

## School Performance Fact Sheet 2018-2019 Educational Program: Emergency Medical Technician Academy

#### **ON-TIME COMPLETION RATES (GRADUATION RATES)**

**Emergency Medical Technician (EMT) Program (170 Hours)** 

Calendar Year	Number of students who began program	Students available for graduation	On-time Graduates	On-time Completion Rate
2019	347	347	277	80%
2018	165	148	148	100%

Students Initials Date

#### JOB PLACEMENT RATES (US DOL Occupational Classification Code 29-2041)

	Number of students who began program			Graduates employed in the field	Placement Rate % employed in the field
2019	347	277	277	206	74%
2018	165	148	148	83	56%

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

Students Initials Date

### GAINFULLY EMPLOYED CATEGORIES (includes data for the two calendar years prior to reporting)

#### Part-Time vs. Full-Time

Calendar Year	Graduate Employed in the field 20-29 hours per week	Graduate Employed in the field at least 30 hours per week	Total Graduates employed in the field
2019	Unknown	Unknown	206
2018	18	65	83

#### **Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduate Employed in the field in a single position	Graduate Employed in the field in concurrent aggregated positions	Total Graduates employed in the field
2019	206	0	206
2018	83	0	83

#### **Self Employed/Freelance Positions**

Calendar Year	Graduate Employed who are Self- Employed or working Freelance	Total Graduates Employed in the field
2019	0	206
2018	0	83

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<sup>\*</sup>Initial only after you have had sufficient time to read and understand the information.\*

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#### **Institutional Employment**

Calendar Year	Graduates employed in the field who are employed by the institution. An employer owned by the institution, or an employer who shares ownership in the institution	Total Graduates Employed in the field
2019	136	206
2018	21	83

Students Initials Date
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#### LICENSE EXAMINATION PASSAGE RATES

Calendar Year	Number of graduates in a calendar year	Number of Students taking Exam	Number who passed first available exam.		•
2019	277	207	176	31	85%
2018	148	107	83	24	77%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Students	Initials	Date	

#### **SALARY AND WAGE INFORMATION** (includes data for the two calendar years prior to reporting)

Calendar Year	Graduates available for employment		\$35,001- \$40,000	40,001- \$45,000	45,001- \$55,000	50,001- \$55,000	Student not Reporting Salary
2019	277	206	36	72	28	0	70
2018	148	83	0	0	21	0	62

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

Students Initials Dat	:e
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#### **COST OF EDUCATIONAL PROGRAM**

Total charges for the Emergency Medical Technician program for students completing on-time in 2019: \$2,360.00. Additional charges may be incurred if program is not completed on time.

Students Initials Date

Total charges for the Emergency Medical Technician program for students completing on- time in 2018: \$2,235.00. Additional charges may be incurred if program is not completed on time.

Students Initials\_\_\_Date \_\_\_\_\_

#### STUDENT LOAN INFORMATION

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<sup>\*</sup>Initial only after you have had sufficient time to read and understand the information.\*

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Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print	_	
Student Signature	Date	
School Official	Date	



#### STUDENT'S RIGHT TO CANCEL

A student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or 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.

#### **CANCELLATION REFUND POLICY**

Cancellation: A student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or seventh day after enrollment whichever is later, less the \$510 non-refundable fee (Registration Fee, Uniforms and Textbook /eBook /Course Material) Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

- 1. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Chief Academic Officer. The notice must include the expected last date of attendance and be signed and dated by the student.
- 2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- 3. A student will be determined to be withdrawn from the institution if the student misses three instructional days and all the days are unexcused.
- 4. All refunds must be submitted in writing within 45 days of the determination of the withdrawal date.



- 1. "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- 2. "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- 3. "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- 4. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- 5. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- 6. "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- 7. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- 8. "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- 9. "Graduates employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- 10. "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- 11. "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- 12. "First Available Exam Date" is the date for the first available exam after a student completed a program.
- 13. "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- 14. "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- 15. "Salary" is as reported by graduate or graduate's employer.
- 16. "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## School Performance Fact Sheet 2018-2019 Educational Program: CPR BLS for Healthcare Provider Initial

#### **ON-TIME COMPLETION RATES (GRADUATION RATES)**

**CPR Program (4 Hours)** 

Calendar Year	Number of students who began program	Students available for graduation	On-time Graduates	On-time Completion Rate
2019	330	330	330	100%
2018	114	114	114	100%

Students Initials Date

#### JOB PLACEMENT RATES (US DOL Occupational Classification Code 29-2041)

	Number of students who began program			Graduates employed in the field	Placement Rate % employed in the field
2019	330	330	0	0	0%
2018	114	114	0	0	0%

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

Students Initials Date

### GAINFULLY EMPLOYED CATEGORIES (includes data for the two calendar years prior to reporting)

#### Part-Time vs. Full-Time

Calendar Year	Graduate Employed in the field 20-29 hours per week	Graduate Employed in the field at least 30 hours per week	Total Graduates employed in the field
2019	0	0	0
2018	0	0	0

#### Single Position vs. Concurrent Aggregated Position

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Calendar Year	Graduate Employed in the field in a single position	Graduate Employed in the field in concurrent aggregated positions	Total Graduates employed in the field					
2019	0	0	0					
2018	0	0	0					

#### **Self Employed/Freelance Positions**

Calendar Year	Graduate Employed who are Self- Employed or working Freelance	Total Graduates Employed in the field
2019	0	0
2018	0	0

Students Initials Date

<sup>\*</sup>Initial only after you have had sufficient time to read and understand the information.\*

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#### **Institutional Employment**

Calendar Year	Graduates employed in the field who are employed by the institution. An employer owned by the institution, or an employer who shares ownership in the institution	Total Graduates Employed in the field
2019	0	0
2018	0	0

Students Initials Date
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#### LICENSE EXAMINATION PASSAGE RATES

Calendar Year	Number of graduates in a calendar year	Number of Students taking Exam	Number who passed first available exam.		•
2019	330	N/A	N/A	N/A	N/A
2018	114	N/A	N/A	N/A	N/A

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Students	Initials	Date	

#### SALARY AND WAGE INFORMATION (includes data for the two calendar years prior to reporting)

Calendar Year	Graduates available for employment		\$35,001- \$40,000	\$40,001- \$45,000	\$45,001- \$50,000	\$50,001- \$55,000	Student not reporting Salary
2019	330	0	0	0	0	0	330
2018	148	0	0	0	0	0	148

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

Students initials Date	Students Initials	Date	
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#### **COST OF EDUCATIONAL PROGRAM**

Total charges for the CPR program for students completing on- time in 2019: \$80.00. Additional charges may be incurred if program is not completed on time.

<b>Students</b>	Initials	Date	

Total charges for the CPR program for students completing on- time in 2018: \$80.00. Additional charges may be incurred if program is not completed on time.

Stud	ents	Initial	S	Date	

#### STUDENT LOAN INFORMATION

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<sup>\*</sup>Initial only after you have had sufficient time to read and understand the information.\*

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Student Name - Print	_	
Student Signature	Date	
	_	
School Official	Date	



#### STUDENT'S RIGHT TO CANCEL

A student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or 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.

#### **CANCELLATION REFUND POLICY**

Cancellation: A student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or seventh day after enrollment whichever is later, less the \$510 non-refundable fee (Registration Fee, Uniforms and Textbook /eBook /Course Material) Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

- 1. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Chief Academic Officer. The notice must include the expected last date of attendance and be signed and dated by the student.
- 2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- 3. A student will be determined to be withdrawn from the institution if the student misses three instructional days and all the days are unexcused.
- 4. All refunds must be submitted in writing within 45 days of the determination of the withdrawal date.



- 17. "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- 18. "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- 19. "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- 20. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- 21. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- 22. "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- 23. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- 24. "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- 25. "Graduates employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- 26. "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- 27. "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- 28. "First Available Exam Date" is the date for the first available exam after a student completed a program.
- 29. "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- 30. "Number Who Passed First Available Exam" is the number of graduates who tookand passed the first available licensing exam after completing the program.
- 31. "Salary" is as reported by graduate or graduate's employer.
- 32. "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



# School Performance Fact Sheet 2018-2019 Educational Program: CPR BLS for Healthcare Provider Renewal

#### **ON-TIME COMPLETION RATES (GRADUATION RATES)**

**CPR Program (4 Hours)** 

Calendar Year	Number of students who began program	Students available for graduation	On-time Graduates	On-time Completion Rate
2019	0	0	0	0
2018	0	0	0	0

Students Initials Date

#### JOB PLACEMENT RATES (US DOL Occupational Classification Code 29-2041)

	Number of students who began program			Graduates employed in the field	Placement Rate % employed in the field
2019	347	0	0	0	0
2018	0	0	0	0	0

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

Students Initials Date

### GAINFULLY EMPLOYED CATEGORIES (includes data for the two calendar years prior to reporting)

#### Part-Time vs. Full-Time

Calendar Year	Graduate Employed in the field 20-29 hours per week	Graduate Employed in the field at least 30 hours per week	Total Graduates employed in the field
2019	0	0	0
2018	0	0	0

#### **Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduate Employed in the field in a single position	Graduate Employed in the field in concurrent aggregated positions	Total Graduates employed in the field
2019	0	0	0
2018	0	0	0

#### **Self Employed/Freelance Positions**

Calendar Year	Graduate Employed who are Self- Employed or working Freelance	Total Graduates Employed in the field
2019	0	0
2018	0	0

Date	
	Date

<sup>\*</sup>Initial only after you have had sufficient time to read and understand the information.\*

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#### **Institutional Employment**

Calendar Year	Graduates employed in the field who are employed by the institution. An employer owned by the institution, or an employer who shares ownership in the institution	Total Graduates Employed in the field
2019	0	0
2018	0	0

Students Initials Date
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#### LICENSE EXAMINATION PASSAGE RATES

Calendar Year	Number of graduates in a calendar year		Number who passed first available exam.		•
2019	0	N/A	N/A	N/A	N/A
2018	0	N/A	N/A	N/A	N/A

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Students Initials_	Date	

#### **SALARY AND WAGE INFORMATION** (includes data for the two calendar years prior to reporting)

Calendar Year	Graduates available for employment		\$35,001- \$40,000	\$40,001- \$45,000	\$45,001- \$50,000	\$50,001- \$55,000	Student not reporting Salary
2019	0	0	0	0	0	0	0
2018	0	0	0	0	0	0	0

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

Students Initials Dat	:e
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#### **COST OF EDUCATIONAL PROGRAM**

Total charges for the CPR program for students completing on- time in 2019: \$80.00. Additional charges may be incurred if program is not completed on time.

Students Initials Date

Total charges for the CPR program for students completing on- time in 2018: \$80.00. Additional charges may be incurred if program is not completed on time.

Students Initials Date

#### STUDENT LOAN INFORMATION

Students Initials	Date

<sup>\*</sup>Initial only after you have had sufficient time to read and understand the information.\*

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Student Name - Print	-	
	<u> </u>	
Student Signature	Date	
School Official	Date	
SCHOOL OTHCIAL	Date	



#### STUDENT'S RIGHT TO CANCEL

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#### **CANCELLATION REFUND POLICY**

Cancellation: A student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or seventh day after enrollment whichever is later, less the \$510 non-refundable fee (Registration Fee, Uniforms and Textbook /eBook /Course Material) Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

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- 2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- 3. A student will be determined to be withdrawn from the institution if the student misses three instructional days and all the days are unexcused.
- 4. All refunds must be submitted in writing within 45 days of the determination of the withdrawal date.



- 33. "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- 34. "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- 35. "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- 36. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- 37. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- 38. "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- 39. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- 40. "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- 41. "Graduates employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- 42. "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- 43. "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- 44. "First Available Exam Date" is the date for the first available exam after a student completed a program.
- 45. "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- 46. "Number Who Passed First Available Exam" is the number of graduates who tookand passed the first available licensing exam after completing the program.
- 47. "Salary" is as reported by graduate or graduate's employer.
- 48. "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



## School Performance Fact Sheet 2018-2019 Educational Program: Emergency Medical Technician Academy - Refresher

#### **ON-TIME COMPLETION RATES (GRADUATION RATES)**

**Emergency Medical Technician (EMT) Refresher Program (24 Hours)** 

Calendar Year	Number of students who began program	Students available for graduation	On-time Graduates	On-time Completion Rate
2019	11	11	11	100%
2018	12	12	12	100%

Stuc	lante	Initials	Data	
Stud	ients	ınıuais	Date	

#### JOB PLACEMENT RATES (US DOL Occupational Classification Code 29-2041)

	Number of students who began program			Graduates employed in the field	Placement Rate % employed in the field
2019	11	11	11	11	100%
2018	12	12	12	12	100%

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

<b>Students</b>	Initials	Date	
Students	IIIILIAIS	Date	

### **GAINFULLY EMPLOYED CATEGORIES** (includes data for the two calendar years prior to reporting) Part-Time vs. Full-Time

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Calendar Year	Graduate Employed in the field 20-29 hours per week	Graduate Employed in the field at least 30 hours per week	Total Graduates employed in the field
2019	0	11	11

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#### **Single Position vs. Concurrent Aggregated Position**

0

Calendar Year	Graduate Employed in the field in a single position	Graduate Employed in the field in concurrent aggregated positions	Total Graduates employed in the field
2019	11	0	11
2018	12	0	12

#### **Self Employed/Freelance Positions**

2018

Calendar Year	Graduate Employed who are Self- Employed or working Freelance	Total Graduates Employed in the field
2019	0	11
2018	0	12

St	:ude	nts I	Initial	s I	Date	

12

<sup>\*</sup>Initial only after you have had sufficient time to read and understand the information.\*

<sup>\*</sup>Initial only after you have had sufficient time to read and understand the information.\*



#### **Institutional Employment**

Calendar Year	Graduates employed in the field who are employed by the institution. An employer owned by the institution, or an employer who shares ownership in the institution	Total Graduates Employed in the field
2019	0	11
2018	0	12

Students Initials Date
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#### LICENSE EXAMINATION PASSAGE RATES

Calendar Year	Number of graduates in a calendar year	Number of Students taking Exam	Number who passed first available exam.		•
2019	11	N/A	N/A	N/A	N/A
2018	12	N/A	N/A	N/A	N/A

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Students Initials_	_Date	

#### SALARY AND WAGE INFORMATION (includes data for the two calendar years prior to reporting)

Calendar Year	Graduates available for employment	• •	\$35,001- \$40,000	\$40,001- \$45,000	\$45,001- \$50,000	\$50,001- \$55,000	Student not reporting Salary
2019	11	11	0	0	0	0	0
2018	12	12	0	0	0	0	0

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

Students Initials - Date

Students initials_	_bate
*Initial only after	ou have had sufficient time to read and understand the information.*

#### **COST OF EDUCATIONAL PROGRAM**

Total charges for the Emergency Medical Technician Refresher program for students completing on-time in 2019: \$333.00. Additional charges may be incurred if program is not completed on time.

Students Initials Date

Total charges for the Emergency Medical Technician Refresher program for students completing on-time in 2018: \$334.00. Additional charges may be incurred if program is not completed on time.

Students Initials\_\_\_Date \_\_\_\_\_

#### STUDENT LOAN INFORMATION

Students Initials_	Date	
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<sup>\*</sup>Initial only after you have had sufficient time to read and understand the information.\*

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print	•	
Student Signature	Date	
School Official	Date	



#### STUDENT'S RIGHT TO CANCEL

A student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or 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.

#### **CANCELLATION REFUND POLICY**

Cancellation: A student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or seventh day after enrollment whichever is later, less the \$510 non-refundable fee (Registration Fee, Uniforms and Textbook /eBook /Course Material) Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

- 1. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Chief Academic Officer. The notice must include the expected last date of attendance and be signed and dated by the student.
- 2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- 3. A student will be determined to be withdrawn from the institution if the student misses three instructional days and all the days are unexcused.
- 4. All refunds must be submitted in writing within 45 days of the determination of the withdrawal date.



- 49. "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- 50. "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- 51. "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- 52. "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- 53. "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- 54. "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- 55. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- 56. "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- 57. "Graduates employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- 58. "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- 59. "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- 60. "First Available Exam Date" is the date for the first available exam after a student completed a program.
- 61. "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- 62. "Number Who Passed First Available Exam" is the number of graduates who tookand passed the first available licensing exam after completing the program.
- 63. "Salary" is as reported by graduate or graduate's employer.
- 64. "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.