy.
- Understand vehicle positioning.
- Students must pass a field exercise proving their knowledge in Motorcade.
- Utilizes curb side arrival and departure methods.
- Properly utilizes radio etiquette during arrival and departure.
- Demonstrates the proper defensive blocking maneuver of the motorcade.
- Understanding domestic and international research methods of open source data.
- Utilize multiple teams in research collection of in country contacts to establish threat levels.
- Comprehension on establishing creditable threats.
- Students will be required to pass and prove their knowledge during active class participation with faculty.
- Each student will be knowledgeable and be able to recite each definition related to the Diplomatic Protection role.
- Students will be tested by faculty throughout the course and by a written exam.
- Provide direction action solution with a client or principle.
- Utilize methods learned on working within arm's reach of a client.
- Comprehension of threat and being close to the client or principle.
- Trained not to be drawn into the battle.
- Pass a written exam and prove educational aptitude through physical completion of realistic scenario-based skill milestones under the supervision of training faculty.
- Students will be able to effectively deal with low threat attackers to high threat situations.
- Demonstrate and apply open hand to reaction to stand off weapon deployment solutions. Be able to react individually to deploying team based tactical solutions.
- Deal and provide solutions with regards to the media.
- Pass a written exam and prove educational aptitude through physical completion of realistic scenario-based skill milestones under the supervision of training faculty.
- Able to deploy with confidence an Advance Team or take part directly as a member in intelligence collection duty.
- Having the proper understanding and knowledge in creating and presenting surveys to relevant managers.
- Applies aptitude on logistical needs of an advance team.
- Students will be able to be an effective striker.
- Knowledge in weapon take away.
- Understanding the indicators of distraction.
- Students will be physically tested by training faculty.
- Recognize leadership traits and how to deploy employees based on strength and weakness.
- Understand the dynamics of human personalities.
- Motivation to develop proactive place and polices.
- Deal with irate clients to employees.
- Able to create work schedules and rotating shifts.
- Students will be tested by written exam and mentored by training faculty. Recognize and assess proper surveillance techniques.

- Effectively management a surveillance team.
- Utilizing initiative in proactive surveillance.
- Understands the difference between being on active surveillance verse observing for Surveillance Detection.
- Proven through field exercise.
- Students will have the understanding and will be required to demonstrate proper revolving foot movements depending on client positioning.
- Knowledge in applying force options to reacting to attack on client drills. Students will be forced to protect themselves, the team and their client.
- Students will be physical tested numerous times until the training faculty observes them working as a team.
- Demonstrate proper communication.
- Understands and deploys personal properly during embarking and disembarking.
- Students displaying reasoning why certain positions rotate properly.
- Students will be physical tested numerous times until the training faculty observes them working as a team.
- Demonstrate and apply in the field all proper route assessments during mock client/principle travel.
- Students will be physical tested numerous times until the training faculty observes them working as a team.
- Students will have the understanding to apply proper use of force options matching the escalation of force scenario.
- Students will be tested bypass or fail under the supervision of the training faculty.
- Students will have the understanding and be required to apply proper use of force options matching the escalation of force scenario.
- Apply proper tactical solutions during field exercises from low threat solutions to high threat kidnapping scenarios.
- Students will be tested bypass or fail under the supervision of the training faculty.
- Students will have the understanding and be required to apply proper use of force options when covering an estate.
- Apply proper tactical solutions during field exercises from low threat solutions to high threat kidnapping scenarios.
- Students will be tested bypass or fail under the supervision of the training faculty.
- Students will have the understanding to apply proper use of force options matching the escalation of force scenario.
- Apply proper tactical solutions during field exercises from low threat solutions to high threat kidnapping scenarios.
- Understand and apply knowledge in the protection of corporate locations or meeting places.
- Students will be tested bypass or fail under the supervision of the training faculty.
- Students will be tested under controlled scenarios; those scenarios are created based off low threat to extreme threat situations that those in the protection industry can find themselves active in.
- Students must be physical and mentally ready for force options and applications of a hostile force.
- Understanding of all training gained throughout the course will provide students with the means to pass this real to life milestone.
- Students must pass all live scenario-based exercises and receive a pass from all training faculty to graduate the program.
- Students will be tested by practical application exercises and required to pass a written exam.

### ***Student Achievement Standards***

1. Homework Assignments/Quizzes
2. Homework assignments will be distributed throughout the course. To take the written final, these assignments must be completed and turned in. Please refer to your class syllabus for the due dates of these assignments.



### ***Skills Participation***

To gain proficiency in the skills, students must practice. The skills participation grade is based upon successful completion of the “Record of Successful Skills Attempts” utilized in lab. Students must complete each skill successfully totaling three times. The students will have each successful attempt signed off by two fellow students. The last attempt must be signed off by the instructor.

If a student has not had all their skills signed off successfully and/or has missing skills that have not been signed off, students will not be allowed to take the final examinations.

### ***Course Participation***

Attendance and participation are essential for education and training. Because attendance is mandatory, all students begin with the full amount of points in this area and absences deduct from this total.

### ***Block Exams***

A series of five exams will be given on a regularly scheduled basis. They are multiple-choice and vary in length.

### ***Final Examinations Written***

The final exam will be given at the end of the Program and include all subject areas from the entire program. The exam will be multiple choice. \* No re-take of final \*

### ***Pass / Fail Assignments***

All skills exams are counted as Pass / Fail items and must be successfully completed. Student must achieve 80 % of the possible points and no critical criteria failures. Along with these items, a professional behavior evaluation, successfully completed by the faculty, assessing your competence in the affective domain must be documented.

Students will be allowed to sit for the final examinations (written and practical) only upon the following conditions:

1. All homework assignments have been successfully completed.
2. All Pre-tests and Post-Tests are completed.
3. All Chapter Exams are completed
4. All Major Exams have been completed.
5. All Skills have been documented, signed off, and completed successfully.
6. All required patient assessments have been completed and documented successfully.
7. A complete “Record of Successful Skills Attempts” document has been submitted.
8. All practical skill labs have been completed.
9. The student has no more than 16 hours of approved absences

Evaluation: Evaluation is conducted by the duly qualified faculty for the listed learning outcomes.

### ***Tuition***

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE \$2,512.00

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE \$2,512.00

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$800.00

THE TOTAL REMAINDER CHARGES DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS \$1,712.00