



Absolute International Security

January 1, 2021 -
December 31, 2021
COURSE
CATALOG



Earn your security certification today



ABOUT US

Absolute International Security is BSIS-certified with all the state-mandates required to provide security services and training. We are now offering training programs at our facility in South El Monte.

CONTACT

Phone number:
(626)-858-7188

Address:
4255 Tyler Avenue,
El Monte CA 91731

Website:
www.absoluteinternationalsecurity.com



WELCOME

CATALOG DIRECTORY

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ABOUT AIS ACADEMY

“Your Protection is Our Mission & Your Safety is Our Goal” has been our motto since the founding of Absolute Security International. We are a licensed Private Patrol Operator Company and are qualified to administer Baton/Firearms Training, AB 2880 Training, and more by BSIS. With over 115 years of combined security management experience, we’re one of the leading experts in the private security industry.

Mr. Colindres is your certified training instructor. He has years of experience in the US Army and Los Angeles Police Department with a criminal justice & law enforcement background.

Bryan Colindres
Executive of Training



GET IN TOUCH

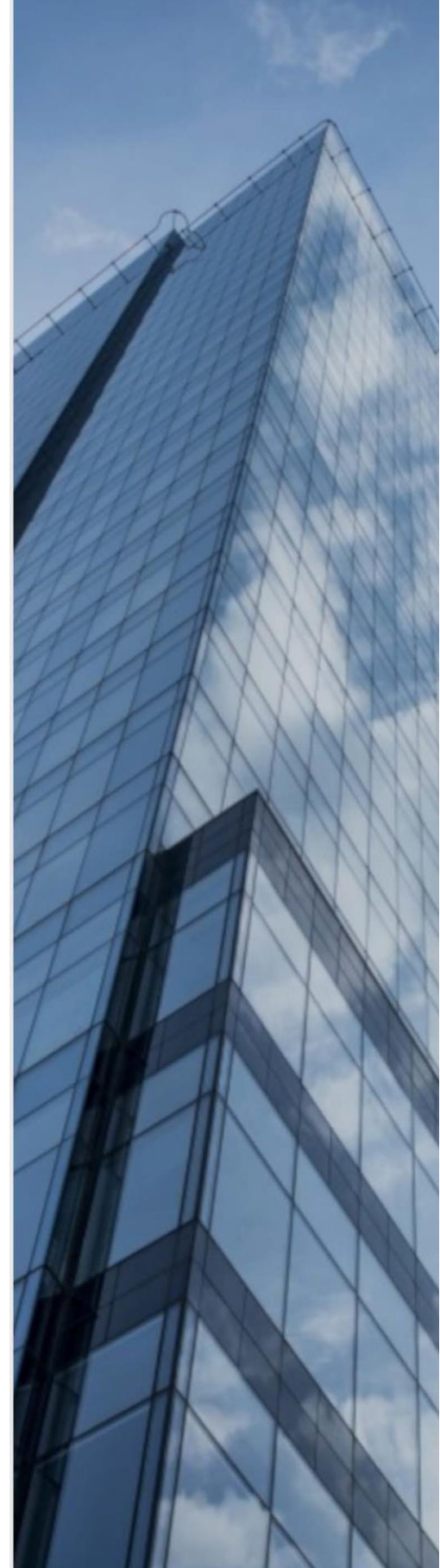
Address: 4255 Tyler Ave., El Monte CA 91731

Phone number: (626) 858-7188

Website: www.absoluteinternationalsecurity.com

CATALOG DIRECTORY

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Absolute International Security is a member by the following institutions:



INSTRUCTIONAL FACILITIES



School Address:

4255 Tyler Ave.
El Monte, CA 91731

Satellite Address:

8408 Rochester
Rancho Cucamonga,
CA 91730

Facility Hours

Monday - Friday
9 am - 6 pm

Company History

Absolute Security International, Inc. dba Absolute International Security (AIS) was established in 2008 to provide security services throughout Southern California. The company is establishing AIS Academy to provide affordable, comprehensive security training programs to local residents to meet the needs of the current job market.

Mission Statement

AIS Academy is committed to increasing the professional competency of Security Officers by providing standards for employment and training in the state of California. We provide and conduct training using stimulating studies and hands on application designed to improve the administration of law enforcement in security.

Goals and Objectives

- Train and develop security applicants to be competent, mentally, and physically qualified in the exercise of the security profession.
- Promote our Training Sector to create qualified security officers within our internal staff members and external applicants.
- Provide employment opportunities for all AIS Academy graduates.
- To continue to upgrade the security profession through assistance and input from the municipal and state agencies in regard to training and the certification of guards.
- Increase the professional competency of security officers and educate them through stimulating courses, training, and employment standards.
- To provide technical and specialized training courses to meet the needs of the ever-changing problems that confront security officers in their job duties.



FREQUENTLY ASKED QUESTIONS

Where are classes held and at what time?

Classes will be held at our training facility at address: 4255 Tyler Ave., El Monte, CA 91731

The class schedule will be provided on our website: www.absoluteinternationalsecurity.com

What classes are offered?

Currently, we offer the following courses: BSIS Guard Card w/ State Mandated Classes, 128 Hour Advanced Training, BSIS Firearm Permit Training, BSIS Baton Permit Training, School Security SB 1626, OC Pepper Spray Training, Guard Card Refresher Training, Firearm Permit Refresher Training, Traffic Control Training, and CPR/First Aid. Additional courses may be available with future notice.

How do I register for classes?

Our training website has a registration process for students to follow. Students can also call (626)-858-7188 to speak to a career counselor.

Are there refunds provided?

Refunds are provided in the case where a student has not yet begun training. More information on refunds is given in the "Refund Policy" section in General Information.

What if I can't make it to my training session?

Absolute International Security will allow for course rescheduling with early notice at latest 5 days before class begins. Students can call our number (626)-858-7188 to register for another course time.

What is the difference between your in-class course and other online courses?

Applicants are mandated to take an in-person test before receiving their licenses/certifications. Our courses are taught by a BSIS-certified trainer who has years of experience in guiding students through the testing process. Additionally, online courses do not offer hands on training, which is important for understanding how to correctly use firearms, batons, pepper spray, etc.

When and how will I receive my licenses/certifications?

Certifications of completion will be distributed after the course has been completed and financed. Licenses such as the Guard Card, Exposed Firearm Permit, and Baton Permit are independently distributed by the US Bureau of Security and Investigative Services.

Can I bring visitors?

Do not bring any visitors including children to the training premises. Due to the potentially dangerous equipment handled in our courses, guests are considered to be a liability and parties bringing non-students will be denied entry.

Brochure Disclaimer

Information in this brochure was accurate at time of publication. Changes may have occurred subsequently. Programs and schedules are subject to change.



FACULTY

Program Name

Instructor

Baton Permit Training	Bryan Colindres Samuel Santillano
OC Pepper Spray Training	Bryan Colindres Samuel Santillano
40 Hour Guard Card	Bryan Colindres Samuel Santillano
128 Hour Advanced Training	Bryan Colindres Samuel Santillano
Exposed Firearm Permit Training	Bryan Colindres Samuel Santillano
Guard Card Refresher Training	Bryan Colindres Samuel Santillano
Firearm Permit Refresher Training	Bryan Colindres Samuel Santillano
Traffic Control Training	Bryan Colindres Samuel Santillano
School Security SB1626	Bryan Colindres Samuel Santillano
CPR/First Aid	Bryan Colindres Samuel Santillano

Instructors have been chosen from the professional community as they excel in their field of Instruction and meet the requirement from Bureau of Investigative Services Code (California Business and Professions Code 7585-7585.20). Instructors are encouraged to inspire students to achieve career goals through their attainment of knowledge, skills, and self-confidence.

Instructors attend continuing education and/or subject upgrade with teaching methodology and professional development skills as they relate to their field. Instructors are selected on the basis of experience in their profession, expertise in teaching theoretical and applied subjects, as well as leadership and role model capabilities essential to student advisement and professional growth. Security Instructors are certified as Trainers.





FACULTY

Mr. Bryan Colindres is responsible for the development and management of AIS's Training Center with his criminal justice and law enforcement background. He has been employed by agencies such as Orange Unified School District as a Criminal Justice Instructor, the Los Angeles World Airports Police Department, and the Los Angeles Police Department for patrol and training where he was rewarded the position of FTO (Field Training Officer). His training experience includes P.O.S.T. Certify Courses in Law Enforcement. He has acquired P.O.S.T. certificate from the Commission of Peace Officer Standards and Training with the Department of Justice. During his 6- year tour in the United States Army, he was deployed in support of Operation Enduring Freedom as a 19 Delta Cavalry Scout (Reconnaissance) with a rank of Sergeant. Mr. Colindres is a BSIS qualified instructor that makes his students' success his first priority.





GENERAL ADMISSION INFORMATION

Financial Aid

At the present time AIS does not offer Federal or State financial aid. If a student obtains a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Enrollment

The Enrollment Agreement is processed on a non-term, credit hour basis. Enrollment always starts on the first day of scheduled classes. Enrollment begins only after the applicant has been formally accepted by Admissions and has paid or made arrangements to pay the fees and tuition.

Distant Learning

AIS does not offer distant learning education to its students.

Ability to Benefit

All applicants for admission to the school can be administered a test that is designed to reliably measure their ability to be successfully trained to perform the tasks associated with the program of instruction. This school has not entered into an articulation or transfer agreement with any other College or University.

Orientation

Attending orientation prior to enrollment allows for a time where students could ask questions to be clarified. The orientation will be presented by staff and faculty through a series of informational slides and the opportunity to get acquainted with potential students, purchase any necessary supplies, and be comfortable navigating the campus. You will be given information regarding courses being offered and will learn about school policies, general rules, the honor code, and more. Bring a notepad to write down notes or take pictures of the slides.



GENERAL REQUIREMENTS & ADMISSIONS POLICY

General Requirements

To enter any of the programs at AIS, an applicant must be 18 years of age and preferably have completed their high school diploma or GED; otherwise, they must pass an ability to benefit assessment.

Additionally, for Security Officer course work, all students must undergo a criminal history background check through the California Department of Justice and the Federal Bureau of Investigation.

Admissions Procedures

As part of the admission procedure, applicants must:

- Complete and submit an Application Form
- Submit an original high school diploma or GED
- Attend a New Student Orientation.
- Complete, sign, and submit an Enrollment Agreement.
- Sign documents acknowledging receipt of disclosure forms.
- Pay a Registration Fee of **\$25.00 (Non-Refundable)**

Admissions Policy

Programs of training are open for open entry-open exit enrollment to men and women who possess a High School Diploma or the equivalent, or the ability to benefit. Prospective students are invited to visit the institution and discuss their needs, goals, and objectives with an Admissions Representatives. The Institution will consider a non-high school graduate for enrollment if they exhibit and possess the ability-to-benefit from the education and training offered and pass an approved ability to benefit test and have met all other standards for admissions. Each applicant accepted for training will complete a request for transcript form to be sent to Secondary and Postsecondary institutions he/she has attended or produce a high school diploma or the equivalent of a high school diploma (GED).

AIS is not accepting student from other counties at this time.



ABSOLUTE INTERNATIONAL SECURITY

TRAINING ACADEMY CENTER



GENERAL INFORMATION -1-

Disclosure Statement

AIS is a private institution approved by the Bureau for Private Postsecondary Education and that approval means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009. "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". Instruction is in a residence with a facility occupancy level that will accommodate 24 students. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. AIS awards its graduates a certificate of completion as an acknowledgment of their accomplishment and graduation from the institute. Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. AIS currently does not have assistance programs to provide students the opportunity to finance their tuition and fees. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Chief Academic Officer, Bryan Colindres. Unresolved complaints may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834. (916) 431-6959 Fax (916) 263-1897. Toll Free: (888) 370- 7589. Or contact the Bureau via web at www.bppe.ca.gov. A student or any member of the public may file a complaint about this institution with The Bureau for Private Postsecondary Education by calling Toll Free Number 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. 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 Blvd. Ste 225, Sacramento, CA 95834. (916) 431-6959 Fax (916) 263-1897. Toll Free: (888) 370-7589.

This catalog covers dates from January 1, 2021, to December 31, 2021.



GENERAL INFORMATION -2-

History

AIS is focused on enhancing its position as a leader in the industry and continuing to provide our customers with the very best in quality and service. The key distinction between our company and others is that we do not focus on the size and years of our business, but rather on providing personalization and customization to our clients. Furthermore, we place great emphasis on the working philosophy behind our management team. We believe that a business is not mainly supported by its ability to produce its products or services, but by its ability to reach out to a broad yet individualized spectrum of consumers. A business should always stay focused on where its responsibility truly lies - to its customers. We aim to provide the highest quality of professional and personalized security services and to follow through with unparalleled supervision and client support. With solid management and clear business objectives, AIS is confident that it will maintain its strong growth well into the future. This institution does not have a pending petition in bankruptcy, or operating as a debtor in possession, and has not filed a petition within the preceding five years or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States bankruptcy code (11 U.S.C. sec 1101 et seq).

Physical Description of School

AIS occupies approximately 11,000 square feet in a traditional campus facility located at 4255 Tyler Ave., El Monte CA 91731 with ample parking. The campus maintains a comfortable environment for students. The average classroom ratio is 1 Instructor to 20 students, with a maximum capacity of 25 students. Equipment used in the training classrooms include up-to-date computers, mock handguns, handcuffs, pepper spray, baton, and CPR equipment.

AIS also utilizes a satellite site at 8408 Rochester, Rancho Cucamonga, CA 91730.



PROSPECTIVE STUDENTS

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. Please note that this institution does not grant credit for prior experiential learning. Absolute International Security and its programs are not accredited by an accrediting agency recognized by the United States Department of Education. The student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Special Needs

Students with disabilities needing special assistance in the admissions process or training will be accommodated to the best of ability to do so. Please discuss your specific situation with our Admissions Office.

Language Proficiency

The course work at is delivered in English only and is intended for individuals proficient in English at the 12th grade reading level and 9th grade Math level. AIS does not offer ESL (English as a Second Language) courses and expects students to speak and write English fluently. Foreign students must be able to demonstrate their English proficiency by providing TOEFL (Test of English as a Foreign Language) scores or submitting a personal statement written in English. A student must have a score of at least 500 on the TOEFL PBT or 40 on the TOEFL IBT exams.

Non-Discriminatory Policy

AIS is a California corporation, in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, national origin, sex, handicap, or age in any of its policies, procedures, or practices; nor does it discriminate on the basis of sexual orientation. This nondiscriminatory policy covers all programs and activities, including but not limited to academic admissions, educational services, and student employment.



OFFICE HOURS, HOLIDAYS & PROGRAM CHANGES

Hours of Operation

School hours are from 9 am to 6 pm Monday through Friday.

Holidays

New Year Eve	December 31
New Year's	January 1
Day's	January 16
Martin Luther King's Day	February 20
President's Day	May 28
Memorial Day	July 4
Independence Day	September 3
Labor Day	November 12
Veterans Day	November 22 and November 23
Thanksgiving Day	December 25
Christmas Day	1 Week (TBA 2 weeks prior)
Summer Break	

AIS reserves the right to modify this schedule with reasonable, advance notice to students.

Changing Programs

At times, a student may wish to change his chosen career goal. The institution reserves the right to allow or disallowed a transfer from one program to another offered at this institution. For this transfer, the student will sign an addendum to the original contract. The student will be charged for the appropriate time used for the prior program and be charged the additional fees for the new program as the published regulations allow. The process for this program change will be as follows: Notify the Admission Office, Finance Department and Student Services prior to the change. Instructors will not make the decision to transfer a student as this will affect the student's financial status.





STUDENT SERVICES

Student Parking

Student parking is available at our facility. AIS is not responsible for parking violations, property theft, and/or property damage.

Library

AIS has a library on campus that contains BSIS Training Manuals, course outlines, industry related periodicals, and other learning resources relating to the security profession. Please refer to a Career Counselor for a full list of available resources. AIS allows library access to all currently or previously enrolled students with exception that there have been no severe disciplinary infractions recorded. Reading materials will not be able to be checked out nor taken out of the facility premises. No photocopies of materials are allowed.

Advising

The staff of AIS makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for vocational and academic advising. Students experiencing personal problems, which require professional counseling and is requested by the student, will be referred to the appropriate agencies.

Transfer of Credits

The transferability of credits you earn at Absolute International Security is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in AIS is also at the complete discretion of the institution to which you may seek to transfer. If the (credits, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 AIS to determine if your (credits, diploma, or certificate) will transfer. [CA Ed Code §94909(a)(15)]



PLACEMENT SERVICES & EDUCATION RECORDS

Placement Services

Upon completion of a program, students are encouraged to take a workshop on how to obtain employment (Offered through the Career Center). This workshop is critical as it includes such topics as proper grooming, resume writing, successful interviewing techniques, mockinterviews, and completing employment applications.

The Career Center provides direct assistance as students near their ~~completion~~ and beyond graduation. Delays in course completion may result in delaying employment assistance activity.

AIS CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.

Disclosure and Retention of Education Records

Students have the right to inspect, review, and challenge information contained in their education records. Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the Institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies. Student's wishing to review their file must make an appointment with the student service department. All appointments must be made during regular business hours.

At no time may the student and or parent remove, destroy, and/or damage any documents contents in the file.

Student records are to be kept for up to 5 years, then sent to retention permanently. Transcripts will be available for students permanently. Students must submit a written request to the school for an official copy of the transcript. Academic transcripts will be kept indefinitely.



ATTENDANCE POLICIES

Attendance Policies

Attendance standards are designed to prepare graduates to meet the demands of employers. If the student is to achieve the goal of placement in a chosen career field, it is necessary for the student to exhibit the most essential characteristics desired by employers, reliability. Employers define reliability as punctuality, regular attendance, and working an entire shift. It is extremely important while attending AIS to maintain excellent attendance as it will be monitored and used to market the student to prospective employers upon graduation. Students are expected to be on time to class every day. When students must be absent from class, they will call the instructor prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return. Recurring absences could result in disciplinary action, including dismissal. Students must maintain an 80% attendance record or better to maintain "Satisfactory Attendance Progress." Unsatisfactory attendance may lead to Probation status. Excused absences are not automatic; your instructor monitors and provides all attendance to the Admissions Department.

Leave of Absence Policy

If a "Leave of Absence" is required, a student must submit in writing to the Admissions Department, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the Institution's approval. A Leave of Absence may be limited to a specified number of days (NOT TO EXCEED 60 DAYS). Only one Leave of Absence will be granted for a student during any 12-month enrollment period. If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the Institution.

If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying additional tuition. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established, which will delay their graduation date.



ACADEMIC POLICIES

Satisfactory Academic Progress Policy

In addition to completion of time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 80% or "B" or better. For determining satisfactory progress, a progress report is given to the student at the end of each module or course. A student achieving a cumulative grade point average below a grade of 80% or "B" at the time of evaluation will be placed on academic probation. The Academic Probation will be removed upon the successful completion of the deficiencies that lead to it. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

Academic Probation Policy

As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 80% or "B", the student will be placed on academic probation until such time as their cumulative grade point average reaches 80% or "B". During that probationary period, the student must maintain a cumulative grade point average of 80% or "B" of the program. If a student maintains a grade point average of 80% or "B" and/or achieves a cumulative grade point average of 80% or "B", probation will be removed. However, if the student fails to maintain an 80% or "B" grade point average and/or is unable to achieve a cumulative grade point average within one evaluation period, the student will be dismissed from their program (unless extenuating circumstances are established).

Suspension and Dismissal

AIS reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the Institution's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

Degree Program

AIS does not offer a degree nor unaccredited degree program.



GRADING FORMAT

Grading Format

<u>Percentage</u>	<u>Grade</u>	<u>Description</u>
90% -100%	A	Excellent
80% -89%	B	Good
70% -79%	C	Satisfactory
Credit/No Credit Assigned	P/F= Pass/Fair	
65% - 69 %	D	Poor
00% - 64%	F	Failing
00%	I	Incomplete
Withdrawal from module	W	No grade assigned

If a student withdraws from a course before the completion of a module, the student will receive a W for that module. If the student returns to the Institution, all course work graded "I" (Incomplete) may be successfully completed within a 30-day period or training may be interrupted. If the student returns to the Institution, all course work graded "W" Should be completed. Any Incomplete and Withdrawal will be counted as a 0 in the overall cumulative grade point average. It is important that the student makes up the Incompletes or Withdrawal as soon as possible. Students will be allowed to repeat a module once at no additional charge but must pay all fees associated with licensing. The time needed to repeat the module must be within the maximum time frame for that course. The student will be given an opportunity, at the discretion of the instructor and subject to the availability of space, to repeat, remediate or make up work. This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress.

Students that have been dismissed for lack of satisfactory academic progress from any program may apply to the Institution Director to be re-admitted by following the reinstatement procedures outlined in this catalog. A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in this catalog. Permanent transcripts of the student's progress record are maintained by the Institution and are available upon written request by the student. There is a \$10.00 charge for education transcripts. Under State Regulations, the institution is only required to maintain a student's file for 5 years from the students last date of attendance before submitting them for retention.

TRANSCRIPTS ARE KEPT INDEFINITELY.



STUDENT PROCEDURES & RECORDS

Student Appeal Procedures

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor, must submit a letter to the Institution Director to be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall consist of three (3) attending members. The student will be notified of the Appeal Board decision within 30 days following the receipt of the student's appeal. The decision of the Institution Director shall be final.

Reinstatement

A student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The Institution appeals board shall consist of (3) three school administrators. The requesting prior student shall be notified of the Reinstatement Review within 30 days following the decision of the Institution Director.

Graduation Requirements

Upon successfully completing a program and being current in their tuition payments, students will receive a Completion Certificate.

Student Records

The Family Right and Privacy Act of 1974 prohibit an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. AIS protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files. Student files of this period are maintained in fire retardant storage. All files are kept for a maximum of 5 years and transcripts are kept indefinitely.



SCHOOL POLICIES & REGULATIONS

Dress Policy

Students' dress at AIS should reflect high standards of personal self-image so that each student may share in promoting a positive, healthy, and safe atmosphere within the school's community. The dress code is limited in time and place to school functions and educational facilities, including classrooms, and the Campus office building. Students are expected to follow AIS dress code. This policy is part of the expectations for graduation.

AIS RESERVES THE RIGHT TO ITS INTERPRETATION OF THIS POLICY AND ITS ENFORCEMENT BASED UPON THE PROFESSIONAL EXPECTATIONS OF STAFF AND OF THE EMPLOYERS WHO HIRE OUR GRADUATES.

Eating in Classrooms

Eating is not permitted in classrooms for sanitary reasons as the students will be handling equipment throughout their training. Students can drink in the classroom but only when using containers that have a lid or can be closed while not in use. Due to the necessity of maintain a professional learning environment that respects the rights of all students, children are not permitted in the classroom.

Student Conduct

An important part of the training at AIS includes the development of professional conduct. Students are expected to conduct themselves in a business-like manner. Normal standards of professional attire apply to all students and unconventional clothing cannot be permitted on campus.





DISCIPLINARY ACTION POLICY

Grounds for Disciplinary Action

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional conduct that reflects unfavorably upon the Institution and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Inappropriate professional clothing worn during training.
6. Failure to abide by the Rules and Regulations of the Institution.
7. Failure to pay tuition (or any other charges) when due.
8. Breach of Institution enrollment agreement.
9. Cheating.
10. Falsifying Institution records.
11. Carrying a concealed or potentially dangerous weapon.
12. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
13. Instigation and/or participation in rebellious activities against the Institution and/or its student(s).
14. Solicitation, which reflects unfavorably upon the Institution and/or its students.
15. Vandalism of Institution property.
16. Any form of gang related activity including but not limited to flashing of gang signs, wearing of gang colors/attire, etc.
17. Fighting (physical or verbal)
18. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal.

A student dismissed for unsatisfactory or unprofessional conduct may request re-admittance into his or her program by following the procedure set forth under reinstatement as noted in this catalog.

POLICY ON STUDENT RIGHTS

The Student's Rights Policy concerning enrollment states:

You may cancel your contract for 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 as described in the Notice of Cancellation form that will be given to you prior to the first day of class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken.

Your refund rights are described in the contract. If you have lost your contract, ask the Institution for a description of the refund policy. If the Institution closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

If you have a complaint, questions, or problems that you cannot resolve with the school write or call:

Bureau for Private Postsecondary Education (BPPE): 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.

Telephone:(916) 431-6959 | Fax:(916) 263-1897 | Toll Free:(888) 370-7589

Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance data for this institution. The Institution is required to have you sign and date the information included in the School performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement.



STUDENT GRIEVANCE PROCEDURES

AIS publishes the following student grievance procedure in the Institute catalog:

If a student has a grievance and wishes it to be recognized as such, a written complaint must be submitted to AIS in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence. Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the Institute Director. Resolution shall be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure. If informal recourse fails to resolve the grievance within 30 days after filing, the Institute Director will schedule a Grievance Committee meeting. The members of the Committee will be (3) three. The Committee will review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. The committee and the Institute Director will arrive at a fair and equitable decision. It is the Institute Directors final decision.

If the students/school has exhausted procedures and the problem has not been resolved, they have the right to contact:

Bureau for Private Postsecondary Education

Department of Consumer Affairs

2535 Capitol Oaks Drive. Suite 400,
Sacramento, CA 95833

Telephone: (916) 431-6959

Fax (916) 263-1897 Toll Free: (888) 370-7589



STUDENT ACHIEVEMENT STANDARDS

Student achievement standards outlined below apply to retention and placement rates at the campus and program levels, and licensure examination pass rates, where applicable, at the program level. Minimum standards are intended to ensure that a substantial majority of students at ACICS-accredited campuses are retained, pass licensure examinations where applicable, and find appropriate employment.

Campus-Level Student Achievement Elements	Standard	Benchmark*
Retention Rate	60%	70%
Placement Rate	60%	70%
Program-Level Student Achievement Elements	Standard	Benchmark*
Retention Rate		
• Program length equal to or less than one (1) year	60%	70%
• Program length more than one (1) year	60%	65%
Placement Rate	60%	70%
Licensure Examination Pass Rate, where applicable**	60%	70%

Complaints

Unresolved complaints may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive., Suite 400 Sacramento, CA 95833. (916) 431-6959 Fax (916) 263-1897. Toll Free: (888) 370-7589. Or contact the Bureau via web at www.bppe.ca.gov.

A student or any member of the public may file a complaint about this institution with The Bureau for Private Postsecondary Education by calling Toll Free Number 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.

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:
2535 Capitol Oaks Drive., Suite 400, Sacramento, CA 95833.
(916) 431-6959 Fax (916)

263-1897. Toll Free: (888) 370-7589. Website: www.bppe.ca.gov.



ABSOLUTE INTERNATIONAL SECURITY
TRAINING ACADEMY CENTER

2021 Course Catalog





REFUND POLICY -1-

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 or 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 of 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 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 STRT assessment, and suffered an economic loss as a result of any other following:

1. The institution, a location of the institution, or an educational program offered by the institution was loss 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.



REFUND POLICY -2-

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 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 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 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 cost.
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 STRT 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 from the date of the action or event that made the student eligible for recovery from STRF.





REFUND POLICY -3-

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 (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.

Note: Authority cited. Section 94803, 94877 and 94923, Education Code.
Reference Section 94923, Education Code

Cancellation, Withdrawal and Refund Rights

You have the right to cancel this enrollment agreement for and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later for educational service, any equipment or other goods and services. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel your enrollment, the School will refund any money that you paid within 30 days after your notice is received.

If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you up to a lesser amount of the documented cost or the pro rata portion... (cont.)



REFUND POLICY -4-

(continued) ... to 60% of course completion, after 60%, the documented cost, and deduct the amount from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee, not to exceed the lesser amount of 5% of the total costs or \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain books, uniform(s) and/or equipment, as specifically noted in this catalog and/or on your Enrollment Agreement and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the amount paid by you for equipment.

If you fail to return equipment in good condition, within 30 days, School may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. (For 2nd term or re-enrolled students, "the documented cost"). You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay the balance. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Chief Academic Officer, Mr. Bryan Colindres.



TOTAL CHARGES EXAMPLE & JOB CLASSIFICATION

Total Charges Example

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE.....

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM.....

TOTAL CHARGES OBLIGATED TO PAY UPON ENROLLMENT _____

Job Classification

Employment projections data for security guards and gaming surveillance officers, 2016 - 2026

Occupational Title	Employment (2016)	Projected Employment (2026)
Security guards and gaming surveillance officers (SOC Code 33-9030)	1,133,900	1,205,000
Security guards (SOC Code 33-9032)	1,123,300	1,193,900

Absolute International Security Training Courses



40 HOUR GUARD CARD (40 Hours/2 Weeks)

Prerequisite Requirements:

This program leads to state licensure and following are eligibility criteria:

- 18 years of age
- Must be able to pass a background check.
- Must have High School Diploma, GED, or equivalent experience.

Program Description:

The Security Officer course prepares students for a career in the security field under the guidelines outlined in the Business and Professions Code 7853.5. At the conclusion of the course the students will receive a state recognized license, Security Officers patrol/inspect property to protect against fire, theft, vandalism, terrorism, etc. These professionals protect their employer's assets and investments, enforce laws on the property, and deter criminal activity and other problems. They use radio and telephone communications to call for assistance from police, fire, or emergency medical services as the situation dictates. Security Officers write comprehensive reports outlining their observations and activities during their assigned shift. They may also interview witnesses or victims, prepare case reports, and testify in court. Starting salaries range from \$22,000 to \$35,000 per year.

Occupational Objectives:

Graduates will be prepared for the following occupations: Security officer, Private patrol operator, Security Manager Security training Instructor. This 40-clock hour program requires 2 weeks of training and prepares students for proven, effective procedures and legal conditions in the field of private patrol/guard services.

COURSE TITLE	LECTURE HOURS	TOTAL CLOCK HOURS
Powers to Arrest	8	4
Chemical Agent	4	4
Repo1i Writing	8	8
CPR	8	8
Weapons of Mass Destruction	4	4
Public Relations	4	4
Liability/Legal Aspects	4	4
Communication & its Significance	4	4

Absolute International Security Training Courses



128 HOUR ADVANCED TRAINING (128 Hours/6 Weeks)

Prerequisite Requirements:

This program leads to state licensure and following are eligibility criteria:

- 18 years of age
- Must be able to pass a background check and drug test.
- Must have High School Diploma, GED, or equivalent experience.

Program Description:

This 128-clock hour program requires 6 weeks of training and prepares students for investigation, to identify proper methods of interviewing and information gathering by the private investigator.

Program Objectives:

Graduates will acquire the knowledge and skills to perform private investigation duties in the private sector.

Occupational Objectives:

Graduates will be prepared for the following occupations: Investigator, undercover operator, house officer, house detective, loss prevention officer, security officer, security agent, and bodyguard.

Completion Requirements

- Completion of the Power to Arrest Training Manual Test with 100% score in accordance with the Manual's Administering Instructions.
- Obtain a baton permit or complete a course certified by the Department of Consumer Affairs.
- Complete the required training courses, including passing all required examinations and qualifications; and pay the initial application fee (Title 16, California Code of Regulations, Section 640.)
- Complete a criminal history background check through the Federal Bureau of Investigation (FBI) and the California Department of Justice (DOJ) (BPC Sections 7583.23, 7583.24, and 7596.8).

Absolute International Security Training Courses



128 HOUR ADVANCED TRAINING (128 Hours/6 Weeks)

COURSE TITLE	LECTURE HOURS	TOTAL CLOCK HOURS
Powers to Arrest	8	8
Public Relations (Community & Customer)	4	4
Observation and Documentation	4	4
Communication and Its Significance	4	4
Liability/Legal Aspects	4	4
Officer Safety	4	4
Evacuation Procedures	4	4
Handling Difficult People	4	4
Workplace Violence	4	4
Weapon of Mass destruction and Terrorism Awareness	4	4
Hazardous Material (Green Course)	8	8
Firearm	16	16
Chemical Agents	8	8
Impact Weapon Side Handle Baton	8	8
Weaponless Defense	8	8
Report Writing	6	6
First Aid & CPR	8	8
Role and Responsibility of School Security	4	4
Law and Liability	8	8
Security Awareness in the Educational Environment	3	3
Mediation/on Conflict Resolution	4	4
Disasters and Emergency	1	1
Dynamics of Student Behavior	3	3

Absolute International Security Training Courses



EXPOSED FIREARM PERMIT TRAINING (24 Hours/1 Week)

Prerequisite Requirements:

- 18 years of age
- Must be able to pass background check and drug testing
- Must have High School Diploma, GED, or equivalent experience
- Registered security guards (§ 7585.14.)
- Security guard applicants (§ 7585.14.).

This program leads to state licensure and following are eligibility criteria:

Requirements for Issuance of Initial Firearms Permit

- not be banned from owning or possessing any firearm pursuant to State or Federal Law (BPC Sections 7583.24, 7583.25 and 7596.8); and
- be a citizen of the United States or have permanent legal alien status (BPC Sections 7583.23 and 7596.3); and
- be a licensed Private Investigator, Qualified Manager of a Private Investigator, Private Patrol Operator, Qualified Manager of a Private Patrol Operator, Alarm Company Operator, Qualified Manager of an Alarm Company Operator or be a registered Security Guard or Alarm Agent with BSIS (BPC Sections 7583.23, 7596, 7542); and must
- complete a criminal history background check through the Federal Bureau of Investigation (FBI) and the California Department of Justice (DOJ) (BPC Sections 7583.23, 7583.24, and 7596.8).
- complete and submit to the Bureau, the BSIS Application for Firearms Permit; and
- complete the required training courses, including passing all required examinations and qualifications; and
- pay the initial application fee (Title 16, California Code of Regulations, Section 640.)

Program Description

Each applicant for an initial firearms permit shall complete classroom training related to the use of firearms, as outlined below, and complete and successfully pass an examination. Classroom training shall be conducted through traditional classroom instruction by a Bureau approved Firearms Training Instructor at a Bureau-approved Firearms Training Facility. Classroom training shall be completed before range training and before any attempt at range qualification.

Absolute International Security Training Courses



EXPOSED FIREARM PERMIT TRAINING (24 Hours/1 Week)

Graduates will be prepared for the following occupations: Security officer, Private patrol operator, Security Manager Security training Instructor. This 30-clock hour program requires 1 day of training and prepares students for proven, effective procedures and legal conditions in the field of private patrol/guard services. Student will receive a guard card upon completing the course and pass exam and passing an FBI and DOJ live scan.

Occupational Objectives:

To familiarize and instruct individual on the laws, regulations, other requirements, and the administrative process for issuing firearms permit and renewals. The class will consist of approximately 24 hours of training. Course completion provides training requirements for a firearm permit. Classes will run approximately 5 hours each day for one week. There will be 3 range sessions (normally on weekends) lasting for 2 to 3 hours each, with the final range class concluding in a night shoot.

Completion Requirements

- Valid Guard Card
- Complete the required training courses, including passing all required examinations and qualifications; and pay the initial application fee (Title 16, California Code of Regulations, Section 640.)
- Complete a criminal history background check through the Federal Bureau of Investigation (FBI) and the California Department of Justice (DOJ) (BPC Sections 7583.23, 7583.24, and 7596.8).

Equipment/ Materials

Students will be provided firearm and ammunition at the range. Reading materials and exam materials will be provided in the classroom.



Absolute International Security Training Courses



EXPOSED FIREARM PERMIT TRAINING (24 Hours/1 Week)

COURSE TITLE	LECTURE HOURS	TOTAL CLOCK HOURS
Administration	½ hour	½ hour
Law and regulation for issuing a firearms permit	½ hour	½ hour
Laws regarding possession and carrying of firearm	½ hour	½ hour
Laws and standards regarding use of deadly force	2 hours	2 hours
Avoidance of deadly force - The de-escalation of force	2	2 hours
Shooting incidents	1	1 hour
Effects of Firearm Use	½ hour	½ hour
The revolver and semi-automatic, ammunition, parts, and nomenclature	1	1
Firearms safety, general	1	1
Weapon Handling and Shooting Fundamental	1	1
Examination	1	1
Range Preparation (Classroom)	1	1
Range Training	As needed	As needed



Absolute International Security Training Courses



BATON PERMIT TRAINING (8 Hours)

Prerequisite Requirements:

This program leads to state licensure and following are eligibility criteria:

- 18 years of age
- Must be able to pass background check
- Must have High School Diploma, GED, or experience equivalent
- Registered security guards (§7585.14.)
- Security guard applicants (§7585.14.)
- Must have a valid security guard registration card and a baton permit before they may lawfully carry a baton on duty.

However, prospective guards may not use nor carry batons until a two-year guard registration has been issued to the guard.

Program Description:

The baton training course is designed to give baton permit applicants/students the minimum level of proficiency to carry and use a baton while on duty as private security guards. Individuals who are required to obtain a baton permit must be instructed in the format described in Section 7585.9(a) of the Business and Professions Code. The Baton Training Manual provides that format.

Occupational Objectives:

The objectives of the Baton training and manual are, (1) to teach students discretion and restraint in the use of a baton, and (2) to provide an outline of techniques of baton handling. The Baton Training Manual consists of two separate handbooks organized as follows:

- HANDBOOK ONE - Administrative Procedures. This book provides baton training facilities and baton training instructors with guidance about how to administer the examination, obtain a supply of baton permits, void baton permits and replace baton permits.
- HANDBOOK TWO - Student Guide and Course Outline CHAPTER ONE - Moral and Legal Aspects of Baton Usage Discusses the moral and legal aspect of using a baton, guard and employer responsibilities, and criminal, civil and vicarious liability.

Absolute International Security Training Courses



BATON PERMIT TRAINING (8 Hours)

Completion Requirements

- Valid Guard Card
- Obtain a baton permit or complete a course certified by the Department of Consumer Affairs.
- Complete the required training courses, including passing all required examinations and qualifications; and pay the initial application fee (Title 16, California Code of Regulations, Section 640.)
- Complete a criminal history background check through the Federal Bureau of Investigation (FBI) and the California Department of Justice (DOJ) (BPC Sections 7583.23, 7583.24, and 7596.8).

Equipment/ Materials:

Each student is provided a copy of the student Handbook Two. For the duration of the training course, will be allowed to keep a copy of the Handbook two or borrow from the facility a copy of the handbook.

Certification:

To be certified to use and carry a baton, students MUST complete a minimum of eight (8) hours of instruction (Business & Professions Code Section 7585.13). Students must also pass a written examination.

Absolute International Security Training Courses



OC PEPPER SPRAY TRAINING (4 Hours)

Prerequisite Requirements:

This program has the following eligibility requirements:

- 18 years of age

Program Description:

Gain detailed information involved in the use of all types and forms of Oleoresin Capsicum aerosol projectors. This 4-hour course covers all aspects involved in the selection, preparation, deployment, storage, and legal ramifications regarding the use of all OC products. The student will also acquire specific information in Defense Technology OC products, including all formulations, blends, and spray patterns, along with the skills necessary to be proficient in the utilization of OC. This one-day course covers topics such as tactical considerations, decontamination/first aid, protective masks and criminal and civil liabilities, policies, and procedures. Throughout the class, students participate in discussions with our instructors, who are nationally recognized for their experience in real world deployments of OC products.

Occupational Objectives:

The objective of this course is (1) to teach students proper selection, preparation, deployment, and storage of OC product use, and (2) to provide an outline of techniques for the use of OC products.



Absolute International Security

Training Courses

SCHOOL SECURITY SB1626 (24 Hours/1 Week)

Prerequisite Requirements:

This program leads to state licensure and following are eligibility criteria:

- 18 years of age
- Must pass background check
- Must have High School Diploma, or GED.
- Registered security guards (§ 7585.14.)
- Security guard applicants (§ 7585.14.)
- Must have a valid security guard registration card to complete their certification.

Program Description:

With the passage of SB 1626 in 1998, state law requires security guards in K-12 school districts or California community college districts to complete a course of training developed by BSIS. The law took effect July 1, 2000, and effects guards working on school property for more than 20 hours per week. The training requirement affects only guards employed pursuant to a contract between a K-12 school district or California community college district and a private patrol operator.

Examination

This examination will be a product of the training institution. The purpose being to assure that the student has a basic understanding and awareness of security involving youth in a school environment.

COURSE TITLE	LECTURE HOURS	TOTAL CLOCK HOURS
Role and Responsibility of School Security Officer	4	4
Laws and Liability	8	8
Security Awareness in the Educational Environment	3	3
Mediation /Conflict Resolution	4	4
Disasters and emergencies	1	1
Dynamics of Student Behavior	3	3
Examination	1	1



Absolute International Security Training Courses

CPR/FIRST AID (4 Hours)

Prerequisite Requirements:

This program leads to state licensure and following are eligibility criteria:

- 18 years of age

Program Description:

First Aid is a classroom, video-based, hands-on instructor-led course that teaches students critical skills to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock, and other first aid emergencies.

Equipment:

Mouth Guards

Outline of a basic CPR course:

AED Training	Liability
Emergency Medical Services	Information about CPR
Heart Attack Warning Signs	Performing CPR
Mouth to Mask Resuscitation	Emergency Medical Services
AED	Special Situations
	Chest compressions and breaths

Absolute International Security

Training Courses

Guard Card Refresher Training (8 Hours)

Prerequisite Requirements:

This program leads to state licensure and following are eligibility criteria:

- 18 years of age
- Must pass background check
- Must have High School Diploma, GED, or experience equivalent
- Registered security guards (§ 7585.14.)
- Security guard applicants (§ 7585.14.)
- Must have a valid security guard registration card to complete their certification.

Program Description:

8 hours of annual training is mandatory for BSIS Guard Card Recertification. This program will consist of 2 of the various four (4) hour state mandated courses including: Public Relations, Observations and Documentation, Communication and its Significance, Liability & Legal Aspects, Post Orders & Assignments, Evacuation Procedures, Officer Safety, Arrest, Search, and Seizure, Access Control, Trespass, Handling Difficult People, Workplace Violence, Preserving the Incident Scene, Crowd Control, Supervision, Courtroom Demeanor, and/or Radio Procedures. These courses are from BSIS BPC 7583.6 and CCR 643.

Examination

This examination will be a product of the training institution. The purpose being to assure that the student has a basic understanding of the taught topics. An Exam will be given at the conclusion of the program and will require an 80% or higher passing score.



Absolute International Security Training Courses

Firearm Permit Refresher Training (8 Hours)

Prerequisite Requirements:

This program leads to state licensure and following are eligibility criteria:

- 18 years of age
- Must be able to pass background check and drug testing
- Must have High School Diploma, GED, or equivalent experience
- Registered security guards (§ 7585.14.)
- Security guard applicants (§ 7585.14.)

Course Requirements

- not be banned from owning or possessing any firearm pursuant to State or Federal Law (BPC Sections 7583.24, 7583.25 and 7596.8); and
- be a citizen of the United States or have permanent legal alien status (BPC Sections 7583.23 and 7596.3); and
- be a licensed Private Investigator, Qualified Manager of a Private Investigator, Private Patrol Operator, Qualified Manager of a Private Patrol Operator, Alarm Company Operator, Qualified Manager of an Alarm Company Operator or be a registered Security Guard or Alarm Agent with BSIS (BPC Sections 7583.23, 7596, 7542); and must
- complete a criminal history background check through the Federal Bureau of Investigation (FBI) and the California Department of Justice (DOJ) (BPC Sections 7583.23, 7583.24, and 7596.8).

Program Description

Each applicant for firearm permits re-certification shall complete two (2) hours of classroom training followed by a six (6) hour shooting range session and marksmanship test.

Examination

This examination will be a product of the training institution. The purpose being to assure that the student has a basic understanding of the taught topics. An Exam, including a marksmanship test, will be given at the conclusion of the program and will require an 80% or higher passing score.

Absolute International Security

Training Courses

Traffic Control Training (4 Hours)

Prerequisite Requirements:

This program leads to state licensure and following are eligibility criteria:

- 18 years of age
- Must pass background check
- Must have High School Diploma, GED, or experience equivalent
- Registered security guards (§ 7585.14.)
- Security guard applicants (§ 7585.14.)

Program Description:

This course is designed to introduce the participant to the process of effectively controlling the flow of traffic using the correct safety equipment and the placement of signs, cones, and barricades. The basic function of stopping and releasing traffic, dealing with hostile motorists, and recognizing dangerous traffic situations is also addressed.

Goals and Objectives

This course will cover the following:

- Describe the participants responsibility and all applicable rules and laws.
- Discuss importance of participants safety equipment.
- Identify the hazards of vehicles, pedestrians, and equipment within the traffic zone.
- Using the proper traffic control devices.
- Identify the parts of a traffic control zone, channelizing devices, distances, and length.
- Describe different cone tapers and tangents.
- Demonstrate communication with flaggers, stop and release traffic with a stop/slow paddle.

Examination

This examination will be a product of the training institution. The purpose being to assure that the student has a basic understanding of the taught topics. An Exam will be given at the conclusion of the program and will require an 80% or higher passing score.



STUDENT TUITION AND FEES

School Tuition and Fees

Name of Course	Clock Hours	Registration Fee	Tuition	Total Cost
40 Hour Guard Card	40	\$25	\$750	\$775
128 Hour Advanced Training	128	\$25	\$2,410	\$2,435
Baton Permit Training	8	\$25	\$210	\$235
Exposed Firearm Training	24	\$25	\$650	\$675
OC Pepper Spray Training	4	\$25	\$75	\$100
School Security SB1626	24	\$25	\$315	\$340
CPR/First Aid	4	\$25	\$75	\$100
Guard Card Refresher Training	8	\$25	\$60	\$85
Firearm Permit Refresher Training	8	\$25	\$160	\$185
Traffic Control Training	4	\$25	\$100	\$125

Refund Table

Name Of Course	Hours	Course Tuition	10%	25%	50%	60%	75%
40 Hour Guard Card	40	\$750	\$75.00	\$187.50	\$375.00	\$450.00	\$562.50
128 Hour Advanced Training	128	\$2,410	\$241.00	\$602.50	\$1,205.00	\$1,446.00	\$1,807.50
Baton Penn it Is training	8	\$210	\$21.00	\$52.50	\$105.00	\$126.0	\$157.50
Exposed Firearm Perm it Training	24	\$650	\$65.00	\$162.50	\$325.00	\$390.00	\$487.50
OC Pepper Spray Training	4	\$75	\$7.50	\$18.75	\$37.50	\$45.00	\$56.25
School Security SB1626	24	\$315	\$31.50	\$78.75	\$157.50	\$189.00	\$236.25
CPR/First Aid	4	\$75	\$7.50	\$18.75	\$37.50	\$45.00	\$56.25
Guard Card Refresher Training	8	\$60	\$6.00	\$15.00	\$30.00	\$36.00	\$45.00
Firearm Permit Refresher Training	8	\$175	\$17.50	\$43.75	\$87.50	\$105.00	\$131.25
Traffic Control Training	4	\$100	\$10.00	\$25.00	\$50.00	\$60.00	\$75.00

ABSOLUTE INTERNATIONAL SECURITY
TRAINING ACADEMY CENTER



2019 Course Catalog





SAMPLE REFUND CALCULATION

Assume you, upon enrollment in a 400-hour course, pay \$2,000 for tuition, \$ 75.00 for registration, and \$150 (fair market value) for equipment and withdraw after completing 100 hours (25%) without returning the equipment you obtained.

$\$2100 (\$2,000 \text{ Tuition} + \$ 75.00 \text{ Registration Fee}) \text{ Amount Paid} - \$75.00 \text{ Registration Fee Retained by the School, } \times (. 75) \text{ or } 300 \text{ Hours of Instruction Paid for \& Not Received (Divided by)} - 400 \text{ Hours of Instruction for which you have paid} =$
 $\$1,518.75 \text{ Actual Refund Amount.}$

If you return the equipment in good condition within 30 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be $(\$1518.75 + \$150) = \$1668.75$.

For programs over 12 months, if you withdraw prior to the next 12-month period, all charges collected for the next period will be refunded.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:

- (a) You notify School of your withdrawal or the actual date of withdrawal.
- (b) School terminates your enrollment.
- (c) You fail to attend classes for a three-week period (21 school days).
- (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.



FACULTY QUALIFICATIONS

Below are the faculty qualifications for the Bureau of Investigative Services:

BATON INSTRUCTOR CERTIFICATION

Applicants must submit supporting documents establishing baton training experience. In accordance with California Business and Professions Code section 7585.12, a baton training instructor applicant must:

- Possess an associate of arts degree in administration of justice or its equivalent, **AND**
- Possess a baton instructor certificate issued by a federal, state, or local agency OR one year of verifiable baton teaching experience, OR its equivalent as determined by the chief. Applicants must submit one complete application for each certification applied for, i.e., one for a baton instructor and one for a firearms instructor. They are separate certifications.

POWER TO ARREST TRAINING

Certified firearms and/or baton instructors are approved to administer the Powers to Arrest Examination and all other training; a certificate or other written approval is not necessary.

FIREARMS AND BATON TRAINING INSTRUCTOR CERTIFICATION

The following information will help determine whether the established minimum qualifications for certification have been met. Experience information supplied on the application will be verified. Those certified as instructors are certified to teach at Bureau-certified facilities. Once the training instructor certificate application is complete, it should be mailed to the Bureau with the fee indicated on the application. Upon approval, and after the experience and education is verified, the instructor training certificate will be mailed to the applicant.

FIREARMS INSTRUCTOR CERTIFICATION

In accordance with California Business and Professions Code section 7585.5, a firearms training instructor applicant must:

- Possess an associate of arts degree in administration of justice OR one year of teaching OR training experience in firearms or its equivalent; **AND**
- Possess a police or security firearms training instructor certificate issued by the National Rifle Association or a firearms training instructor certificate issued by a federal, state, or local agency



ABSOLUTE INTERNATIONAL SECURITY TRAINING ACADEMY CENTER

Catalog



BSIS LICENSE REQUIREMENTS (1)

BSIS GUARD CARD

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 (see "Training Requirements" below)
- Fees (Title 16, California Code of Regulations (CCR) Section 640)

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 Form available on the Bureau's website as it contains the correct coding needed to ensure the Bureau receives the information in a timely manner. Applicants are responsible for paying all Live Scan, DOJ, and FBI processing fees at the time of fingerprinting. A list of Live Scan locations can be found on the Bureau's website.

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).
- The thirty-two (32) hours of training in security officer skills must be completed within the first six (6) months of licensure.
- Eight (8) hours of continuing training must be completed annually (BPC 7583.6 and CCR 643).
- The training may be administered by the guard's employing private patrol operator or by a Bureau-approved course provider.

BSIS Advises: All registered security guards should maintain their own documented proof of completion of their training. Employers are required to maintain records for a minimum of two years; however, registrants may need to provide subsequent employers or BSIS with training records. As a result, BSIS recommends that registrants maintain copies of all of their own training records.



BSIS LICENSE REQUIREMENTS (2)

Online Application

Applicants may apply for security guard registration online via the Bureau's website.

Paper Application

Applicants may submit their completed security guard application, application fee and completed Live Scan form containing the signature of the Live Scan operator and Automated Transaction Identifier (ATI) number or classifiable fingerprint cards to: Bureau of Security and Investigative Services

P.O. Box 989002

West Sacramento, CA 95798-9002

Verification of Security Guard Registration

Please allow approximately 4-6 weeks for applications to be processed. Processing times may be longer depending on the time it takes for the Bureau to receive responses from the DOJ and FBI and make the necessary determinations required by law. Once the Bureau has processed the application and issued the registration, the applicant's security guard registration will be available to view on the "Verify a License" page on the Bureau's website. A security guard must possess a valid and current security guard registration card on his or her person while on-duty (BPC Section 7583.3); however, a person may work as a security guard pending receipt of their hard-copy security guard registration card if he or she has been approved by the Bureau and carries on his or her person a hardcopy printout of the Bureau's approval from the Bureau's website and valid picture identification (BPC Section 7583.17). Registrants should receive their registration card via US Mail within approximately 3 weeks from the time the Bureau issues the registration.

TEAR GAS PERMIT (OC Pepper Spray)

BPC Section 7583.35 requires all licensees or registrants wishing to carry tear gas while on duty to complete a training course pursuant to Penal Code Section 22835. Some Bureau-approved training facilities may provide tear gas training. For information on Bureau-approved training facilities, visit the "Verify a License" page available on the Bureau's website. You should contact the facility to confirm whether it provides the training before showing up.





BSIS LICENSE REQUIREMENTS (3)

Baton Permit

BPC Section 7583.33 requires anyone who carries a baton while on duty to be a registered security guard and to complete a baton training course from a Bureau-approved Baton Training Facility. For information on Bureau-approved training facilities, visit the "Verify a License" page available on the Bureau's website.

Guard Registration Renewal

It is important that guard registrants keep a current and valid address on file with the Bureau at all times to help ensure they receive their renewal notices. The Bureau automatically mails a registrant his/her registration renewal form approximately 90 days before the registration is set to expire to their address of record. By law, a registrant must submit the completed renewal application or coupon at least 60 days prior to expiration to provide the Bureau sufficient time to process the renewal. If a guard does not receive the Bureau-issued renewal coupon, he/she can also submit a completed Security Guard Renewal Application, available on the Bureau's website.

NOTE: Guard Registrations not renewed within 60 days of expiration are canceled and cannot be renewed (BPC Section 7583.20). If you fail to submit your renewal application, regardless of whether or not the Bureau sends you a renewal application, including payment of all required fees, before the 60th day after your registration expires, your registration will be canceled, and you will have to apply for a new guard registration. Submission of a renewal application after the registration expires, but before the 60 days has lapsed, requires the payment of a delinquency fee.

Additional information can be found on the Bureau's website at www.bsis.ca.gov.

FIREARMS PERMIT

The Bureau of Security and Investigative Services (BSIS or Bureau) issues Firearms Permits (also referred to as a "Firearms Qualification Card (FQ)" or "Exposed Firearms Permit") as specified in Article 4 (commencing with Section 7540) of Chapter 11.3, Article 4 (commencing with Section 7583) of Chapter 11.5 and Article 6 (commencing with Section 7596) of Chapter 11.6 of Division 3 of the Business and Professions Code (BPC).



BSIS LICENSE REQUIREMENTS (4)

Requirements for Issuance of Initial Firearms Permit

In order to be eligible for a BSIS Firearms Permit, applicants must:

- be a citizen of the United States or have permanent legal alien status (BPC Sections 7583.23 and 7596.3); and
- not be banned from owning or possessing any firearm pursuant to State or Federal Law (BPC Sections 7583.24, 7583.25 and 7596.8); and
- be a licensed Private Investigator, Qualified Manager of a Private Investigator, Private Patrol Operator, Qualified Manager of a Private Patrol Operator, Alarm Company Operator, Qualified Manager of an Alarm Company Operator or be a registered Security Guard or Alarm Agent with BSIS (BPC Sections 7583.23, 7596, 7542); and must
- complete a criminal history background check through the Federal Bureau of Investigation (FBI) and the California Department of Justice (DOJ) (BPC Sections 7583.23, 7583.24, and 7596.8); and
- complete and submit to the Bureau, the BSIS Application for Firearms Permit; and
- complete the required training courses, including passing all required examinations and qualifications; and
- pay the initial application fee (Title 16, California Code of Regulations, Section 640.)
- After July 1, 2018, complete an assessment, if applicable (BPC Section 7583.47). To determine if you are required to complete the assessment, click this link

Criminal History Background Check

Applicants for a BSIS Firearms Permit must undergo a criminal history background check through the FBI and DOJ. Applicants should use the appropriate Live Scan Form available on the Bureau's website as it contains the correct coding needed to ensure the Bureau receives the needed information in a timely manner.

Applicants for a BSIS Firearms Permit must not be prohibited from owning or possessing any firearm pursuant to State or Federal Law. In addition to completing the required Live Scan, applicants must also complete and submit the Firearm Eligibility Application to DOJ and pay the \$38.00 application fee to the Live Scan operator (Title 11, California Code of Regulations, Section 4005). Applicants are responsible for paying all Live Scan, FBI, and DOJ processing fees at the time of fingerprinting. A list of Live Scan locations is available on the Bureau's website.

To check on the status of your background check, please call the Department of Justice's automated system at (916) 227-4557. Please note, you will need to provide your ATI number (located at the bottom of your completed Live Scan form) and your date of birth.



BSIS LICENSE REQUIREMENTS (5)

Required Training Courses (BPC Sections 7542, 7583.7, 7583.8, 7583.23, and 7596)

Power to Arrest

Applicants must complete training in the power to arrest. The training may be administered by a licensed PPO, a Bureau-approved firearm or baton training facility, or an organization or school approved by the Bureau. Security Guards may also obtain the training from their employing PPO. Applicants may verify a licensed PPO or training facility by accessing the "Verify a License" page on the Bureau's website. To confirm if an organization or school is approved by the Bureau to administer the training, email bsis@dca.ca.gov.

BSIS Firearms Training and Qualifications

Applicants must complete the Course of Firearms Training (CCR Section 635) at a Bureau-approved firearm training facility and from a Bureau-approved firearm training instructor and pass the written examination and range qualifications. For information on Bureau-approved Firearm Training Facilities, visit the "Verify a License" page available on the Bureau's website. The BSIS Firearms Training Manual is also available on the Bureau's website.

Firearms Assessment

Effective July 1, 2018, a BSIS security guard registrant seeking an initial BSIS firearms permit must complete an assessment for the purposes of determining whether he/she possesses, at the time of the assessment, appropriate judgment, restraint, and self-control to carry a firearm while on duty (Business and Professions Code Sections 7583.23 and 7583.47).

Given that other BSIS license types (e.g., private investigator license, private patrol operator license, alarm company operator license, etc.) can be associated with the firearms permit, under certain circumstances an individual seeking to associate firearms permit to a security guard registration will need to complete/pass the assessment as a condition for the association. To determine if you are required to complete the assessment along with additional information regarding the process, please review this information.



BSIS LICENSE REQUIREMENTS (6)

Application Processing

To avoid application processing delays, review the list of common application deficiencies before submitting your application.

Applicants may submit their completed application, application fee and completed Live Scan form containing the signature of the Live Scan operator and Automated Transaction Identifier (ATI) number or classifiable fingerprint cards to BSIS.

Application Status

Please allow the Bureau 6-8 weeks from the date your payment was cashiered before contacting the Bureau regarding the status of your application(s). For the current application processing timeframes, please review the timeframe for initial applications and the timeframe for renewal applications.

Associating Additional Qualifying License(s) to a Pre-Existing Firearms Permit

A BSIS firearms permit authorizes the permit holder to carry an exposed firearm while performing the duties of only those license types listed on the firearms permit itself. For example, a permit holder who only has a security guard registration listed on his/her firearms permit and who also holds a Private Investigator (PI) license cannot work while armed while carrying out the duties of a PI licensee. The firearms permit card must list the PI license for the permit holder to work as an armed PI licensee. Permit holders may associate multiple qualifying license(s) at any time with the submission of the Request to Associate BSIS Firearms Permit with Additional Qualifying License(s) and Request for Replacement Firearms Permit form.

Requirements for Renewal of Firearms Permit (BPC Sections 7542, 7583.32, 7596.7 and CCR Section 633)

A BSIS Firearms Permit expires two years from the date of issuance. In order to renew the permit, the applicant must:

- have completed two (2) range qualifications on a firing range every twelve (12) months and at least four (4) months apart. Applicants must complete four (4) total range qualifications prior to renewal of the Firearms Permit at a Bureau-approved firearm training facility and from a Bureau-approved firearm training instructor. All range qualifications must be certified by a Bureau-approved Firearms Training Facility. Applicants must also.
- have completed the two-hour review training course in the use of force and de-escalation of force before each requalification; and



BSIS LICENSE REQUIREMENTS (7)

- complete and submit a Firearms Permit Renewal Application; and
- include a new Firearm Eligibility Application with the Renewal Application.

The application for renewal should be submitted to the Bureau at least 60 days before the expiration date of the permit to provide sufficient time for processing. Please note: You may not renew your Firearms Permit once it has expired. If you allow your BSIS Firearms Permit to expire, you must apply for a new permit.

IMPORTANT: YOU ARE REQUIRED, BY LAW, TO SUBMIT A COMPLETE FIREARMS APPLICATION TO THE BUREAU AT LEAST TWO (2) MONTHS PRIOR TO YOUR FIREARMS PERMIT'S EXPIRATION. PLEASE NOTE, THE BUREAU IS UNABLE TO PROCESS APPLICATIONS SUBMITTED MORE THAN THREE (3) MONTHS PRIOR TO EXPIRATION.

All BSIS Firearms Permit holders are responsible for understanding all prohibitions, violations, and the proper incident reporting requirements outlined in the BSIS Firearms Training Manual.

Additional information can be found on the Bureau's website at www.bsis.ca.gov.

Guard Registration Renewal

It is important that guard registrants keep a current and valid address on file with the Bureau at all times to help ensure they receive their renewal notices. The Bureau automatically mails a registrant his/her registration renewal form approximately 90 days before the registration is set to expire to their address of record. By law, a registrant must submit the completed renewal application or coupon at least 60 days prior to expiration to provide the Bureau sufficient time to process the renewal. If a guard does not receive the Bureau-issued renewal coupon, he/she can also submit a completed Security Guard Renewal Application, available on the Bureau's website.

NOTE: Guard Registrations not renewed within 60 days of expiration are canceled and cannot be renewed (BPC Section 7583.20). If you fail to submit your renewal application, regardless of whether or not the Bureau sends you a renewal application, including payment of all required fees, before the 60th day after your registration expires, your registration will be canceled, and you will have to apply for a new guard registration. Submission of a renewal application after the registration expires, but before the 60 days has lapsed, requires the payment of a delinquency fee.



ABILITY-TO-BENEFIT TESTS

The following tests are utilized at Absolute International Security and approved by the Bureau for Private Postsecondary Education.

Bureau for Private Postsecondary Education Approved Ability-to-Benefit Tests

Test	Publisher	Passing Scores	Audience	Effective Date
Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2; Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions)	Wonderlic, Inc., 400 Lakeview Parkway, Suite 200 Vernon Hills, IL 60061. Telephone (847) 247-2544 Fax (847) 680-9492	Verbal- 200 Quantitative - 210	General	July 1, 2015
Combined English Language Skills Assessment (CELSA) Forms 1 and 2.	Association of Classroom Teacher Testers (ACTT) 1187 Coast Village Road, Suite 1, #378, Montecito, CA 93108 Telephone (805) 965-5704 Fax (805) 965-5807 email: actt@cappassoc.com	Form 1-97 Form 2-97	Students whose native language is not English and who are not fluent in English	November 1, 2002
ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic)	The College Board, 250 Vesey Street, New York, New York 10281 Telephone (800) 607-5223 Fax (212) 253-4061	Reading Comprehension - 55 Sentence Skills - 60 Arithmetic - 34	General	November 1, 2002

Please note that all training courses, supplemental information, and forms will be in English only. The Ability-to-Benefit test is an all-inclusive solution designed to help identify students who have the basic skills necessary to succeed in a post-secondary education program, but who lack a high school diploma.



AVAILABLE HOUSING FOR STUDENTS

This institution does not have any dormitories or housing for students nor does this institution assist in finding any housing. However, there are many convenient housing options available near campus including apartments, shared housing, and homestays.

Apartments and Rentals

Students can rent a studio or a one-bedroom apartment, share an apartment with another person, or rent a room in a house. The selection of apartments and rentals is extensive, and the price the price range varies. For planning purposes, the average price of a room in El Monte is \$600-\$1000/month.

Confirm Rental Terms

This list of questions will clarify some of the information all renters and lessees need when they enter into a new rental or lease agreement:

- How much is the rent? Are the utilities (gas/electricity/Wi-Fi/trash) included?
- How much is the deposit? Is it refundable?
- How long is the lease? What if I need to move out earlier?
- When can I move in? When is the rent due each month?
- What is the penalty on late rent payment?
- Who do I call for a repair? Who pays for repairs? How long will it take for a repair?
- Can I use the living room/kitchen/laundry room?

If you are satisfied with the arrangement, you can sign the lease or any rental agreement. You should receive your key as soon as you sign the lease and pay the deposit and/or first month's rent. Be sure to put everything in writing and request a copy of the written leasing agreement.

Other Resources for Your Housing Needs

Search online housing listings:

- www.zillow.com
- www.trulia.com
- <http://www.rent.com>
- Listings in local newspapers
- California Department of Consumer Affairs