



# American Employment Institute

17848 Sky Park Cir. Irvine, CA 92614  
Phone Main: (714) 242-7959  
Email: [admissions@aeiemployment.com](mailto:admissions@aeiemployment.com)

BPPE School Code # 97715627  
BSIS TFF # 1539

<https://americanemploymentinstitute.com/>

## **SCHOOL CATALOG**

**Valid from January 1<sup>st</sup>, 2022, through December 31<sup>st</sup>, 2022**

**This publication is certified as true and correct in content and policy as of the date of publication. AEI, however, reserves the right to make changes of any nature in programs, calendar, or academic schedules whenever these are deemed necessary or desirable, including changes in course content, class rescheduling, and the canceling of scheduled classes or other academic activities. Changes become binding on all students at the time they are announced officially and posted.**

**AEI is committed to equal opportunity and equal treatment for all qualified individuals. Emergency Response Training will not discriminate against any person because of age, gender, color, race, national origin, religion, marital status, disability, veteran status, sexual orientation, or any other class status protected by law.**

**American Employment Institute, school code 97715627 is a private institution and has approval to operate as an institution by the California Bureau of Private Postsecondary Education (BPPE), 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (888) 370-7589 (916) 574-8900.**

**[www.bbpe.ca.gov](http://www.bbpe.ca.gov)**

**Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.**

**Administration and Faculty Staff who are proud to be part of this institute and to work for the betterment of our students' lives:**

**David Sayed** - Founder and CEO, CAO COO

**Martin Simms** – Chief Financial Officer

**Victor Cervacio** - Director of Admissions

**Christina Cantero** – Administrative Representative

**Martell Higareda** - Recruiter

**Susan Carter** Head instructor for Guard Card, Firearms

**Regina Hollins** Instructor for CPR and First Aid

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## CONSUMER INFORMATION

This catalog is provided to assist new students in order to become acquainted with American Employment Institute (AEI). It is intended to be used as a guide to familiarize the students with the school's regulations, as well as general information regarding the program. A hard copy will be given upon request. The catalog can also be found on AEI website.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 (website: [www.bppe.ca.gov](http://www.bppe.ca.gov)) (Tel: (916) 574-8900)

### Bureau for Private Postsecondary Education

Mailing:	P.O. Box 980818 West Sacramento, CA 95798-0818	Tel:	(916) 574-8900
Physical:	1747 North Market Blvd., Suite 225 Sacramento, CA 95834	Toll Free:	(888) 370-7589
		Fax:	(916) 263-1897
		Web:	<a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a>
		Email:	<a href="mailto:bppe@dca.ca.gov">bppe@dca.ca.gov</a>

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)

Currently AEI is not accredited by a recognized accrediting agency by the United States Department of Education. Currently the school does not need to meet national accredited standards in order for our graduates to be eligible to sit for the applicable licensure exam in California and other states. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

## OUR MISSION & AND OBJECTIVES

Our mission is to forge strong, positive connections with students so they can achieve independence, build confidence, and gain academic knowledge. We strive to provide our graduates with an academic foundation that will enable our students to gain real world experience in the industry of their choice. This will allow our students to succeed in those industries and ultimately lead them to successful career pathways for the future. At American Employment Institute, we

are committed to developing and fostering long-term working relationships with our students even after graduation.

## **OUR VISION**

American Employment Institute is a private institution that helps struggling individuals get employed at an accelerated rate by providing each student with a high-quality education and certification.

## **ADDRESS OF INSTRUCTIONAL LOCATION**

American Employment Institute or AEI is located at 17848 Sky Park Cir. Irvine Ca 92614. Office: (714) 242-7959 Email: [admissions@aeiemployment.com](mailto:admissions@aeiemployment.com)

## **DESCRIPTION OF THE FACILITIES**

The school is located on the first floor of a business office suite located in a commercial zone. The structure is of concrete tilt up design. CEO office, Administrative Office, Admissions Offices, Placement Services, and Receptionist area are located at this location. The facility is ADA compliant.

## **ADMISSION POLICIES**

The requirements are as follows:

- Proof of citizenship or legal status (INS card)
- Must be 18+ years old
- Have a valid photo identification
- Undergo a criminal background check through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI)
- English Proficiency equivalent to the 10th Grade level
- Show a copy of high school diploma/GED or higher, or DD214 for veterans

Other helpful resources are available to help those who do not possess high school diplomas or GEDs: High School Equivalency Test (HiTest) or Test Assessing Secondary Completion (TASC) offered by California Department of Education.

## **ACADEMIC FREEDOM**

American Employment Institute is committed to assuring academic freedom to all faculty members. Confident in the qualifications and expertise of its faculty members, the institute encourages its faculty to exercise their individual judgments regarding the content of the assigned courses, organization of topics, and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those sanctioned by the institution.

## **ATTENDANCE POLICY**

The student must attend all classes in order to receive all certifications offered in this program. If any class is missed, the student must make it up the following session. This 88-hour Security program and 96-hour Logistics Program necessitates full attendance from beginning to end in order to graduate.

Instructors are required to submit attendance records after each class. If known in advance, the student is encouraged to disclose to the instructor the day he or she will be absent.

## **CANCELLATION AND WITHDRAWAL**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable application fee not to exceed two hundred fifty dollars (\$250).

A notice of cancellation or withdrawal shall occur only when it is in writing. The notice should be sent or delivered to the school administrative office at 17848 Sky Park Cir. Irvine CA 92614. If sent by mail, it is effective when deposited in the mail properly addressed with postage prepaid.

## **REFUND POLICY**

The student shall receive a full refund of student paid fees prior to starting the program.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for fees for a license, live scans, range fees, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 10 days of the student's withdrawal or cancellation.

After the cancellation period, the student shall have the right to a withdrawal and receive a pro-rata refund of services paid for, but not received through 60% of the period of attendance.

## **HOLIDAYS AND HOURS OF OPERATION**

Long Term Classes are not scheduled on the following days:

- New Year's Eve and New Year's Day
- Martin Luther King's Birthday
- President Day
- Independence Day
- Labor Day
- Memorial Day
- Thanksgiving Day
- Christmas Eve and Christmas Day

The school's regular business hours are:  
9:00 A.M. to 5:00 P.M. Monday through Friday

### **EQUIPMENT AND MATERIALS UTILIZED FOR INSTRUCTION**

All training Manuals are loaned for the length of the program, except the following:

- *California Peace Officers' Penal Code* 2016 (QWIK CODE);  
LawTech Publishing Group, Ltd, 2015. **\$11.00**
- *Emergency Response Book* Standard Edition ERG0019 (2012).  
Printed and distributed by LabelMaster. Chicago, IL. **\$8.00**

Supplies and materials provided every session: Pens, pencils and handouts are provided for all students at no charge.

Classroom equipment consists of tables, chairs, white board, screen projector, posters, handouts, charts, and laptop.

#### Security Training Equipment:

Practice Weapons (Blue Guns); Double Lock Handcuffs with keys; CPR Mannequins, Practice AED equipment, Firearms: 9 MM, 38 caliber, 40 caliber, 45 caliber, firearms; Pepper Spray Practice Spray (Water)

### **LIBRARY AND OTHER LEARNING RESOURCES**

AEI does not offer an on-site library; however, all learning resources needed to complete this program are provided to all students participating in this program. The fundamental part of this program stems from the Bureau of Security and Investigative Services website.

### **PROGRAM DESCRIPTION**

The Security Training program is 88 hours, broken down into two weeks. Upon completion, the student will receive all certifications necessary to be able to work as a security guard or security officer right after graduation. A security guard must complete 40 hours of required training and an 8-hour refresher course every 12 months after completing the 40-hour course. As part of that training, a security guard must complete an 8-hour Power to Arrest/Weapons of Mass Destruction Terrorism Awareness training course prior to submitting an application. The 72 hours left consist of 8 hrs., 4 hrs. of Asset Protection, 4 hrs. of Chemical Agents, 4 Hours of Workplace Violence, 2 hours Active Shooter, 2 hours of Radio procedures 16 hrs. of Firearms, 8 hrs. of First Aid/ CPR AED, and 4 hrs. of Emergency Response Hazmat for first Responders.

Sample schedule:

Schedule	Course	Hours
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Day 1	Powers to Arrest & Weapons of Mass Destruction & Terrorism Awareness	8
Day 2	Observation & Documentation Communication & Its Significance	8
Day 3	Public Relations Handling Difficult People & Covid Protocol	8
Day 4	Sexual Harassment & Arrest Control Search & Seizure	8
Day 5	Workplace Violence & Active Shooter & Radio Procedures	8
Day 6	Firearms Lecture & Gun Safety	8
Day 7	Firearms Lecture & Firearms Range Safety & Firearms Range	8
Day 8	CPR/ First AID & AED	8
Day 9	FEMA Disaster & Preparedness & Chemical Agents	8
Day 10	Liability & Legal Aspects & Trespass	8
Day 11	Resume Writing & Interview Skills	8
<b>Total Program Hours</b>		<b>88</b>

This program is a combination of the following methods of instruction:

- Lecture (reading and videos)
- Written tests/examinations and quizzes at the end of every module
- Assignments and handouts
- Role plays and hands-on demonstrations
- Class discussion and group projects

<b>Name of Program</b>	<b>Security Training SOC: 33-9032</b>
Program Description	<p>The Security Training (ST) Program is a 88 hours two weeks security program. The ST program is ideal for individuals wishing to break into the static security industry by receiving the training and certificates in numerous high-end security and security related courses.</p> <p>This course includes the following courses:</p> <ul style="list-style-type: none"> <li>● CA BSIS Guard Card</li> <li>● CA BSIS Exposed Firearms Permit</li> <li>● Arrest and Control</li> <li>● Executive Protection Fundamentals</li> <li>● CPR</li> <li>● FEMA</li> <li>● Sexual Harassment Prevention</li> <li>● Chemical Agents</li> </ul>
Instructors Needed	<ul style="list-style-type: none"> <li>● 3</li> </ul>
Instructor Qualification Needed	<ul style="list-style-type: none"> <li>● CA BSIS Firearms Certified Instructor permit</li> <li>● CA BSIS Baton Certified Instructor permit</li> </ul>



	<ul style="list-style-type: none"> <li>● American Heart Association Certified Instructor permit</li> <li>● AEI Instructors training</li> </ul>						
Special Admission Requirements	<ul style="list-style-type: none"> <li>● Must be 18 or older</li> <li>● Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers)</li> <li>● Pass a fingerprint check through the FBI and California DOJ</li> </ul>						
Graduation Requirements	To graduate, a student must complete all prescribed coursework, earn a passing grade (this is a pass/fail short course) and be in good financial standing with AEI.						
Certification and Licenses	<ul style="list-style-type: none"> <li>● California Guard Card Permit issued by the BSIS</li> <li>● California Exposed Firearms Permit issued by BSIS</li> <li>● California Baton Permit issued by BSIS</li> <li>● American Heart Association (AHA) 2 Year Certification</li> <li>● PWA Certificate of Completion</li> </ul>						
Total Clock Hours	This program is 88 hours.						
Final Tests or Exams	Final Exam						
Required Internship or Externship	None						
Enrollment Projection	<table border="1"> <tr> <td>2019</td> <td>2020</td> <td>2021</td> </tr> <tr> <td>120</td> <td>260</td> <td>420</td> </tr> </table>	2019	2020	2021	120	260	420
2019	2020	2021					
120	260	420					

The Logistics and Supply Chain Training program is 96 hours, broken down into two weeks. Upon completion, the student will receive all certifications necessary to be able to work in Industry. This course covers the hazards and injuries likely to occur in public warehousing and storage operations, including encounters with powered industrial trucks, material handling, lifting and ergonomics, hazard communication, walking and working surfaces, and life safety including fire protection and evacuation.

This course is intended for warehouse workers, supervisors, and employers responsible for developing safe work practices and procedures in a warehouse setting. Upon course completion students will have the ability to recognize the potential for injuries from forklifts, material handling and lifting, exposure to hazardous substances, slips, trips, and falls and methods to control and abate these hazards.

Sample schedule:

Schedule	Course	Hours
Day 1	Introduction to Logistics and Supply Chain	8
Day 2	OSHA 30	8
Day 3	OSHA 30	8

Day 4	OSHA 30	8
Day 5	OSHA 30	8
Day 6	Merchandising	8
Day 7	Forklift/Scissor Lift/ Train the Trainer	8
Day 8	CPR/First Aid/AED	8
Day 9	HAZWOPER 8	8
Day 10	Introduction to Warehousing	8
Day 11	LEAN	8
Day 12	Career Management	8
<b>Total Program Hours</b>		<b>96</b>

This program is a combination of the following methods of instruction:

- Lecture (reading and videos)
- Written tests/examinations and quizzes at the end of every module
- Assignments and handouts
- Role plays and hands-on demonstrations
- Class discussion and group projects

<b>Name of Program</b>	<b>Logistics and Supply Chain SOC: 11-3071.03</b>
Program Description	<ul style="list-style-type: none"> <li>● Logistics Will Familiarize Students with The Basic Concepts of Product Distribution And Terminology Used In The Logistics Field Such As Methods Of Transportation, Inventory Control, Protective Personal Equipment, Customer Service and OSHA 10 General Industry.</li> <li>● Osha 30Hour General Industry (30 Hours) Intro to Osha, Machine Guarding, Exit Routes, Emergency Action Plans, Fire Prevention, Electrical, PPE, Material Handling, Walking Working Surfaces, Fall Protection, Hazardous Materials, Blood Borne Pathogens, Hazard Communication</li> <li>● American Red Cross/American Heart Association</li> <li>● CPR/FIRST AID and AED</li> </ul>
Instructors Needed	<ul style="list-style-type: none"> <li>● 2</li> </ul>
Instructor Qualification Needed	<ul style="list-style-type: none"> <li>● OSHA 30 Certified Instructor</li> <li>● American Red Cross/ AHA Certified Instructor</li> <li>● Logistics and Supply Chain Instructor</li> </ul>
Special Admission Requirements	<ul style="list-style-type: none"> <li>● Must be 18 or older</li> </ul>

	<ul style="list-style-type: none"> <li>Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers)</li> </ul>						
Graduation Requirements	To graduate, a student must complete all prescribed coursework, earn a passing grade (this is a pass/fail short course) and be in good financial standing with AEI.						
Certification and Licenses	<ul style="list-style-type: none"> <li>OSHA 30 General industry</li> <li>CPR/FIRST AID and AED Certificate</li> <li>Forklift Certification</li> <li>HAZWOPER 8 Certification</li> <li>LEAN Certification</li> </ul>						
Total Clock Hours	This program is 96 hours.						
Final Tests or Exams	Final Exam						
Required Internship or Externship	None						
Enrollment Projection	<table> <tr> <td>2021</td> <td>2022</td> <td>2023</td> </tr> <tr> <td>120</td> <td>260</td> <td>420</td> </tr> </table>	2021	2022	2023	120	260	420
2021	2022	2023					
120	260	420					

### STANDARDS FOR STUDENT ACHIEVEMENT

Student achievement is measured using a Pass or Fail system. All Students must pass all assignments, quizzes and tests in order to maintain satisfactory progress.

Trainees who fail examinations may restudy and try again.

### STUDENT GRIEVANCE POLICY

It is the student's right to be able to file a complaint. The purpose of this policy is to enable the student to resolve a complaint arising out of any alleged unauthorized or unjustified act or decision, other than a grade appeal. A Complaint Form is given to the student the first day of class. All complaints must be in writing and submitted to the School Administrator At this address: 17848 Sky Park Cir. Irvine, CA 92614.

All complaints will be investigated thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834. P.O. Box 980818 West Sacramento, CA 95798-0818 (website: [www.bppe.ca.gov](http://www.bppe.ca.gov)) (Tel: (916) 574-8900) Main Fax: (916) 263-1897**

## TUITION AND FEES

PROGRAM	Security Training
HOURS	88
REFUNDABLE AMOUNT TUITION	\$1500.00
NON-REFUNDABLE STRF FEE	\$0.00
BOOKS/SUPPLIES (NON-REFUNDABLE)	\$100.00
LOCAL AND STATE FEES	\$365.00
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>	<b>\$1965.00</b>
ESTIMATED SCHEDULE OF TOTAL CHARGES	\$1965.00
TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT	\$1965.00

### Local and State fees:

CA Guard Card Application: \$50.00

CA Firearms Application: \$80.00

CA Assessment fee: \$60.00

Live scan for no Firearms: \$69.00

Live scan for Guard Card & Firearms Certification: \$105.00

Fingerprint Rolling Fee: \$25

Gun Range fees for Firearms Certification: \$40

American Red Cross for First Aid CPR AED Training Certification cards: \$27.00

PROGRAM	Logistics and Supply Chain
HOURS	96
REFUNDABLE AMOUNT TUITION	\$1,950.00
NON-REFUNDABLE STRF FEE	\$0.00
BOOKS/SUPPLIES (NON-REFUNDABLE)	\$300.00
LICENSING FEES	\$100.00
<b>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</b>	<b>\$2,350.00</b>
ESTIMATED SCHEDULE OF TOTAL CHARGES	\$2,350.00
TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT	\$2,350.00

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED**

The transferability of credits earned at AEI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Security Training Program (88 hours) certification courses are at the complete discretion of the institution to which you may seek to transfer.

If the certificate(s) that you earn at AEI are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending AEI to determine if your certificate(s) will be accepted.

AEI does not have an articulation agreement with any other institutions and that includes colleges, universities or any other training facilities. AEI does not accept transfer students from any outside school.

Credits earned from any other institution are not acceptable by AEI unless it is a continuation for the Guard Card levels as well as other additional courses.

## **POLICIES AND PROCEDURES REGARDING EXPERIENTIAL LEARNING**

The Bureau of Security and Investigative Services does not allow any institution to provide credit for prior experience; unless it is a continuation for the Guard card levels. If the student currently holds a Guard Card from the 8hour training, he or she will still need to complete the required hours of training including the 40 hours. AEI does not give credit for previous educational training or professional experience.

## **ADMISSION OF STUDENTS FROM OTHER COUNTRIES**

AEI is proud to welcome all students from all over the world. AEI does not provide I-20 forms for individuals seeking student visas or any type of visa services. Furthermore, it does not vouch student status.

## **ENGLISH AS A SECOND LANGUAGE**

All security and logistics training classes at AEI are taught in English. No ESL program is offered at this moment; therefore, the student is expected to have the necessary English proficiency level in order to be part of this training. Foreign students may show proof of language proficiency, such as a passing score on TOEFL (Test of English as a Foreign Language). This test should be taken at a third-party agency.

## **FINANCIAL AID, LOAN POLICIES AND OTHER DISCLOSURES**

AEI does not participate in federal and state financial aid programs. Any student enrolled in an unaccredited institution is not eligible for federal financial aid.

It is the student's responsibility to fully repay a loan acquired from an outside financial institution. AEI is not responsible for any student's financial obligation.

American Employment Institute is not accredited or recognized by the United States Department of Education. No accredited or unaccredited degree program is offered at AEI and that includes bachelors, masters, and doctoral degrees. AEI shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in the program.

### **STUDENT TUITION RECOVERY FUND (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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.**

**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 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 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.

## **MAINTENANCE OF STUDENT RECORDS**

AEI will retain all students' information files for a minimum of 5 years whether the program is finished or not. Hard copies will be maintained at **17848 Sky Park Cir. Irvine CA 92614**. Student files shall be available for inspection and copying during normal business hours, Monday through Friday and may be charged reasonable costs actually incurred for the use of equipment and material to make copies as specified in Section 1563(b) (1) of the Evidence Code:

"Reasonable cost," as used in this section, shall include, but not be limited to, the following specific costs: ten cents (\$0.10) per page for standard reproduction of documents of a size 8 1/2 by 14 inches or less. AEI will also maintain a second set

of all academic and financial records in digital format off-site, which are maintained in a manner secure from damage or loss.

### **LEAVE OF ABSENCE**

Leave of absence (LOA) may be taken up to one year from the start of the program, for any reason, at the discretion of the paying department or agency. Fees must be paid for each completed module at the beginning of the leave of absence. Students must re-start training prior to the one-year leave of absence. LOA must be in writing and must also be pre-approved by the Student Services Director. The letter must include the dates. The length of A Leave of Absence is up to 14 days at a time. Students who fail to return from a LOA on their scheduled return date will be terminated and will be considered dismissed as of the last day of attendance prior to the start of their LOA.

### **PROBATION, DISMISSAL, AND STUDENT CONDUCT**

Students are expected to always conduct themselves in a respectful and professional manner. The same respect is expected from faculty and any person who is part of the staff. The school reserves the right to suspend or dismiss any student who does not abide by school regulations.

The following conducts may result in probation or dismissal:

- Inappropriate or unethical conduct
- Theft or destruction of equipment, school, or student property
- Plagiarism
- Verbal and physical abuse towards anybody on school property
- Failure to meet attendance policies or academic standards
- Illegal possession of firearm or any other weapon without permission
- Possession, use or sale of illicit drugs and alcoholic beverages on school property
- Smoking on school property
- Violation of any school regulation

### **NON-DISCRIMINATORY POLICY**

AEI does not discriminate against any individual on the basis of age, sex, race, color, creed, financial status, religion, national and ethnic origin, handicap, political affiliation or sexual orientation in the administration of its educational program or employment practices if applicable.

### **SEXUAL HARASSMENT**

Sexual harassment of or by any student is unquestionably prohibited. It is AEI's policy to maintain an environment free of any form of discrimination and sexual



harassment is one of them. Sexual harassment involving a staff member, a student or any individual on school property is forbidden. This policy is applicable to individuals of the opposite sex as well the same sex.

### **PLACEMENT ASSISTANCE**

Job placement assistance is provided to graduates at no additional charge. Upon successful completion of the full training, assistance may either be conducted via phone, emails or on-site employers. Job placements are never 100% guaranteed since it depends on availability. On graduation day, the student will receive a certificate of completion, other certificates (depending on Guard Card clearance), referrals, and official letter of recommendation from the school (upon request).

### **HOUSING ASSISTANCE**

AEI security training is a non-residency program. The school does not have dorms, nor does it provide housing assistance. AEI has no responsibility in finding housing for students. The price range for a one-bedroom apartment as of February 1<sup>st</sup>, 2021, near the school area ranges approximately from \$1600 to \$1990 per month.

### **STUDENT SERVICES**

AEI provides on-site training resources, employment brochures, guidance and counseling should the student request any type of help related to the program. AEI faculty and staff members are available for help throughout the student's enrollment as well as post-graduation, especially regarding licensing and job placement.

The student's success is essential to AEI. If a student is encountering problems related to transportation, child-care, finances or any problem that could jeopardize the attendance of the training, he or she is strongly advised to let the instructor know in case help is available right away.

### **FEDERAL PRIVACY ACT**

The Federal Privacy Act of 1974 requires AEI to notify students that their social security number may be disclosed under certain circumstances. Social security numbers are used to verify students' identities and to process the awarding of funds, collection of funds and tracing of individuals who have borrowed funds from federal, state or private programs.

### **STATEMENT ON BANKRUPTCY**

AEI Training has not filed bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, nor has had a petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code.

## EQUIPMENT PER CLASS

Course Name	Equipment	Equipment to Student Ratio
CPR – First Aid – AED (Defibrillator)	Adult CPR Practice Dummies Child CPR Practice Dummies Infant CPR Practice Dummies Defibrillator Sanitation Masks Supplemental Instructional Videos PowerPoint Presentation Projector / Screen Student Desks/Chairs Heart saver DVD Set Heart saver First Aid CPR AED Instructor Manual with Lesson Maps and Instructor CD Heart saver First Aid CPR AED Student Workbook with Heart saver First Aid Quick Reference Guide Hear saver CPR AED Adult, Child & Infant Reminder Card	
California Guard Card Certification	Course Syllabus/Curriculum Exam Materials Supplemental Instructional Videos PowerPoint Presentation Projector / Screen Handcuffs Student Desks/ Chairs	
Chemical Agents	Projector/Screen Instructor Computer Course Syllabus/Curriculum PowerPoint Presentation Exam Materials Student Desks/Chairs Simulator Pepper Spray Practice Pepper Spray Canisters (water)	
Workplace Violence/Radio Procedures	Course Syllabus/Curriculum Exam materials Supplemental Instructional Videos PowerPoint Presentation Projector / Screen Student Desks/Chairs	
Arrest and Control	Course Syllabus/Curriculum Supplemental Instructional Videos PowerPoint Presentation Projector / Screen Handcuffs Student Desks/ Chairs	

	Instructor Computer	
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Introduction to Warehousing/Supply Chain	Course Syllabus/Curriculum Exam Materials Supplemental Instructional Videos PowerPoint Presentation Projector / Screen	
OSHA 30	Course Syllabus/Curriculum Exam Materials Supplemental Instructional Videos PowerPoint Presentation Projector / Screen	
Forklift/ Scissor Lift/Train the Trainer	Course Syllabus/Curriculum Exam Materials Supplemental Instructional Videos PowerPoint Presentation Projector / Screen	
HAZWOPER 8	Course Syllabus/Curriculum Exam Materials Supplemental Instructional Videos PowerPoint Presentation Projector / Screen	

## **ACKNOWLEDGEMENT OF RECEIPT**

I have received a copy of the American Employment Institute catalog. I have read the policies, regulations, course completion requirements, costs, payments and refund policies. I have asked all questions in relation with this program, and I understand what is expected of me while attending the program.

I certify that I have received a copy of the catalog, school performance sheet, completion rates, placement rates, license examination passage rates, as well as salary/ wage information included in the school performance Fact sheet.

Student Full Name: \_\_\_\_\_

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

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

School Representative Signature: \_\_\_\_\_

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