



Veterans & Youth Career Collaborative (YVCC)
(Veteran Founded, Veteran Operated)
4201 Long Beach Blvd., Suite 304
Long Beach, CA 90807
Office: (562) 424-0038 Fax: (562) 426-1779



“Supporting our Veterans and Youth for a Greater America”
www.vycareer.org

Veterans & Youth Career Collaborative

**Training Course Program
Catalog**

Jan. 1, 2021 Dec. 31, 2021

“Supporting Our Veterans and Youth for a Greater America”

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Executive Summary

The mission of Veterans & Youth Career Collaborative is to exemplify and provide employment training service programs by promoting students in social integration into the civilian work force. Veterans & Youth Career Collaborative prides itself in cultivation of the professional work ethics and skills of our students. We strive to deepen our student's values that we believe are essential in leading of a financially stable productive life in the community. Veterans & Youth Career Collaborative also aims to inspire this same pride and value to the youth in our community in order for them to become successful members of our future generation. Education, job skills, and marketability are the essential elements for a brighter future; Veterans & Youth Career Collaborative is committed to instill these necessary values to our students. Veterans & Youth Career Collaborative (VYCC), provides support and understanding of the viable labor force to our students by developing, integrating and the direct partnering with military reserve components and community youth centers within our surrounding areas. This partnership includes small and large businesses that target students hiring from vocational academic organizations that provide training for a successful integration to the community work force.

Keys to Success

Veterans & Youth Career Collaborative is convinced that in order for our students to develop and thrive in our communities they must take the initiative and responsibility of their future. Many of our students have the capacity to inspire, mobilize, grow, and give back to the communities they live in. Veterans & Youth Career Collaborative is committed to empower our students by developing these capacities and challenging them to take responsibility.

Veterans & Youth Career Collaborative knows that the key to success is only achieved through education and that it is the first step along the path to obtain certifications and degrees, which will ensure viable employment opportunities for their future. Veterans & Youth Career Collaborative is fully committed to empower individuals to develop interpersonal skills of problem-solving, planning, and time management which are highly sought-after skills in today's demanding workforce.

Description of Business

The purpose and vision of Veterans & Youth Career Collaborative is to provide students vocational training employment programs and educational services in Los Angeles and Orange counties. Veterans & Youth Career Collaborative utilizes demographic statistics, labor market, industry and occupational analysis to impact communities in the surrounding areas that are in need of community employment services. Veterans & Youth Career Collaborative analysis industrial growth and short falls within the region to identify target industries for business and workforce development trends. The labor market analysis is utilized to develop comprehensive employment strategies to aid students and youth with meaningful employment opportunities in the communities of Los Angeles County.

How to Register Quickly and Easily

Online:

Go to www.vycareer.org and click on the “Click Here” button to complete the required information and select the class or classes you want to take. You will need to provide your credit card information (MasterCard or Visa ONLY).

Mail:

Complete the registration form with your payment (check, money order, MasterCard, or Visa information) and mail to Veterans & Youth Career Collaborative, 4201 Long Beach Blvd., Ste. 304 Long Beach, CA 90807.

Fax:

Fax registration forms to (562) 283-3644 (VYCC Career Collaborative).

Walk-in:

Complete the registration form with your payment (check, cash, MasterCard, or Visa information) and bring it to Veterans & Youth Career Collaborative, 4201 Long Beach Blvd., Ste. 304 Long Beach, CA 90807 during business hours.

Pre-Registration: Important!

Assure your seat as many popular classes fill up fast. All classes have minimum and maximum student enrollment. Classes that do not meet the minimum enrollments will be closed before the first session. Your timely registration helps keep your class open.

All Instruction occurs at 4201 Long Beach Blvd. Suite 304, Long Beach, CA 90807

Policy and Procedures

All Course Session are held at 4201 Long Beach Blvd 90807

Veterans & Youth Career Collaborative operates on full calendar year. Standard Operations are Monday – Friday 8:00am – 5:00pm

Veterans & Youth Career Collaborative does not offer any degree programs.

COMMUNITY EDUCATION CLASSES: Fees for classes in this category are determined by length of class and an estimated number of enrolled students. Community Education class fees pay for teacher salaries, use of facilities, operations, and overall clerical & administrative support. Information provided and opinions expressed by instructors are their own and do not necessarily reflect those of the members of the Board and/or VYCC Training Center Administrators. Classes not meeting a minimum enrollment are subject to cancellation one week before the term starts.

FINANCIAL AID

Veterans & Youth Career Collaborative (VYCC) does not participate in federal and state financial aid programs nor does it provide any form of financial assistance.

Course Fees

All fees are subject to change from time to time, without notice.

All Student STRF fees are included in the Tuition fee.

Office Occupations Specialist

Tuition	\$1,850.00
Registration Fee (non refundable)	Included
STRF fee (non refundable)(\$2.50/\$1,000)	Included
Books (non refundable)	Included
Other Charges	included
Total Charges for the current period of attendance	\$1,850.00
Total Charges for the entire educational program	\$1,850.00

Microsoft Office Suite Specialist – Associate Suite

Tuition	\$2,645.00.00
Registration Fee (non refundable)	Included
STRF fee (non refundable)(\$2.50/\$1,000)	Included
Books (non refundable)	Included
Other Charges	included
Total Charges for the current period of attendance	\$2,645.00
Total Charges for the entire educational program	\$2,645.00

Microsoft Office Suite Specialist - ExpertSuite

Tuition	\$2,645.00.00
Registration Fee (non refundable)	Included
STRF fee (non refundable)(\$2.50/\$1,000)	Included
Books (non refundable)	Included
Other Charges	included
Total Charges for the current period of attendance	\$2,645.00
Total Charges for the entire educational program	\$2,645.00

Logistics and Supply Chain Specialist

Tuition	\$1,935.00
Registration Fee (non refundable)	Included
STRF fee (non refundable)(\$2.50/\$1,000)	Included
Books (non refundable)	Included
Other Charges	included
Total Charges for the current period of attendance	\$1,935.00
Total Charges for the entire educational program	\$1,935.00

Heartsaver: CPR/AED

Tuition	\$55.00
Registration Fee (non refundable)	Included
STRF fee (non refundable)(\$2.50/\$1,000)	Included
Books (non refundable)	Included
Other Charges	included

Total Charges for the current period of attendance	\$55.00
Total Charges for the entire educational program	\$55.00

Heartsaver: First Aid/CPR/ AED

Tuition	\$65.00	
Registration Fee (non refundable)	Included	
STRF fee (non refundable)(\$2.50/\$1,000)	Included	
Books (non refundable)	Included	
Other Charges	included	
Total Charges for the current period of attendance	\$65.00	
Total Charges for the entire educational program	\$65.00	

Basic Life Saver Provider

Tuition	\$75.00	
Registration Fee (non refundable)	Included	
STRF fee (non refundable)(\$2.50/\$1,000)	Included	
Books (non refundable)	Included	
Other Charges	included	
Total Charges for the current period of attendance	\$75.00	
Total Charges for the entire educational program	\$75.00	

Project Management with Risk Management Course (Examination Prep Course)

Tuition	\$2,375.00	
Registration Fee (non refundable)	Included	
STRF fee (non refundable)(\$2.50/\$1,000)	Included	
Books (non refundable)	Included	
Other Charges	included	
Total Charges for the current period of attendance	\$2,375.00	
Total Charges for the entire educational program	\$2,375.00	

Program Management with Risk Management Course (Examination Prep Course)

Tuition	\$2,375.00	
Registration Fee (non refundable)	Included	
STRF fee (non refundable)(\$2.50/\$1,000)	Included	
Books (non refundable)	Included	
Other Charges	included	
Total Charges for the current period of attendance	\$2,375.00	
Total Charges for the entire educational program	\$2,375.00	

Safety and Risk Management Technician Construction / Industrial

Tuition	\$2,450.00	
Registration Fee (non refundable)	Included	
STRF fee (non refundable)(\$2.50/\$1,000)	Included	
Books (non refundable)	Included	
Other Charges	included	
Total Charges for the current period of attendance	\$2,450.00	
Total Charges for the entire educational program	\$2,450.00	

Construction Health and Safety Technician (CHST) Examination Preparation

Tuition	\$2,375.00	
Registration Fee (non refundable)	Included	
STRF fee (non refundable)(\$2.50/\$1,000)	Included	

Books (non refundable)	Included	
Other Charges	included	
Total Charges for the current period of attendance		\$2,375.00
Total Charges for the entire educational program		\$2,375.00

Computer Aided Drafting I

Tuition	\$2,850.00	
Registration Fee (non refundable)	Included	
STRF fee (non refundable)(\$2.50/\$1,000)	Included	
Books (non refundable)	Included	
Other Charges	included	
Total Charges for the current period of attendance		\$2,850.00
Total Charges for the entire educational program		\$2,850.00

Computer Aided Drafting II (Examination Prep Course)

Tuition	\$2,450.00	
Registration Fee (non refundable)	Included	
STRF fee (non refundable)(\$2.50/\$1,000)	Included	
Books (non refundable)	Included	
Other Charges	included	
Total Charges for the current period of attendance		\$2,450.00
Total Charges for the entire educational program		\$2,450.00

Basic Safety Security Officer Training

Tuition	\$920.00	
Registration Fee (non refundable)	Included	
STRF fee (non refundable)(\$2.50/\$1,000)	Included	
Books (non refundable)	Included	
Other Charges	included	
Total Charges for the current period of attendance		\$920.00
Total Charges for the entire educational program		\$920.00

Advanced Safety Security Officer Training

Tuition	\$2,519.00.00	
Registration Fee (non refundable)	Included	
STRF fee (non refundable)(\$2.50/\$1,000)	Included	
Books (non refundable)	Included	
Other Charges	included	
Total Charges for the current period of attendance		\$2,519.00
Total Charges for the entire educational program		\$2,519.00

Professional Security Officer Training

Tuition	\$1,689.00.00	
Registration Fee (non refundable)	Included	
STRF fee (non refundable)(\$2.50/\$1,000)	Included	
Books (non refundable)	Included	
Other Charges	included	
Total Charges for the current period of attendance		\$1,689.00
Total Charges for the entire educational program		\$1,689.00

LIBRARY/RESOURCES: VYCC have an online library. Students will receive, and will be provided with contents, and have access to course materials, videos, and other resources that is required by the curriculum on the first day of class.

MANDATED CLASSES: All students must attend the first class meeting to reserve their seat. Classes not meeting the minimum enrollment are subject to cancellation one week before the term starts, and classes that do not sustain the minimum enrollment may be cancelled.

MINIMUM STUDENT AGE: All classes are open to adults 18 and older.

ADDITIONAL FEES: Materials or service fees are needed in some classes for handouts, instructional assistants, or maintenance of equipment. Some courses require textbooks, tools, or supplies. All Community Education classes include a general material fee.

PAYING FEES: There is no in-class payment of fees. Pay all fees in the Admissions Office.

LOAN: If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal financial aid funds.

STANDARD OF ACHIEVEMENTS:

Veterans & Youth Career Collaborative's standards for student achievement is based on the completion of their courses hours, and the passing of their certification examination test.

Grading system

The institution uses a letter grading system. If a student receives a non-passing grade on an assignment, quiz, test or module, the student may be able to retake it. This is solely based on the discretion of the instructor. It is the responsibility of the student to request a retake. The progress and quality of a student's work are measured using a system of letter grades and grade percentages as shown below. Grades are based on the quality of work performed by the student.

PERCENTAGE	LETTER GRADE
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D (Not Passing)
59% and below	F (Not Passing)

Satisfactory Academic Progress

The institution's instructors will advise students of their academic progress at the end of each module and recommend make-up work, quizzes, tests and modules as necessary.

ATTENDANCE:

Student attendance is strongly recommended for the successful completion for educational program. Students must be in attendance of at least 80% of course duration.

LEAVE OF ABSENCE:

Leave-of-absence should be notified to the instructor at least 12 hours before scheduled class hour. Leave of Absence approval is at the instructor's discretion and does not count towards the deduction of course hours. Students are still expected to know the material and make up all assignments during their absence or arrange a time to complete all missing work with instructor.

PROBATION & DIMISSAL:

If students are at risk of probation, a counseling shall occur to notify the student of their probation. If students then achieve the status of Probation; students will be counseled and offered a voluntary drop from the program. Once drop status occur the students are subject to charges that of the total charge of period attendance.

STUDENTS RIGHTS:

Veterans & Youth Career Collaborative has made the following information available on its Website for the general public, faculty, staff, students, and prospective students. The state, federal laws and college policy under the Higher Education Act of 1965 dictates the criteria for this information. Veterans & Youth Career Collaborative guarantees all students specific rights as a result of their enrollment status and requires that all students assume the obligation of responsible behavior as a condition of their continued enrollment. Student rights include academic freedom, as it relates to free speech, assembly, and a safe learning environment, as well as due process when a student is involved in a disciplinary action. Veterans & Youth Career Collaborative continually designs and implements policies and procedures to inform and support the members of our campus community. Students and staff will find links below to key information that will assist with conducting daily academic and student affairs.

GRIEVANCE REPORT:

To file a grievance report, Please visit the Student Center to file a Grievance Report and submit it to your counselor.

STUDENT SERVICES:

Include admissions assistance, priority registration, special accommodations, and resource referrals.

HOUSING:

Housing information including all of the following:

- a. Veterans & Youth Career Collaborative has no dormitory facilities under its control;
- b. The availability of housing located reasonably near the Veterans & Youth Career Collaborative facilities are limited are within 2 mile radius. An estimated of approximate cost or range of cost of the housing is \$1250 per month. Cost or range of cost of the housing is not the responsibility of Veterans & Youth Career Collaborative.
- c. Veterans & Youth Career Collaborative has no responsibility to find or assist a student in finding housing.

CANCELATION/WITHDRAWAL/REFUND POLICY

Veterans & Youth Career Collaborative will refund all institutional charges upon a student's withdrawal. 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. Veterans & Youth Career Collaborative includes a description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund consistent with the requirements of Article 13 (commencing with Section 94919).

1. Students must complete a Notice to withdraw form.
2. Notice to withdraw form must deliver in person or by mail to Veterans & Youth Career Collaborative Main Office located at 4201 Long beach Blvd. Suite 304 90807.
3. The date that the Notice to withdraw is considered effective, which shall be no later than the date received by the Veterans & Youth Career Collaborative.

Veterans & Youth Career Collaborative shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. For purposes of this subdivision and section 94919(d) of the Code, "day" means calendar day. Veterans & Youth Career Collaborative maintains a cancellation and withdrawal log, keep current on a monthly basis, which includes the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.

RECORDKEEPING:

Veterans & Youth Career Collaborative shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the documents.:

Data (their name, physical address, email address, and telephone number) regarding prospected; current, graduated students are collected, maintained, and stored within a secured Database and kept in a secured storage room in a filing cabinet.

- Note: selected individuals will only have access to student's information.
- Request access will have to be made to Head of Records Department.

Secured Database is stored in a secured private server. Individual Access Management (IAM) Each member of our staff will have different levels of security access within the Database.

Student's financial records will be stored separately from their academic records.

- Such records include shall include the following for each student:

Student Identification Number

First and Last names

Email Addresses

Local and mailing addresses

Address at the time of enrollment

Home Address

Certifications/Certificates

Transcripts

Date of Enrollment agreement signed

Courses and Course Costs

Amount of STRF assessment collected

Quarter in which the STRF Assessment was remitted with the Bureau

Third-Party Payer Identifying Information

Total Institution charges charged, and

Total institutional charges paid

Veterans & Career Collaborative will maintain all data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon representative conducting a site inspection or, upon written request, and shall provide a copy within 14 Calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in electronic format.

Records:

Hard copies of student's documents regarding Student Identification Number,

First and Last names, Email Addresses, Local and mailing addresses, Address at the time of enrollment, Home Address.

Student's physical records of educational programs to include; completed, and in-completed with dates of completion or withdrawal of programs are to be physically secured.

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Hard Record Storage: locked in a secured room and stored in a filing cabinet.

Individual Access Management: Only Office Managers will have access to sensitive student information.

Record Management: Will be stored by month of intake and alphabetically of students Last Name, First Name. The retention of hard copy included records locked in a cabinet.

Record Management: Information will be stored permanently and if need be archived away for later retrieval.

Note: Information can be retrieved, access upon request.

Financial Related Records: Hard copies of student's documents regarding

Date of Enrollment agreement signed

Courses and Course Costs

Amount of Student Tuition Reimbursement Funds (STRF) assessment collected

Quarter in which the Student Tuition Reimbursement Funds (STRF) Assessment was remitted with the Bureau

Third-Party Payer Identifying Information

Total Institution charges charged, and

Total institutional charges paid

Student's physical financial related records of students educational programs to include; completed, and in-completed with dates of completion or withdrawal of programs are to be physically secured.

Veterans & Youth Career Collaborative uses a Database for our Database Software System (DBS); it allows our users to define, create, maintain and control access to our database regarding our students. The core functionality is the storage, retrieval and update of data. Along with many other functionalities that includes.

- Data storage, retrieval and update
- User accessible catalog or data dictionary describing the metadata
- Support for transactions and concurrency
- Facilities for recovering the database should it become damaged
- Support for authorization of access and update of data
- Access support from remote locations
- Enforcing constraints to ensure data in the database abides by certain rules

Each user within Brilliant Database has a different Identity and Access Management (IAM); this allow different policies and security access each member of the team. Their access to information will be limited and Access Control will be based on their position.

Electronic Records: Students electronic records will be stored in a secured server located on premise at Veterans & Youth Career Collaborative or on a secured cloud platform. (SaaS). Electronic Records are stored permanently and are accessible only by Management.

- 1) **Storage:** Records can be securely stored in our local on premise database and as well as on the cloud (SaaS), Software as a Service.
- 2) **Individual Access Management:** Only Managers will have access to sensitive student information.
- 3) **Record Management:** It is stored by month of intake and alphabetically of students Last Name, First Name.
- 4) **Record Management:** Information are stored permanently and if need be archived away for later retrieval. Note: Information can be retrieved, access upon request.

Request of Student:

Any Students that have questions regarding their records should contact our Head of Records Department; David Fuller at 562-424-0038. Head of Records department located at 4201 Long Beach, Suite 304 Long Beach CA, 90807. Request Forms are also located in our office and be turned in to our head of records department.

CHILD CARE: Veterans & Youth Career Collaborative (VYCC) does not offers child care.

NO SMOKING: Smoking and the use of all tobacco products, including e-cigarettes, is prohibited on all Veterans & Youth Career Collaborative (VYCC). This ban applies at all times to all employees, students, and visitors.

STATEMENT OF NONDISCRIMINATION

Veterans & Youth Career Collaborative (VYCC) does not discriminate on the basis of actual or perceived ethnic group identification, religion, sexual orientation, ancestry, gender, race, color, national origin (including lack of English language skills), sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1983 (pertaining to handicap), and Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the District's programs and activities, including vocational education.

COMPLAINT PROCESS:

The center has a uniform complaint procedure that allows the filing of a grievance/complaint. Local community legal assistance agencies are available. Legal resources are in the telephone book under "legal services".

Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to: David Fuller, Executive Director – Employment Relations, VYCC., 4201 Long Beach Blvd., Long beach CA 90807 (562) 424-0038 or when a consumer believes an institution's administrative processes or educational programs are compromised and not up to the required minimum standards, the Bureau should be notified. A complaint may be filed by writing (Complaint Form) or calling the Bureau's Enforcement Section at the following address and telephone number:

Bureau for Private Postsecondary Education
1747 N. Market Ave., Suite 225
Sacramento, CA 95834
Telephone: (916) 579-8900 FAX: (916) 263-1897

Hard Copies of the (Complaint Form) will also be provided in our office. Please inform any of our staff of a request and they can help you with filling one out.

EQUAL EMPLOYMENT OPPORTUNITY:

Veterans & Youth Career Collaborative (VYCC) is an equal opportunity employer and is committed to an active Nondiscrimination Program. It is the stated policy of VYCC that harassment is prohibited and that all employees, and applicants, shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions will be on the basis of qualifications of the individual for the positions being filled regardless of Sex, Race, Color, Ancestry, Religious Creed, National Origin, Physical Disability (including HIV and AIDS), Mental Disability, Medical Condition (cancer), Age (over 40), Marital Status, and Denial of Family Care Leave.

STUDENTS WITH DISABILITIES:

Veterans & Youth Career Collaborative (VYCC) makes every effort to accommodate the needs of students with disabilities. Please contact any of our school offices two weeks prior to the beginning of class to request special accommodations and to provide recent documentation of the disability.

PLACEMENT ASSISTANCE SERVICES:

"The mission of Veterans & Youth Career Collaborative is to exemplify and provide employment training service programs by promoting students in social integration into the work force. Veterans & Youth Career Collaborative prides itself in cultivation of the professional work ethics and skills our students. We strive to

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deepen our student's values that we believe are essential in leading of a financially stable productive life in the community." Veterans & Youth Career Collaborative stand by our mission. We believe that job assistance should go beyond the classroom. We have cracked the code in finding our students meaningful employment. We use a 3-Phase process.

- Phase I is completing their first complete professional resume. We work 1-1 with each and individual students to complete their professional resume with a powerful cover letter, and as well as a strong professional reference page.
- Phase II is educating our students in employment opportunities that are related to their interest. As part of our mission; we have a responsibility as a job developer. On their behalf; reaching out to employers, businesses, and other organizations to find their ideal match. Veterans & Youth Career Collaborative can schedule, reach out, and follow up for an employment opportunity for our students.
- Phase III consist of developing their knowledge and the development of their professional interviewing skills. Veterans & Youth Career Collaborative coaches in what to say and what not to say and as well the dos and do nots during an interview. All of this is happening while our students are going through their job related training.

PRIOR EXPERENTIAL LEARNING:

(if applicable) that the institution does not grant credit for "prior experiential learning."

LANGUAGE:

"A student must have a score of 500 on the TOEFL exam." Or "The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam."

Veterans and Youth Career Collaborative will teach ALL our educational programs only in English.

DISCLOSURES

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Veterans & Youth Career Collaborative is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution 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 Veterans & Youth Career Collaborative to determine if your certificate will transfer."

Veterans & Youth Career Collaborative (VYCC) is a private institution, that is approved to operate by the bureau, and the approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. Veterans & Youth Career Collaborative (VYCC) does not imply that the Bureau for Private Postsecondary Education (BPPE) endorses its programs, or that BPPE Bureau approval means the institution exceeds minimum state standards.

Veterans & Youth Career Collaborative does not have a pending petition in bankruptcy, or is operating as a debtor in possession. Veterans & Youth Career Collaborative has never filed a petition within the preceding five years, or has a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. (11 U.S.C. Sec. 1101 et seq.)

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Veterans & Youth Career Collaborative (VYCC) strongly recommends to all interested students, that “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.”

Veterans & Youth Career Collaborative (VYCC) is centrally located in the Bixby Knolls Business District in the City of Long Beach in the 3rd floor of the Professional Business Services Building.

Veterans & Youth Career Collaborative as facility offers its students 3 classrooms and two computer lab. Each classroom can seat up to 18 students; classrooms are filled with 6 tables and 18 chairs, a teacher’s podium, whiteboard, markers, and a projector/tv. Each computer lab is comprised of 20 computer work stations with access of high speed internet, and mapped to its own printer. Both labs are utilize as a testing or training laboratory. Veterans & Youth Career Collaborative also uses lab workstations as an online educational library of training course material, with unlimited Wi-Fi access.

“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 N. Market Ave., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370- 7589 or by fax (916) 263-1897”.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by call (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s internet Web site www.bppe.ca.gov

Veterans & Youth Career Collaborative (VYCC) is a private institution that does not offer transferable or transferability of credit courses or credentials.

Veterans & Youth Career Collaborative (VYCC) is a private institution that does not offer unaccredited degree programs.

Veterans & Youth Career Collaborative (VYCC) admission policies, including the policies regarding acceptance of credits earned at other institutions are as stated on policies and procedure’s page. Veterans & Youth Career Collaborative (VYCC) has not entered into any articulation or transfer of credit agreement with any other college, university or institution.

Veterans & Youth Career Collaborative (VYCC) admission policies, including the policies regarding assessment policies and procedures on appeal provisions and of all charges that a student may be required to pay please refer to the Policies and Procedures.

Veterans & Youth Career Collaborative (VYCC) does not admit students from other countries and nor does it vouch for student status.

Veterans & Youth Career Collaborative (VYCC) security training program course are designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state to be eligible candidates must be at least the age of 18 and must not hold any criminal records.

Veterans & Youth Career Collaborative (VYCC) does not offer degree programs that are accredited by an accrediting agency recognized by the United States Department of Education. VYCC does not offer accredited or unaccredited degree programs; students completing training programs course might encounter the following known limitations, including, but not limited to, all of the following: (A) a training course graduate will not be eligible to sit for the applicable licensure exam in California and other states. (B) a training course graduate

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from an unaccredited degree program from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. (C) a training course graduate enrolled in an unaccredited institution is not eligible for federal financial aid programs.

STUDENT TUITION RECOVERY FUND DISCLOSURES

“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.”

“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 Ave., Suite 225, Sacramento, CA 95834, (916) 579-8900 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:

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.

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. 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.

The institution has been ordered to pay a refund by the Bureau but has failed to do so. 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. 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.

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 noncollection 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.”

FACULTY

Chief Academic Officer: Henry Cole Stage III

Henry Will be teaching OSHA 10/30 portion of the *Logistic Supply Chain Specialist, Construction Health Safety Technician, Safety & Risk Management Technician Programs, Basic Security officer training, Advanced Safety Officer training, and Professional Security Training Programs.*

Academic Instructor: Reginald Lao

Reginald will be teaching a portion of the *Office Occupation Specialist, Logistic & Supply Chain Specialist, Project Management Professional w/ Risk Management, Program Management Professional w/ Risk Management Programs.*

Academic Instructor: Sam Phen

Sam will be teaching the *HeartSaver, HeartSaver First Aid AED, Basic Life Savor Programs.*

Academic Instructor: Jack Wong

Jack will be teaching *Microsoft Suite Specialist Programs* a portion of *Officer Occupations Specialist.*

Academic Instructor: Victor Hatem

Victor will be teaching *COMPUTER AIDED DRAFTING & DESIGN COURSE: (Solidworks I (3D CAD Fundamentals), COMPUTER AIDED DRAFTING & DESIGN COURSE: (Solidworks II / Exam Prep Course for CSWA (Certified Solidworks Associate).*

Governing Board of Directors

- **Roderick Watson**, Board Chair
Gregory Taylor, Vice-Board Chair
Terry Craddock, Board Member
Anthony Willaims, Board member
Jack Wong, Board Member

VYCC Faculty Directors

David Fuller, Executive Director

PROGRAMS

Office Occupations Specialist

- **Admission Requirement:** GED, High School Diploma
- **Course Level:** Below College level
- **Classification Code:** 43-0000 Office and Administrative Support Occupations
- **Classification Code:** 41-0000 Sales and Related Occupations
- **No Internship or Externship Required**

Upon completion of this course students will demonstrate personal professional office skills behaviors appropriate to an office workplace; be able to identify and meet employer and customer needs and work effectively with others in an office environment; demonstrate effective professional communication and organizational skills with the ability perform office responsibilities and to operate essential office library. Upon successful completion of the safety program, participants will receive a Microsoft Word Certification and Professional Customer Service Etiquette and proof they completed and passed all other components of the Business Office Services training program and a CPR First Aid/AED Certification

Contact Hours 80 Hours

Outline of Subject Matter

- Course Expectations & Requirements
- Business Etiquette/Communication Skills
- Occupational & Personal Safety
- Business Office Customer Service
- Career Opportunities
- Computer Operations / Data Entry
- Employer Expectations
- Sales and Marketing (Retail / Business)
- Organizational Skills
- Human Relations Skills
- CPR First Aid/AED
- Lecture Hour (classroom:
- Lecture Hour (hand-on at computer lab)
- Hours of instructor assisted individualized exam preparation
- Proctor Hour of Word 2016 Core Microsoft Office Specialist Exam
- Industry Specific Job Search Strategies and Training
- Job Preparation Workshops (Interviewing/Resume Writing)

Graduation Requirements

- 80% attendance hours
- Complete all Test, quizzes and assignments.
- Successfully take Microsoft Word 2016 certificate examination
- Successfully take the National Retail Federation (NRF) Customer Service examination
- Successfully take American Heart Association CPR/First Aid/AED certification examination

Microsoft Office Suite Specialist – Associate Suite

- **Admission Requirement:** GED, High School Diploma
- **Course Level:** Below College level
- **Classification Code:** 43-0000 Office and Administrative Support Occupations
- **No Internship or Externship Required**

Certifications like **Microsoft Word**, **Microsoft Excel**, and **Microsoft PowerPoint** fuel new and valuable careers. Professionals spend less time interviewing and more time driving value. Adding a Microsoft certification to your resume helps you stand out and get hired—faster. What is more, certified new hires are fully productive an entire month sooner than their uncertified peers. This level of productivity makes your impact and skills clearly stand out. Microsoft Certified Professionals make immediate impact; learning how to analyze data with Excel, generate reports and presenting it with PowerPoint, or create a detailed report with Microsoft word that will impress your boss. Being Microsoft Certified helps you be noticed and move forward quickly in your career. Compared to their peers, Microsoft certified developers are 90% more productive and nearly 60% more efficient.

Contact Hours 120 Hours

Outline of Subject Matter

- Microsoft Windows (hands-on overview)
- Microsoft Word (hands-on overview)
- Microsoft Excel (hands-on overview)
- Microsoft PowerPoint (hands-on overview)
- Microsoft Outlook (hands-on overview)
- Microsoft Quick Books (hands-on overview)
- Industry Specific Job Search Strategies and Training
- Job Preparation Workshops (Interviewing/Resume Writing)
- Course Expectations & Requirements

Graduation Requirements

- 80% attendance hours
- Complete all Test, quizzes, and assignments
- Successfully take Microsoft Word 2016 examination
- Successfully take Microsoft Excel 2016 examination
- Successfully take Microsoft PowerPoint 2016 examination
- Successfully take Microsoft Outlook 2016 examination

Microsoft Office Suite Specialist – Expert Suite

Admission Requirement:

- GED, High School Diploma,
- Microsoft Office Specialist – Associate Certification (3 out of 4 Word Associate, Excel Associate, PowerPoint Associate, and Outlook Associate)
- **Course Level:** Below College level
- **Classification Code:** 43-0000 Office and Administrative Support Occupations
- **No Internship or Externship Required**

Microsoft Office Specialist (MOS) Certification is the leading IT certification in the world. More than two million MOS exams are taken every year in over 140 countries. Microsoft Word, Microsoft Excel fuel new and valuable careers Professionals spend less time interviewing and more time driving value. Adding a Microsoft certification to your resume helps you stand out and get hired - faster. 91% of hiring managers consider employee certification as a criterion for hiring. Certified new hires are fully productive an entire month sooner than their uncertified peers. This level of productivity makes your impact and skills clearly stand out. Being Microsoft Certified helps you be noticed and move forward quickly in your career such as promotion and pay raise. Microsoft Certified Professionals make immediate impact; learning how to analyze data and reveal trends with Microsoft Excel, and transform ideas into professional documents with Microsoft Word. Compared to their peers, Microsoft certified professionals are 80% more productive and efficient.

Objective:

- Students will understand the expert level of word processing, spreadsheet, and data Microsoft Applications and how those skills of apply in a professional setting, business, and analytical setting.
- Gain the ability to effectively communicate technical and professional information in written, oral, visual, and graphical forms.
- Develop critical thinking and problem solving through direct experience in the application scenarios, discussions, and activities.
- Be proficient in data driven decision making skills necessary field of Business, and technical applications.

Contact Hours 140 Hours

Outline of Subject Matter

- Microsoft Windows (hands-on overview)
- Word Expert (Microsoft 365 Apps) Certification
- Excel Expert (Microsoft 365 Apps) Certification
- 2 Expert Certifications earn Microsoft Office Specialist – Expert Certification
- Industry Specific Job Search Strategies and Training
- Job Preparation Workshops (*Interviewing/Resume Writing*)

Graduation Requirements

In order to complete the graduation requirements for Microsoft Office Suite Specialist - Expert, all of the following criteria must be met the student:

- 80% attendance hours
- Complete all Test, Quizzes, and Assignments
- Successfully take Word Expert (Microsoft 365 Apps) examination for certification
- Successfully take Excel Expert (Microsoft 365 Apps) examination for certification
- 2 Expert Certifications earn Microsoft Office Specialist – Expert Certification

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Logistics and Supply Chain Specialist

- **Admission Requirement:** GED, High School Diploma
- **Course Level:** Below College level
- **Classification Code:** 43-0000 Office and Administrative Support Occupations
- **No Internship or Externship Required**

This program includes Logistics and Supply Chain Training in industry specific sectors training certifications. Students will learn Safety & Health Management Programs, Public Warehousing, Project management principles, customer service and sales, operations management.

Contact Hours 80 Hours

Outline of Subject Matter

- Logistics and Supply Chain Specialist (Certificate of Course Completion, with a Supply Chain Network Design Project)
- OSHA 30 Hour General Industry Safety Card
- OSHA 7500 Intro to Safety & Health Management Programs
- OSHA 7005 – Introduction to Public Warehousing
- NRF Customer Service and Sales Certification
- CPR/First Aid/AED
- Industry Specific Job Search Strategies and Training
- Job Preparation Workshops (Interviewing/Resume Writing)

Graduation Requirements

- 80% attendance hours
- Complete all Test, quizzes, and assignments
- Successfully take the OSHA 30 Certification
- Successfully take the National Retail Federation (NRF) Customer Service examination
- Successfully take American Heart Association CPR/First Aid/AED certification examination

Heartsaver CPR/AED

- **Admission Requirement:** GED, High School Diploma
- **Course Level:** Below College level
- **No Internship or Externship Required**

Heartsaver CPR/AED is a video-based, instructor-led course that teaches students critical skills needed to respond to and manage an emergency until emergency medical services arrives. Skills covered in this course include first aid; choking relief in adults, children, and infants; and what to do for sudden cardiac arrest in adults, children, and infants.

Contact Hours 8 Hours

Outline of Subject Matter

- Adult CPR
- Use an AED (Adult)
- Help From Others
- Adult CPR AED Summary
- Adult CPR AED Skills Test
- Naloxone, Adult Choking
- Child CPR AED Introduction
- Child CPR
- Use an AED (Child)
- Help From Others
- Child CPR AED Summary
- Child CPR Skills Test
- Child Choking
- Infant CPR Introduction
- Infant CPR
- Infant CPR Summary
- Infant CPR Skills Test
- Infant Choking

Graduation Requirements

- 80% attendance hours
- Complete all Test, quizzes, and assignments
- Successfully take American Heart Association CPR/First Aid/AED certification examination

Heartsaver First Aid/AED

- **Admission Requirement:** GED, High School Diploma
- **Course Level:** Below College level
- **No Internship or Externship Required**

Heartsaver First Aid CPR/AED is a video-based, instructor-led course that teaches students critical skills needed to respond to and manage an emergency until emergency medical services arrives. Skills covered in this course include first aid; choking relief in adults, children and infants; and what to do for sudden cardiac arrest in adults, children and infants. The objective of this program is for student to know the emergency response and the network.

Contact Hours 8 Hours

Outline of Subject Matter

- Use of an AED (child)
- Child CPR summary
- Child CPR skills test
- Infant CPR
- Infant skill test
- Infant choking
- First Aid Basics
- Medical Emergencies
- Injury Emergencies
- Environmental Emergencies

Graduation Requirements

- 80% attendance hours
- Complete all Test, quizzes, and assignments
- Successfully take American Heart Association First Aid/Cardio-Pulmonary Resuscitation/First Aid/AED certification examination

Basic Life Saver (BLS)

- **Admission Requirement:** GED, High School Diploma
- **Course Level:** Below College level
- **No Internship or Externship Required**

BLS or Basic Life Support is a process through which medical professionals support breathing and circulation for an unconscious patients and help in the preservation of life or buying enough time for the arrival of advanced medical assistance. BLS training is vital for not only medical professionals but regular people. Emergencies occur without any prior notice. Same goes for crisis arising from cardiac arrest. Training and education in Basic Life Support, lead to individuals to become capable of recognizing the causes of conditions and alleviating the same. Along with this, the ability to deal with medical emergencies with high competence and proficiency. BLS training will help individuals combat issues and crisis causes by choking, cardiac arrest and sudden collapse. BLS certification is mandatory for fire-fighters, police officers, paramedics but parents, teachers, day-care providers, home-care professionals, security personnel and regular individuals can also get BLS certification.

Contact Hours 8 Hours

Outline of Subject Matter

- 1 Rescue Adult BLS
AED and Bag-Mask Device
- 2-Rescuer Adult BLS
Team Dynamics
High Performance Teams Activity
- Intro to Child BLS/Child BLS
Infant BLS
Special Considerations
Adult and Child Choking
Infant Choking
Course Conclusion
- Exam
- Adult, Infant CPR and AED Skills Test (Remediation if needed)

Graduation Requirements

- 80% attendance hours
- Complete all Test, quizzes, and assignments
- Successfully take American Heart Association Basic Live Saver certification examination

Project Management Professional (PMP) with Risk Management Professional Training Course

- **Admission Requirement:** GED, High School Diploma
- **Course Level:** Below College level
- **Classification Code: 41-0000 Sales and Related Occupations**
- **No Internship or Externship Required**

Project Management Professional (PMP) with Risk Management (RMP) Course. In this course, a case study is threaded throughout the program, and includes activities (development of many of the planning deliverables and more), which enable participants to apply the lessons learned in the units to the projects they are currently on. The curriculum is presented in a dual fashion; the theory of PMI is balanced by the reality of the course instructors' project management experiences. The dual approach provides the student learner with real examples of the Project Management Institute (PMI) theory. Knowledge checks are given after lessons to measure the students' progress. An additionally, a 100-question practice PMP® certification exam is included. Upon successful completion of this course, you will be granted the 45 PDUs that are required before taking the PMP® certification exam. This course leads the student to understand the nine Project Management knowledge areas and the five process groups with the ability to distinguish between core and facilitating processes of Project [Management.to](#) manage conflict on the project team and among stakeholders, along with common communications issues and how to resolve them.

Contact Hours 80 Hours

Outline of Subject Matter

- Key project management definitions, concepts and processes
- Project Management Framework
- Project Management Process
- Integration Management
- Scope Management
- Time Management
- Management Plans
- Cost Management
- Quality Management
- Human Resource Management
- Communications Management
- Risk Management
 - Qualitative Risk Analysis
 - Quantitative Risk Analysis
- Procurement Management
- Professional and Social Responsibility

Graduation Requirements

- 80% attendance hours
- Complete all tests, quizzes, and assignments

Project Management Professional (PgMP) with Risk Management Professional Training Course

- **Admission Requirement:** GED, High School Diploma
- **Course Level:** Below College level
- **Classification Code: 41-0000 Sales and Related Occupations**
- **No Internship or Externship Required**

The Program Management Professional (PgMP) with Risk Management Course. PgMP certification The Program Management Professional (PgMP) with Risk Management (RMP) Course. PgMP certification recognizes advanced experience, skill and performance in the oversight of multiple, related projects and their resources aligned with an organizational objective. PgMP certification holders oversee the success of a program. A way to group multiple, related projects to achieve benefits that may not be realized if the projects were managed in a stand-alone fashion. As Project Managers advance in their careers, the experience they gain in managing multiple, related projects and making decisions that advance strategic and business objectives demonstrates this competence. As employers demand Program Managers who can support the strategic objectives of the organization, PgMP certification holders will gain a distinct advantage in employment and promotional opportunities over their peers. The curriculum is presented in a dual fashion; the theory of PMI is balanced by the reality of the course instructors' Program Management experiences. The dual approach provides the student learner with real examples of the theory of PgMP. Knowledge checks are given after each lesson to measure the students' progress. An additionally, a 170-question practice PgMP® certification exam is included. Upon successful completion of this course, you will be granted the 60 PDUs that are required before taking the PMP® certification exam.

Contact Hours 80 Hours

Outline of Subject Matter

- Strategic Program Management
 - Program implementation
- Program Life Cycle
 - Initiating
 - Planning
 - Executing
 - Controlling
 - Closing
- Benefits Management
- Governance
- Stakeholder Management
 - Qualitative Risk Analysis
 - Quantitative Risk Analysis
- Professional and Social Responsibility

Graduation Requirements

- 80% attendance hours
- Complete all Test, quizzes, and assignments

Safety and Risk Management Technician Construction/Industrial

- **Admission Requirement:** GED, High School Diploma
- **Course Level:** Below College level
- **Classification Code: 41-0000 Sales and Related Occupations**
- **No Internship or Externship Required**

Upon successful completion of this OSHA safety certification program, the student will be prepared to work as a Safety Trained Technician, Construction Worker in General Construction or in an Industrial Industry work environment through the safety awareness training of the OSHA 30 General Industry, Environmental HAZMAT training and CPR/AED First Aid. Upon successful completion of the safety program, participants will receive an OSHA general industry 10/30-hour course completion card from the Department of Labor (DOL), with proof they completed and passed all the required components of the safety training program.

Clock Hours 80 Hours

Outline of Subject Matter

- OSHA 10 /30 Construction Industry
- CPR/AED/ First Aid Certification (*American Heart Association Certification*)
- Training and Professional Responsibility
- Accessing/Reviewing/ Interpreting documents
- Evaluating Methods
- Hazard Mitigations
- Job Safety Analysis
- Health Safety Plans
- Basic testing of equipment's
- Identifying foreseeable at-risk conditions
- Best health, safety, standards, codes, and practices

Graduation Requirements

- 80% attendance hours
- Complete all Test, quizzes, and assignments
- Successfully take the OSHA Department of Labor (DOL) Federal Safety Certification
- Successfully take American Heart Association CPR/AED certification examination

Construction Health and Safety Technician (CHST) Examination Preparation

- **Admission Requirement:** GED, High School Diploma
- **Course Level:** Below College level
- **No Internship or Externship Required**

This CHST Examination Preparation course prepares students for the CHST Examination and also includes a nationally recognized CPR/First Aid/AED Certificate and a practical, hands-on, to minimize waste and measurably increase productivity when implementing safety programs, improving ergonomics, organizing safety efforts on construction sites, and developing new standard procedures for safer work processes as a Safety Director, Safety Manager, Safety Supervisor, Safety Technician, or Safety Specialist in the construction industry. Students will learn topics to include Hazard Mitigations, Developing/ Maintain safety training requirement, Program Management, and safe and best practices.

Clock Hours 80 Hours

Outline of Subject Matter

- Strategies for taking CHST
- Program Management
- Worksite Auditing
- Training
- Professional Responsibility
- Training and Professional Responsibility
- Accessing/Reviewing/ Interpreting documents
- Evaluating Methods
- Hazard Mitigations
- Developing/Maintain safety training requirement
- Job Safety Analysis
- Accessing information, standards, and codes
- Developing plans & Responding to unrecognized hazards
- Supporting Jobsite Personnel
- Supporting emergency services and systems
- Basic testing of equipment's
- Identifying foreseeable at-risk conditions
- Best health, safety, standards, codes, and practices
- Coaching personnel about safe behaviors
- Conflict resolution
- Training requirements
- Evaluating competence, employee feedback
- Implementing training assessments
- Researching and applying standards
- Professional activities
- National Safety Council or American Red Cross CPR/First Aid/AED

Graduation Requirements

- 80% attendance hours
- Complete all Test, quizzes, and assignments
- Successfully take American Heart Association CPR/First Aid/AED certification examination

Computer Aided Drafting & Design Course – (Solidworks I (3D CAD Fundamentals))

- **Admission Requirement:** GED, High School Diploma
- **Course Level:** Below College level
- **Classification Code:** 17-3011, 3012,3013
- **No Internship or Externship Required**

This Entry-level Fundamentals Computer Aided Drafting (CAD) course is aimed at upgrading the skills of individuals with directed hands on instruction utilizing SolidWorks software for the creation of 3-D solid models. Through lectures and lab based scenarios a student will work on real world projects that will progress skills. The student will begin with basic / rudimentary CAD modeling tasks and gradually advance to more complex challenges. The course provides the student with strategies and design approaches to develop proficiency in 3-D modeling abilities.

Clock Hours 120 Hours

Outline of Subject Matter

- Learn the basic menu structure and graphical user interface used within SolidWorks.
- Achieve competency in creation of basic sketches.
- Apply dimensions and constraints to sketches.
- Gain competency in extruding and revolving basic 2-D geometry.
- Create features such as holes, fillets and chamfers.
- Create and modify solid parts & solid assemblies.
- Using SolidWorks software students will construct geometry and add dimensions
- Create a sketch and use feature tools to build the solid models.
- Modify solid model mechanical parts.
- Modify solid model assemblies derived from solid model parts.
- Industry Specific Job Search Strategies and Training
- Job Preparation Workshops (Interviewing/Resume Writing)

Graduation Requirements

- 80% attendance hours
- Complete all Test, quizzes, and assignments

Computer Aided Drafting & Design Course – (Solidworks II / Exam Prep Course for CSWA (Certified Solidworks Associate)

- **Admission Requirement:** GED, High School Diploma
- **Course Level:** Below College level
- **Classification Code:** 17-3011, 3012,3013
- **No Internship or Externship Required**

The Computer-Aided Drafting & Design course provides the student with the knowledge, strategies and design approaches to prepare for the CSWA (Certified SolidWorks Associate) exam. Each session includes an introduction to a set of disciplines followed by hands-on practice. Included are exam tips & hints, and sample questions that align with each segment of the exam. Lectures and lab based scenarios will allow a student to work on creating and modifying 3-D solid models that will hone their skillset. NOTE: Students will be offered an opportunity to take the exam at the end of the course.

Clock Hours 120 Hours

Outline of Subject Matter

- Learn the basic menu structure and graphical user interface used within SolidWorks.
- Achieve competency in creation of basic sketches.
- Apply dimensions and constraints to sketches.
- Gain competency in extruding and revolving basic 2-D geometry
- Create features such as holes, fillets and chamfers.
- Create and modify solid parts & solid assemblies.

Graduation Requirements

- 80% attendance hours
- Complete all Test, quizzes, and assignments

Advanced Safety Security Officer Training

- **Admission Requirements:** At least 21 years of age, High School Diploma or GED, No Misdemeanor and or Felony Convictions. Juvenile convictions are excluded and not considered. No experience required. Military experience preferred.
- **Course Level:** Below College level
- **Classification Code:** 33-9032
- **No Internship or Externship Required**

This program includes training in industry-specific required certifications and skills knowledge to enter the Safety Officer industries listed with Government Contractors, Financial Institutional, Educational Campuses, Private Correction Facilities, Construction Industry, General Industry, Electric Utilities, Gas and Oil Industries, Industrial Industry, Remediation, Drug Manufacturers, Hazardous Waste, Remediation Industry, Hazardous Material Industry etc... . Upon successful completion of this Advanced Security Officer Training program, the student will be prepared to work as a fully armed Security Officer, in all industry environments. Students will also be required to pass a state performed psych evaluation. Upon successful completion of the Advanced Safety Officer training program, participants will receive certifications for the following (*shown below*):

Certificate Earned

Bureau of Investigate Services (BSIS) and auxillary Certifications:

- BSIS Exposed Firearm Permit –*upon successful completion of the state psych evaluation*—
- BSIS Baton Permit
- BSIS 40-hour Guard Card Certification
- A.L.I.V.E. Active Shooter Survival Certification
- School Security Guards SB 1626 Certification
- OSHA 10 General Industry
- First Aid/CPR/AED Certification
- Chemical Spray

Clock Hours 90 Hours

Outline of Subject Matter

- Powers to Arrest
- Weapons of Mass Destruction
- Efficient Communication
- Liability and Legal Aspects
- Workplace Emergencies and Evacuations
- Crowd Management and Security
- Safety and Public Relations
- Practical Exercises and Examination
- BSIS Baton Permit
- BSIS Exposed Firearm Permit -Part 1-
- BSIS Exposed Firearm Permit -Part 2-
- LE Chemical Spray Certification
- School Security Guars SB1626 Training -Part 1-
- School Security Guars SB1626 Training -Part 2-
- A.L.I.V.E. Active Shooter Survival Training
- First Aid/CPR AED and Stop the Bleed Training
- Occupational & Health Safety Administration (OSHA 10) Part 1
- Occupational & Health Safety Administration (OSHA 10) Part 2

Graduation Requirements

- 100% attendance hours
- 100% score on BSIS security guard related written exams
- 85% qualification on live-fire exam for Exposed Firearm Permit
- Successfully take A.L.I.V.E. Active Shooter Certification examination
- Successfully take LE chemical spray certification examination
- Successfully take CPR/First Aid/AED and Stop the Bleed certification examination

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Basic Safety Security Officer Training

- **Admission Requirement:**
 - **At least** 18 years of age, High School Diploma or GED, No Misdemeanor and or Felony Convictions. Juvenile convictions are excluded and not considered, no experience in the security field required. Military experienced preferred.
- **Course Level:** Below College level
- **Classification Code: 33-9032**
- **No Internship or Externship Required**

This program includes training in industry-specific required certifications and skills knowledge to enter the Safety Officer industries listed with Government Contractors, Financial Institutional, Educational Campuses, Private Correction Facilities, Construction Industry, General Industry, Electric Utilities, Gas and Oil Industries, Industrial Industry, Remediation, Drug Manufacturers, Hazardous Waste, Remediation Industry, Hazardous Material Industry etc... . Upon successful completion of this Basic Security Officer Training program, the student will be prepared to work as a Security Officer, in all industry environments through the security and safety awareness training of the OSHA 10 General Industry and the CPR/AED/ First Aid and Stop the Bleed Certification. Upon successful completion of the Basic Safety Officer training program, participants will receive an BSIS 40-hour Guard Card, OSHA 10 and proof they completed and passed all the required components of the Basic Safety Security Officer Training Program.

§643. SKILLS TRAINING COURSE FOR SECURITY GUARDS (a) The course of skills training for registered security guards shall follow the standards prescribed by section 7583.6(b) of the Business and Professions Code. The attached Appendix sets forth the subjects that shall be taught and the maximum number of hours that shall be allowed towards meeting required training. (b) For each course, or series of courses, the institution or company providing the training shall issue a Certificate of Completion to the individual completing the course. The certificate shall identify the course(s) taken, the number of hours of training provided, identification of the issuing entity, name of the individual and instructor and a date, and state that the course(s) comply with the Department of Consumer Affairs' Skills Training Course for Security Guards. The certificate shall be serially numbered for tracking. Note: Authority cited: Section 7581, Business and Professions Code. Reference: Sections 7583.6 and 7583.7, Business and Professions Code.

Clock Hours 50 Hours

Outline of Subject Matter

- Powers to Arrest
- Weapons of Mass Destruction
- Trespassing and Security Operations
- Efficient Communication
- Liability and Legal Aspects
- Workplace Emergencies and Evacuations
- Crowd Management and Security
- Safety and Public Relations
- CPR/AED, First Aid and Stop the Bleed
- OSHA 10 General Industry

Graduation Requirements

- 100% attendance hours
- 100% score on all security examination as required by BSIS
- Successfully take CPR/First Aid/AED and Stop the Bleed certification examination
- Successfully take OSHA 10 General Industry certification

Professional Security Officer Training

- **Admission Requirement:** At least 21 years of age, High School Diploma or GED. 4-year university degree highly preferred. Prior military or law enforcement experience highly preferred. No Misdemeanor and or Felony Convictions. Juvenile convictions are excluded and not considered. Minimum of 1 year experience required in the security industry.
- **Course Level:** Below College level
- **Classification Code:** 33-9032
- **No Internship or Externship Required**

This program includes training in industry-specific required certifications and skills knowledge to enter the Safety Officer industries listed with Government Contractors, Financial Institutional, Educational Campuses, Private Correction Facilities, Construction Industry, General Industry, Electric Utilities, Gas and Oil Industries, Industrial Industry, Remediation, Drug Manufacturers, Hazardous Waste, Remediation Industry, Hazardous Material Industry etc... . Upon successful completion of this Professional Security Officer Training program, the student will be prepared to work as a fully armed Security Officer as well as entry level Executive Protection positions in all security industry environments. Students will also be required to pass a state performed psych evaluation. Upon successful completion of the Professional Safety Officer training program, participants will receive certifications for the following (*shown below*):

Certificate Earned

Bureau of Investigate Services (BSIS) and auxillary Certifications:

- BSIS Exposed Firearm Permit –*upon successful completion of the state psych evaluation*—
- BSIS Baton Permit
- BSIS 40-hour Guard Card Certification
- A.L.I.V.E. Active Shooter Survival Certification
- School Security Guards SB 1626 Certification
- First Aid/CPR/AED Certification
- Chemical Spray
- Introductory Executive Protection Course
- Concealed Carry Weapon (CCW) Certification Course (*Los Angeles, Orange, San Diego, Kern*)

Clock Hours 124 Hours

Outline of Subject Matter

- Powers to Arrest
- Weapons of Mass Destruction
- Efficient Communication
- Liability and Legal Aspects
- Workplace Emergencies and Evacuations
- Crowd Management and Security
- Safety and Public Relations
- Practical Exercises and Examination
- BSIS Baton Permit
- LE Chemical Spray Certification
- School Security Guards SB1626 Training -Part 1-
- School Security Guards SB1626 Training -Part 2-
- A.L.I.V.E. Active Shooter Survival Training
- First Aid/CPR AED and Stop the Bleed Training
- Occupation & Health Safety Administration(OSHA 10) Part 1
- Occupation & Health Safety Administration(OSHA 10) Part 2
- Introductory Executive Protection Course -Part 1-
- Introductory Executive Protection Course -Part 2-

Graduation Requirements

- 100% attendance hours

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- 100% score on BSIS security guard related written exams
- 85% qualification on live-fire exam for Exposed Firearm Permit
- Successfully take CPR/First Aid/AED certification examination
- Successfully take LE Law Chemical Spray certification examination
- Successfully take Executive Protection examination
- Successfully take Concealed Carry Weapon written and live fire examinations set by the local county Sheriffs Department
- Successfully take A.L.I.V.E. Active Shooter Certification examination

Eligibility for Licensure (BSIS)

Our three programs require registration with the Bureau of Security and Investigative Services (BSIS)

- Professional Security Officer Training
- Basic Safety Security Officer Training
- Advanced Safety Security Officer Training

BSIS Security Guard Registration Factsheet can be found at https://www.bsis.ca.gov/forms_pubs/guard_fact.pdf

Security guards are employed by licensed Private Patrol Operators or private security employers to protect persons or property or prevent theft as defined in Business and Professions Code (BPC) Section 7582.1. To be eligible to apply for a security guard registration through the Bureau of Security and Investigative Service (BSIS or Bureau), you must:

- Be at least 18 years old (BPC Section 7582.8)
- Undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) (BPC Sections 7581 and 7583.9) and
- Complete the Power to Arrest training

Criminal History Background Check/Live Scan

Applicants for a BSIS Security Guard Registration must undergo a criminal history background check through the FBI and DOJ. Applicants should use the Security Guard Request for Live Scan Service form, which is available on the Bureau's website at http://www.bsis.ca.gov/forms_pubs/livescan/guard.pdf.

Training Requirements

- The power to arrest training must be completed prior to the issuance of a Security Guard Registration (BPC Sections 7583.6 and 7583.8).

NOTE: A security guard registrant who is unable to provide their employing licensee the certificate of satisfactory completion of the power to arrest training shall complete the training within six months of the registrant's employment date.

- The thirty-two (32) hours of training in security officer skills must be completed within the first six (6) months of registration.

NOTE: A security guard registrant who is unable to provide their employing PPO the certificates of satisfactory completion of the security officer skills training shall complete 16 hours of the training within 30 days of the registrant's employment date and shall complete the 16 remaining hours within six months of the registrant's employment date.

- Eight (8) hours of continuing training must be completed annually (BPC 7583.6 and California Code of Regulations (CCR) Section 643).

- The training may be administered by a Private Patrol Operator, a Bureau- certified training facility, or by a Bureau-approved course provider.

All registered security guards are required to maintain their certificate of completion of their required training until the registration expires or has been canceled (BPC 7583.6). Employers are required to maintain records for the duration of the registrant's employment.

Firearms Permit

For information on obtaining a BSIS exposed firearms permit, please review The Bureau's "Firearms Permit Fact Sheet" at: http://www.bsis.ca.gov/forms_pubs/fire_fact.shtml