

GENDARME INSTITUTE



CATALOG

JUNE 1, 2020–JUNE1, 2021

(562) 949-0449 FAX (562) 949-9868
Gendarmeinstitute.com

Classes will be held at:

**9471 E. SLAUSON AVENUE
PICO RIVERA, CALIFORNIA 90660**

TABLE OF CONTENTS

	Page(s)
General Information	
Approvals	3
Catalog Updates/Instructional Facilities	4
Faculty	4-5
Institution Mission Purpose and Objectives.....	5
Policies and Information	
History/Goals and Objectives	6
Academic Year Definition.....	6
Institutional Policies and Information	7
Admissions Policy and Procedures	8
Credit for Prior Education	
Credit Evaluation Policy.....	9
Admissions Procedure/Admissions Policy/Ability to Benefit/Withdrawal/Dropout Policy and Procedure/Reenrollment	10
Holiday Calendar	11
Placement Services/Library/Disclosure and Retention of Education Records.....	12
Attendance Policy/Make-up Time/ Leave of Absence	13
Suspension and Dismissal/Satisfactory Academic Progress Policy	14
Academic Probation Policy/Student Appeal Procedures.....	15
Reinstatement/Graduation Requirements/Student Records/Changing Program/Dress Policy.....	15
Eating in Classroom/Student Conduct/Grounds for Disciplinary Actions.....	16
Student Grievance Procedures/Policy on Student Rights	17-18
Cancellation and Refund	19-20
Computerized Medical Billing II	23-25
Computerized Medical Billing I.....	25-28
Microcomputer Office Specialist	28-30
A+ Computer Repair Technician	31-32
Security Officer Unarmed (Spanish)	32-37
Security Officer Unarmed.....	37-40
Certified Security Professional	40-42
Security Management Supervisor	42-44
Defensive Firearm Instructor	44-46
Security/Private Investigation.....	46-49
Security Officer Armed	49-53
Schedule of Tuition and Fees.....	54
Refund Table	55
Student Tuition Recovery Fund Disclosures.....	56-57
Campus Emergency Plan/ SS#/ Tax Payer ID Claim.....	58
Medical Emergency.....	58-59
Notice of Cancellation.....	60
Catalog Acknowledgement.....	61

GENERAL INFORMATION

Approval Disclosure Statement

Gendarme Institute is a private Institution which was approved to operate by the Bureau for Private Postsecondary Education (BPPE) Vocational Education Our renewal to operate was reviewed by the Bureau for Private Postsecondary Education in 2018 and extended WITH AN APPROVAL TO January 11, 2023.

****Approval to operate indicates that the institution is in compliance with the standards as set forth in the CEC and 5,CCR..**

"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 residence with a facility occupancy level that will accommodate 20 students. All instructions are delivered at:

**9471 E. SLAUSON AVENUE
PICO RIVERA, CALIFORNIA 90660**

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Gendarme Institute awards its graduates a diploma/ completion certificate as an acknowledgment of their accomplishment and graduation from Gendarme 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. Gendarme Institute does not have assistance programs to provide the student the opportunity to finance their tuition and fees in the form of a loan.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director, N'Dri Aboli, President .

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 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 95798-0818. (916) 263-1897 Fax (916) 263-1897. Toll Free: (888) 370-7589. www.bppe.ca.gov.

" Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog.

Pre Requisite to the Security Programs listed: Security unarmed (Spanish) Security officer (eng) Security/Private Investigator/Security officer Armed

- The power to arrest training must be completed prior to the issuance of a Security Guard Registration (BPC Sections 7583.6 and 7583.8).
- 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" in pg 32 in catalog)

Gendarme Institute Catalog Updates

The catalog is updated annually or at times necessary by policy changes or regulatory agency changes. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying this catalog.

Gendarme Institute is not accredited and at this time has NO DEGREE programs accredited by an accrediting agency recognized by the United States Department of Education.

CLASSES AVAILABLE:

Monday thru Thursday	Morning Class	9:00 A.M. -1:00 P.M.
Monday thru Thursday	Afternoon Class	1:30 P.M. -5:30 P.M.

Administration & Staff

Institute Director	N'driAboli B.A.,N.A, EDD In progress
--------------------	--------------------------------------

Director of Admissions	N'driAboli
------------------------	------------

Student Services/Placement Officer	Viola N'dri
------------------------------------	-------------

Faculty

Computerized Medical Billing I	Emelyn G. Duarte, Certified
Computerized Medical Billing II	Emelyn G. Duarte, Certified
Microcomputer Office Specialist	Emelyn G. Duarte
A+ Computer Repair Technician	Vacant
Security Officer -Unarmed (Spanish)	Rick Diaz BSIS
Security Officer-Unarmed	Rick Diaz BSIS
Security Officer –Armed	Vacant
Defensive Firearm Instructor	Vacant
Security Management /Supervisor	Rick Diaz BSIS
Certified Security Professional	Rick Diaz BSIS
Security /Private Investigation	Rick Diaz BSIS

All faculty members meet the qualifications determined by 94909 (a) (7)

Gendarme Institute 's Instructors have been chosen from the Professional community as they excel in their field for Instruction. All Faculty are qualified and have met the minimum standards set forth by regulation 5, CCR 71720. 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.

Diploma Programs

Computerized Medical Billing I	240 Hours	16.0 Sem. Credit Hours
Computerized Medical Billing II	720 Hours	48 Sem. Credit Hours
Microcomputer Office Specialist	600 Hours	40 Sem. Credit Hours
A+ Computer Repair Technician	720 Hours	48 Sem. Credit Hours
Security Management Supervisor	40 Hours	13.33 Sem. Credit Hours
Security Officer : Unarmed(SPANISH)	120 Hours	8 Sem. Credit Hours
Security Officer : Unarmed	80 Hours	5.5 Sem. Credit Hours
Security Officer –Armed	100 Hours	6.66 Sem. Credit Hours
Security /Private Investigation	600 Hours	40 Sem. Credit Hours
Defensive Firearm Instructor	50 Hours	3.33 Sem. Credit Hours
Certified Security Professional	346 Hours	23.06 Sem Credit Hours

Institution Mission

Gendarme Institute's mission is to provide high quality training programs that will give students the knowledge and technical proficiency that will make them employable for entry-level positions upon graduation in their chosen career.

Gendarme Institute's philosophy is in providing students with the opportunities to recognize their

own potential through the development of new skills, preparing the student to enter their new career and meet the needs of business and industry where they can benefit each other.

Goals and Objectives:

Gendarme Institute's primary goal is to provide quality programs and training that will enable students to successfully complete the program and upon graduation be placed in an entry-level career position in their chosen field. Gendarme Institute's following objectives support the institute's goals:

- * to provide quality "hands-on" training.
- * To maintain current, up-to-date training equipment and materials.
- * To assure programs that are responsive to employer needs.
- * To assist graduates with effective placement preparation and assistance programs.

History

Gendarme Institute was founded in 1979 and started the Institute with a security and investigation training program. In keeping current with changing technology, Gendarme Institute added the computer training program to its offerings and Medical Billing programs to meet the current needs in the job markets.

Semester Credit Hour Measure

A Semester Credit Hour (Unit) equals one or any combination of 15 hours of lecture/theory equals 1 semester unit, 30 hours of laboratory/demonstration equals 1 semester unit and 45 hours clinical/extern ship/work based activity equals 1 semester unit. A clock hour is defined as "A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes allowed for student break. This formula complies with the Federal 34 CFR.

Academic Year Definition

The academic year for programs less than 24 semester credit hours is 32 weeks. The academic year for programs with at least 24 semester credit hours is 36 weeks (48 if beyond 2 semesters).

Transfer of Credit Policy

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION".

The transferability of credits you earn at Gendarme Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in "**the educational program**" is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or diploma 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 course work at the 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 Gendarme Institute to determine if your (credits or certificate or diploma) will transfer.

If a student obtains a loan to pay for the educational program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

The institution **DOES NOT HAVE A PENDING PETITION IN BANKRUPTCY**, 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 1 of the United States bankruptcy code (11 U.S.C. SEC 1101 ET SEQ).

The Institution does not offer dormitory/housing facilities or have access under its control. The availability of housing located reasonably near the institution is the responsibility of the student to seek out and obtain. No facilities are recommended or sponsored by this Institution. This will be the responsibility of each student on their own.

The Institute has no responsibility to find or assist a student in finding housing.

The availability of housing located reasonably near the Institution's facilities are numerous apartments and an estimation of the approximate cost or range of cost of the housing is \$ 1,200.00 to \$ 1,800.00 per month, depending on what the student is looking to rent.

This Institute has not entered into an articulation or transfer agreement with any other College or University that provides for the transfer of credits earned in the program of instruction.

This Institution **DOES NOT OFFER** visa services or **WILL NOT** vouch for student status, and has no associated charges for this service.

Instruction will occur in **English Only**

The level of English language proficiency required of students accepted to the training will have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of high school diploma, GED or passage of the California high school proficiency exam as demonstrated by possession of a high school diploma, GED or passage of the California high school proficiency exam. **OR ABILITY-TO-BENEFIT TEST.**

The student will document their proficiency by producing a High School/GED or ability-to-benefit test prior to the enrollment.

English language services are not provided, such as translators or ESL classes at this Institute.

INSTITUTIONAL POLICIES AND INFORMATION

Physical Description of School

Gendarme Institute occupies approximately 1,200square feet in a traditional campus facility located at 9471 E. Slauson Avenue, Pico Rivera, California 90060, with ample parking. The campus maintains a comfortable environment for students. The average classroom ratio is 1 Instructor to 15 students. with a maximum capacity of 20 students. Equipment used in the training classrooms include up-to-date computers, video equipment, and a library with computer and internet access for student research and materials.

Admissions Policy

Applicants must be 18 years of age, and, at a minimum, possess a high school diploma or its equivalency (GED).

This institute will accept a non-graduate for the programs with the ability to benefit from the program offered.

Prospective students should contact Gendarme Institute to set up an appointment with an Admissions Representative to receive information about the Institute, its curriculum, and admission policies. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objectives.

Ability to Benefit:

A student without a high school diploma or GED is considered an ability-to-benefit student. This student will take an independently administered examination of a wonderlic test, (approved by the USDOE).

The acceptable score, as specified by Wonderlic demonstrating that the student will benefit from the education and training being offered as follows:

<i>Computerized Medical Billing I</i>	<i>200</i>
<i>Computerized Medical Billing II</i>	<i>200</i>
<i>Microcomputer Office Specialist</i>	<i>200</i>
<i>A+ Computer Repair Technician</i>	<i>200</i>
<i>Security Officer ; Unarmed (Spanish Speaking)</i>	<i>200</i>
<i>Security Officer: Unarmed</i>	<i>200</i>
<i>Security /Private Investigator</i>	<i>200</i>

Transfer Credit, Granting of Credit Policy

Students may receive credit earned from a previous school approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the United States Department of Education, or any institution of higher learning. The Institute will evaluate the transcripts and make a final determination. The transcripts must be no more than 5 years from the date of the class and the final grade must be a "B" or better.

Credit for prior Experiential Learning

The Institute does not grant credit for "Prior experiential learning recognize acquired life experience and prior experiential learning (observed, practical) as a consideration for enrollment or granting credit towards any of its programs.

THIS INSTITUTE DOES NOT RECOGNIZE OR ACCEPT CREDITS THROUGH CHALLENGE EXAMINATIONS AND/OR ACHIEVEMENT TESTS.

Credit for prior Education Credit

Courses that will be considered for transfer credits will be any of our diploma programs. The program will be evaluated on the student transcripts presented to the Institute.

An official transcript will be required from the student, prior to the start of the 1st class of the program. The course taken in which the prior education credit (s) will be used, will be reflected in the reduction of the units and amount charged for the entire course.

The student will receive a worksheet with the prior education credit calculation, with the option to repeat this information as a choice, as review is always helpful.

CREDIT EVALUATION POLICY

Students with previous course work from other institutions can apply for prior course credit transfer approval. Students who have completed similar courses offered at our Institute are authorized to retake the courses for improving their skills. All students who are interested in receiving credit transfer approval must complete the Credit Transfer Approval Request Form. The Credit Transfer Approval Request Form must be submitted to the registrar office and will be reviewed and approved by the Director. Based on the official transcript issued by the Institute attended and the recommendations of the Course Instructor a decision will be made for the transfer request.

*The decision made by the Director will be communicated to the student by the Admissions Representative. Students who receive course transfer approval will be provided with a revised course requirement document. Students are required to submit **an original transcript of records from the institution** where they have completed the classes or programs.*

This institute will evaluate transcripts for credit related to the actual course within a 5 years period from date of earned credits. This process will evaluate your earned credits within the last five years as equal to the subject matter offered in your program.

The final decision will be that of the Institution Director. There is no charge for this evaluation to the student, if accepted transcript credits, the student/Institution may be credited the cost of the accepted credit for prior education not to exceed the maximum of 20 Semester Credit hours from an approved institution. Each student/Program will be evaluated separately by the Institution Director.

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 \$75.00.(Non-Refundable)*

Admissions Policy

Programs of training are open for open for enrollment to men and women who possess a High School Diploma or the equivalent, and the ability to benefit from the training offered. 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 a proctored ability to benefit test and have met all other standards for admissions.

Ability to Benefit

All non graduate applicants for admission to the school will 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.

Withdrawal / Dropout Policy & Procedure

Students who wish to withdraw from their training program should contact the Institution Director. All students who withdraw or dropout (failed to attend classes for a three-week period without prior arrangement) are required to meet with the Business office. Regardless of the circumstances of withdrawal or the date of notification to the Institution, the official withdrawal date is the last date a student attended classes. Both refunds and final grade determinations are based upon last date of class attendance.

Reenrollment

Any student who wishes to re-enroll in the same program should first submit a letter to the Institution Director explaining the reason for initial withdrawal and reasons to re-enroll. Any student who re-enrolls must sign a new enrollment agreement at the prevailing tuition. This procedure is for a “Seven Day Cancellation” as well as program cancellations or terminations. All outstanding balance due to program cancellations/terminations must be paid in full.

Any credit given for prior training will be determined on a case-by-case basis by the InstitutionDirector. Institution payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. The Institution at its sole discretion will determine the student’s re-enrollment. A change from one program to another is not considered re-enrolled additional information on course changes can be found in this catalog under Changes in Program. based on each individual’s financial assistance packaging, it is

important that all financial obligations are discussed prior to re enrolling.

Gendarme Institute Observes the Following Holidays

*New Year's Day and Day after
Martin Luther King's Day
President's Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Summer Break 1 Week (Will be announced 2 weeks prior)*

Students will be on Winter Break beginning Friday, December 21, 2020 through Sunday, January 3, 2021

Classes resume on Monday, January 4, 2021. Gendarme Institute reserves the right to modify this schedule with reasonable advance notice to students.

Statement of Non Discrimination

Gendarme Institute does not deny admission or discriminate against students currently enrolled on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin, Residence, Sexual Orientation, from participation in any of the Institute's activities. Gendarme Institute will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

STUDENT SERVICES

Student Parking

Student parking is available. Gendarme Institute is not responsible for parking violations, property theft, property damage. Ample parking is available for the students.

Advising

The staff of Gendarme Institute 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.

Refresher Training

Graduates who desire refresher training may be admitted to retake a desired module within 1 year of graduation. The charge for such training is prorated to the total tuition of the program.

Admittance is based on space availability.

Placement Services

Upon completion of a program, students are encouraged to take a seminar on how to obtain employment. (offered through the placement office). This seminar is critical as it includes such topics as proper grooming, resume writing, successful interviewing techniques, mock interviews, and completing employment applications.

Gendarme Institute's Placement Assistance provides direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. GendarmeInstitute 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, Transcripts will be available for students permanently.

Tuition Assistance: *At the present time, Gendarme Institute does not offer financial aid programs.*

Library:

Gendarme Institute's library is comprised of books and videos that can be used as supplemental or reference materials from the content of the programs. These reference materials are maintained and upgraded on a consistent basis. Periodicals are available for students reading. The library has a computer with internet available and web sites available for the use of the students and Instructors. These web sites are updated regularly as new web sites are available.

Procedure to Access Library Resources

The books and web sites for the students are kept in the classroom.
The student will have access to the resources after classes from 12:30 P.M. to 3:00 P.M. Monday through Thursday
Friday, the resources are available from 9:00 A.M. to 12: 00 P.M.

ATTENDANCE POLICIES

Attendance

Attendance standards at Gendarme Institute are designed to prepare graduates to meet the demands of employers.

If the student and Gendarme Institute are 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 Gendarme Institute 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 need to call the Institution 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 a 75% 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 Student Services Department.

Make-up Time/Work Accountability

Make-up hours, assignments and/or tests are available and encouraged. Make-up time/work must be scheduled with your instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. Make-up classroom time must be completed on the Institution premises. Make-up assignments and/or test will be given for those who need to make up for academic grade/ semester credit hours.

Leave of Absence Policy

If a "Leave of Absence" is required, a student must submit in writing to the Student Service 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 amount 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.

Suspension and Dismissal

Gendarme Institute 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.

Standards for Student Achievement and 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 75% or "C" 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 75% or "C" 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.

GRADING FORMAT

<i>A = Excellent</i>	<i>90% - 100%</i>
<i>B = Good</i>	<i>80% - 89%</i>
<i>C = Satisfactory</i>	<i>70% - 79%</i>
<i>P/F= Pass/Fail</i>	<i>Credit/No Credit Assigned</i>
<i>D = Poor</i>	<i>65% - 69%</i>
<i>F = Failing</i>	<i>00% - 64%</i>
<i>I = Incomplete</i>	<i>00%</i>
<i>W=Withdrawal from Module</i>	<i>No Grade Assigned</i>

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. 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 Institution Director 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. Under State Regulations, the institution is only required to maintain a student file for 5 years from the students last date of attendance. **TRANSCRIPTS ARE KEPT INDEFINITELY.***

Academic Probation Policy

As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 75% or “C”, the student will be placed on academic probation until such time as their cumulative grade point average reaches 75% or “C”. During that probationary period, the student must maintain a cumulative grade point average of 75% or “C” of the program.

If a student maintains a grade point average of 75% or “C” and/or achieves a cumulative grade point average of 75% or “C”, probation will be removed. However, if the student fails to maintain a 75% or “C” 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).

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.

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 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 Diploma/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. Gendarme Institute 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.***

Changing Programs

At times, a student may wish to change his chosen career goal. The institution reserves the right to allow or disallow 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, Business Office and Student Services prior to the change. Instructors will not make the decision to transfer a student as this effect the student's financial status.

SCHOOL POLICIES AND REGULATIONS

Dress Policy

Professional dress is recommended at all times. Gendarme Institute's Professional Dress Policy was established in order to enable our students to become comfortable with the type of apparel expected by the majority of employers who hire our graduates. This policy is part of Gendarme Institute's expectations for graduation.

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

Eating in Classrooms

Eating and/or drinking are not permitted in classrooms. Unfortunately, due to the necessity of maintain a professional learning environment that respects the rights of all students, children are not permitted on the school premises.

Student Conduct

An important part of the training at Gendarme Institute 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 at school.

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.

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 enrollment agreement.

Student Grievance Procedure

If a student has a grievance and wishes it to be recognized as such, a written complaint must be

submitted to Gendarme Institute 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.

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

Bureau for Private Postsecondary Education
Department of Consumer Affairs
2535 Capitol Oaks Drive., Suite 400,
Sacramento, CA 95833.
(916) 431-6959 Fax (916) 263-1897Toll Free: (888) 370-7589

Policy on Student Rights

The Student's Rights Policy concerning enrollment states:

"You have the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance of the first class session or the seventh day after enrollment, whichever is later. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give a written notice of cancellation. You can do this by mail, in person, by FAX or telegram or Email. 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 this agreement, the School will refund any money that you paid within 30 days after your notice is received. Students are advised that notification of withdrawal or cancellation must be made in writing. This is the process that the student should follow to cancel and obtain a refund (if applicable).

The Cancellation Notice must be addressed to:
Institute Director, Gendarme Institute
9471 E. Slauson Avenue
Pico Rivera, California 90660

The Notice of Cancellation form 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 work out with the school, write or call the:

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

If the Institution has given you any equipment, you shall return the equipment within 30 days of the date you signed a cancellation notice. If you do not return this equipment within this 30-day period, the Institute may keep an amount out of what you paid that equals the cost of the equipment.

The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment. You have the right to withdraw from a program of instruction at any time.

If you withdraw from the course of instruction after the cancellation period as in paragraph 1 the School will remit a refund less non-refundable registration fee and non-refundable STRF fee within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment, books and materials. The refunds shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction, which has not been received but for which you have paid, the denominator of which is the total number of hours of instruction from which you have paid. If you obtain equipment, as specified on

the first page of this 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 the equipment. If you fail to return the equipment in good condition within 30 days, the School may retain the lesser amount of a pro rata portion as described below (up to 60% of course completion) or documented cost of the listed equipment. You are liable for the amount, if any, by which the pro rata or documented cost of the 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 your withdrawal. If the amount that you owe is more than the amount you paid, then you will have to make arrangements to pay it. For unreturned books/materials, there will be an enforceable fee of \$200.00

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Hypothetical Refund Example—Certificate Programs: Assume you enrolled in a 720-hours (24 semester units) course, which costs \$3,900.00 for tuition and \$100.00 for registration and STRF fee.

Assume you made a payment of \$2,000.00 (\$1,900.00 towards tuition, \$100.00 for registration fee and the STRF fee. Assume you withdrew after completing 100 hours, which represents 13.9% of the 720 hours. The cost of 100 hours of training is \$542.00. The total refund you are entitled to is \$1,357.90. Books and materials are free to be used while at school. Books and other materials are the schools property. If you did not return a book/material in “as new” condition, amounting to \$65.00, then the refund will be \$1,292.10.

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 the 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; (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 the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds

GENERAL TERMS:

No applicant shall be rejected from admission to the Institute on the basis of age, race, color, sex, disability or national origin nor be subjected to discrimination of any kind base on the above. For information regarding non-discrimination issues or to resolve complaints, contact the School Director of designee.

The School does not and cannot guarantee employment nor level of income or wage rate to any student or graduate. However, placement assistance will be provided in the form of referrals to potential employers, resume preparation, training on job seeking skills and interview techniques.

All instructional equipment for the course selected will be furnished by the School. There are, however, required books and materials that are to be paid by you.

The cost of medical or other examinations, if required, is to be paid by the student.

Diplomas, certificates signifying satisfactory completion will be issued after the completion of

the entire program. Students will be tested/evaluated on classroom (lecture). The student must achieve the cumulative grade point average (GPA) as stated in the catalog in order to graduate and receive the Diploma or certificate.

The School reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. for a maximum of 30 days. Students will be duly notified by phone, e-mail, or letter.

All course schedules are subject to change in starting and completion dates. Students will be duly notified. Students will be offered the opportunity to consent as provided by law.

In cases where such changes would cause an undue hardship, a refund will be offered. The maximum postponement of class is 90 days.

The School reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All student charges paid will be refunded. The School reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching any program or result in tuition changes for current attending students.

The School reserves the right to reject an applicant from admission not meeting the requirements for the course selected. The student's enrollment may be terminated at the discretion of the School Director if the student's academic progress, behavior, absences, lateness, dress, etc. does not conform to the attendance requirements, rules and regulations of the School, as stated in the catalog; in which event, the extent of the student's tuition obligation will be in accordance with the School's refund policy.

In any particular provision of this agreement shall be deemed invalid if unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

This Agreement constitutes the complete contract between the School and the student, and no verbal statements or promises will be recognized.

Any questions a student may have regarding the catalog/ enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

2535 Capitol Oaks Drive Ste 400
Sacramento, CA 95833

Direct Line: (916) 431-6959 Fax (916) 263-1897 Toll Free: (888) 370-7589

ACADEMIC PROGRAMS



COMPUTERIZED MEDICAL BILLING II (Online/Hybrid)

720 Hours / 30 Weeks 48.0 Semester Credit Hours

Schedule of Total Charges:

Registration: \$100.00

Tuition Fee: \$ 3,900.00

Estimated Total Charges For Entire Education Program: \$4,000.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$2,000.00

First payment will be on enrollment 50% of the estimated total charges

Second and final payment will be the remaining 50% upon completion of the class

PROGRAM DESCRIPTION:

This **48.0 semester credit hour (720 clock hour)** program requires 30 weeks of training and prepares students for an entry-level medical biller with the knowledge and skills to work through the entire medical billing system in a medical office taking the billing to the full completion. Working in a Doctor's office.

PROGRAM OBJECTIVES:

Graduates will be able to demonstrate knowledge and skills to perform medical billing and the follow through from patient appointments to billing and coding to payment collections, and payment posting and the insurance billing needed for doctors collections.

OCCUPATIONAL OBJECTIVES: (DOL 43-3021-00)

Graduates will be able to work as Professional medical billers specializing in front office procedures and operations of the medical biller and coder.

* Typing 40-45 WPM

Module	Module Description	Hours	Semester Credit Hours
Module 1	Computer Operations	30	2.0
Module 2	Medical Office Operations	20	1.33
Module 3	Medical Manager	90	6.0
Module 4	Patient files set-up and maintain	90	6.0
Module 5	Posting entries, retrieving patients accounts, posting to reports	90	6.0

Module 6	Scheduling appointments	90	6.0
Module 7	Practice Management and billing routines	90	6.0
Module 8	Report Generation	90	6.0
Module 9	Advanced functions	90	6.0
Module10	Written/Practical Examinations	20	1.33
Module 11	Employment Preparation	20	1.33
	TOTAL	720	48.0

Module 1:

The student will learn the basics of the computer applications.

Module 2:

The student will learn the flow of information in a medical office, insurance payments, and the role of computers in the medical office.

Module 3:

The student will learn file maintenance, printing reports, daily file backup, fatal error messages, schedule patient appointments, produce patient receipts, post patient charges and payments, create super bills, age accounts receivable and compile a variety of reports.

Module 4:

The student will learn new patient entries, guarantor information, account information, and enter data into supplemental areas.

Module 5:

The student will build upon the previous modules and learn to retrieve patient accounts, posting ailment reports, advancing dates, and editing prior entries.

Module 6:

The student will learn to make and cancel appointments, practice entering and printing hospital reports, print a daily list of appointments, and make follow up appointments form super bills.

Module 7:

The student will learn billing routines, prepare an insurance billing worksheet, learn to post payments from various sources, make posting adjustments from the procedure and payment screen, interpret the information on an insurance billing worksheet, and learn the meaning of deductible "and" dual insurance coverage.

Module 8:

The student will learn to produce different types of reports, guarantor, current period, system summary, patient statement, and other reports.

Module 9:

The student will practice the advanced functions include learning to post a variety of unique payments, the importance of a period close and purge, and understand account aging process.

Module 10:

The student will take a series of written and practical tests to determine overall comprehension and retention of the material and topics covered.

Module 11:

The student will learn job seeking skills, professional resume preparation and interview techniques

EQUIPMENT, MATERIALS AND TEXTBOOKS USED : COMPUTER, PRINTER, SOFTWARE

Book: Insurance Handbook for the Medical Officer Marilyn T. Fordney

Medisoft Training Software

Description of Instruction provided will be lecture, lab, hands-on computer

Requirements for completion of the program: All course subject modules with a GPA of 75% or higher.

Course Certificates Awarded: Diploma

COMPUTERIZED MEDICAL BILLING I (Online/Hybrid)

240 Hours / 12 Weeks 16.0 Semester Credit Hours

Schedule of Total Charges:

Registration: \$100.00

Tuition Fee: \$ 3,900.00

Estimated Total Charges For Entire Education Program: \$4,000.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$2,000.00

First payment will be on enrollment 50% of the estimated total charges

Second and final payment will be the remaining 50% upon completion of the class

Period of Attendance: 12 Weeks

PROGRAM DESCRIPTION:

This **16.0 semester credit hour (240 clock hour)** program requires 12 weeks of training and prepares students for an entry-level medical biller using a computerized soft ware package.

PROGRAM OBJECTIVES:

Graduates will be able to demonstrate knowledge and skills to perform medical billing in the general health care office.

OCCUPATIONAL OBJECTIVES: (DOL 43-3021-00)

Graduates will be able to work as Professional medical billers specializing in the computerized soft ware. * Typing 40-45 WPM

Module No	Module Description	Hours	Semester Credit Hours
CMB1	Microsoft word, excel - Computers in the Medical field	40	2.67
CMB2	Medical Terminology/ Anatomy	20	1.33

CMB3	Medical Laws and Ethics, HIPAA, Medical Documentation	20	1.33
CMB4	Introduction to Medical Billing (Insurance)	20	1.33
CMB5	Diagnostic Coding, Procedure Coding	40	2.67
CMB6	HMO & PPO (Benefits)	28	1.87
CMB7	HCFA 1500 Forms	28	1.87
CMB8	Introduction to Medisoft (Medical Billing software)	40	2.67
CMB9	Final Test	4	0.26
	TOTAL	240	16.0

EQUIPMENT, MATERIAL, TEXTBOOKS USED : COMPUTER, PRINTER, SOFTWARE

BOOK : Insurance Handbook for the Medical Office By Marilyn T. Fordney

Description of Instruction provided will be lecture, lab, hands-on computer

Requirements for completion of the program: All course subject modules with aGPA of 75% or higher.

Course Certificates Awarded: Diploma

CMB 1:

The student will review Microsoft word and excel to understand how the medical billing software will be enhanced through computerized billing.

CMB 2:

The student is introduced to general medical billing as the insurance applies.

CMB 3:

The student will be introduced to the medical laws and ethics in the medical field and discussions regarding HIPPA are stressed in regard to patients and patient documents, and billing records. The student will build a patients file and be introduced to the documentation used in files and the importance of all documentation.

CMB 4:

The student will learn the medication terminology used in the medical office and how to use the terminology with patient billing.

CMB 5:

The student will learn how to use the Diagnostic Coding, and Procedure Coding used in the medical billing, patient files and other documentation .

CMB 6:

The student will be introduced to the IMO & PPO (Benefits) and how to recognize these documents and

to fill them out properly.

CMB 7:

The student will be introduced to HCFA 1500 Forms, how to fill them out correctly and submit for payment to the patients account.

CMB 8:

The student will be introduced and physically begin to learn and experience working with the software used in an office, Medi-soft, which is the medical billing software used in this course.

CMB 9:

The student will review and prepare for the final exam to measure the knowledge of the Computerized Medical Billing I course.

MICROCOMPUTER OFFICESPECIALIST

600 Hours / 30 Weeks 40.0 Semester Credit Hours

Schedule of Total Charges:

Registration: \$100.00

Tuition Fee: \$2,900.00

Estimated Total Charges For Entire Education Program: \$3,000.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$1,500.00

First payment will be on enrollment 50% of the estimated total charges

Second and final payment will be the remaining 50% upon completion of the class

Period of Attendance: 30 Weeks

PROGRAM DESCRIPTION:

This 40.0 semester credit hour (600 clock hour) program requires 30 weeks of training and prepares students for an entry-level Administrative employee using the components of the computerized office systems, with the knowledge and skills to work through the required job description.

PROGRAM OBJECTIVES:

Graduates will be able to demonstrate knowledge and skills to perform data-entry, spreadsheet solutions, database and word processing.

OCCUPATIONAL OBJECTIVES:(DOL 43-90 11-00)

Graduates will be able to work as Office Assistant, Receptionist, Secretary, Administrative assistant, and Customer service representative.

MODULES	CONTENTS	Clock Hours	Semester Credit Hours
Module 1	Basic skills in using Word	45	3.0
Module 2	Paragraph formatting, margins, and tabs	45	3.0
Module 3	Moving, copying and replacing text	45	3.0
Module 4	Printing and page formatting	45	3.0
Module 5	Basic skills using Excel	45	3.0
Module 6	Developing a worksheet	45	3.0
Module 7	Basic skills using PowerPoint	45	3.0
Module 8	Developing a presentation	45	3.0
Module 9	Customizing a presentation	45	3.0
Module 10	Basic skills using Access	45	3.0
Module 11	Building a database	45	3.0
Module 12	Web page design	65	4.33
Module 13	Written/Practical examination	20	1.33
Module 14	Employment Preparation	20	1.33
Total		600	40.0

Description of Instruction provided will be lecture, lab, hands-on computer

Requirements for completion of the program: All course subject modules with a GPA of 75% or higher.

EQUIPMENT, MATERIALS AND TEXTBOOKS USED : COMPUTER, PRINTER, SOFTWARE, BOOK, Micro-Soft

Course Certificates Awarded: Diploma

Module 1: Basic Skills using Word

The student will learn the basics of word processing such as creating documents, editing text, and formatting characters.

Module 2: Paragraph Formatting, Margins, and tabs

The student will learn skills in formatting paragraphs, learning different types of margins, create, and set tab settings.

Module 3: Moving, Copying, and Replacing Texts

The student will learn different techniques in moving, copying, cutting, and pasting text, finding and replacing text in a document, and using the clipboard.

Module 4: Printing and Page formatting

The student will learn skills in how to print, understand how to insert page and section breaks, insert page numbers, headers and footers, and learn to compose and send E-mail.

Module 5: Basic skills using Excel

The student will learn what a spreadsheet is, learn the different parts of the Excel screen, and create and enhance a simple worksheet.

Module 6: Developing a Worksheet

The student will learn to design and print a worksheet, copy data, learn to use the toolbars, learn about ranges and sorting, protect files, select display options and use the find/ replace features.

Module 7: Basic skills using PowerPoint

The student will learn what a graphics presentation program is, how to navigate in PowerPoint, key text on slides, use the views, run a slide show, use the AutoContent Wizard, and how to choose print options.

Module 8: Developing a Presentation

The student will learn how to create a presentation from scratch, use the outline pane, how to apply a design template, import and export, apply fonts and text attributes, and change size/position of text place holders.

Module 9: Customizing a Presentation

The student will learn how to work with PowerPoint objects, work with lines, fills, and colors, use clipart how to rotate and flip text, use basic auto shapes, and learn how to add patterns, shading, and textures.

Module 10: Basic skills using Access

The student will learn what a database is, how to add and edit data, find and sort reports, work with tables, and use filters.

Module 11 Building a Database

The student will learn how to add tables, forms, and reports to a database, make design changes, import and link tables, insert a sub-datasheet, and create auto forms.

Module 12: Web Page Design

The student will begin with an introduction to the internet, learn what a browser is, learn how to search the World Wide Web, understand Usenet and Newsgroups, and how to create web pages.

Module 13: Written / Practical Examination

The student will take a series of written and practical test to determine overall comprehension and retention of the material and topics covered.

Module 14: Employment Preparation

The student will learn job seeking skills, professional resume preparation and interview techniques.

A+ COMPUTER REPAIR TECHNICIAN (INACTIVE)

720 Hours / 30 Weeks 48.0 Semester Credit Hours

Schedule of Total Charges:

Registration: \$100.00

Tuition Fee: \$ 3,900.00

Estimated Total Charges For Entire Education Program: \$4,000.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$2,000.00

First payment will be on enrollment 50% of the estimated total charges

Second and final payment will be the remaining 50% upon completion of the class

Period of Attendance: 30 Weeks

PROGRAM DESCRIPTION:

This 48.0 semester credit hour (720 clock hour) program requires 30 weeks of training and prepares students for basic competence in repairing and supporting microcomputers and will prepare the student to take the tests required by CompTIA.

PROGRAM OBJECTIVES:

Graduates will be able to demonstrate knowledge and skills to perform repair and support to microcomputers.

OCCUPATIONAL OBJECTIVES:(DOL 49-2011-00)

Graduates will be able to repair and support microcomputers and prepared to take the test required by CompTIA, a certificate that is widely recognized around the world and is sponsored by the Computing Technology Industry Associate.

MODULES	CONTENTS	Clock Hours	Semester Credit Hours
Module 1	Introduction to Computers	150	10.0
Module 2	A Modular approach to DOS	60	4.0
Module 3	Microsoft Windows XP	90	6.0
Module 4	A+ Certification Preparation	300	20.0
Module 5	Microsoft Office 2010 (Beginning)	90	6.0

Module 6	Career Development	30	2.0
Total		720	48.0

EQUIPMENT, MATERIALS, AND TEXTBOOKS USED :

COMPUTER, PRINTER, SOFTWARE AND COMPUTER PARTS, DRIVE, TOWER, INTERNAL PARTS AND TOOLS, AND BOOK.

Description of Instruction provided will be lecture, lab, hands-on computer

Requirements for completion of the program: All course subject modules with a GPA of 75% or higher.

Course Certificates Awarded: Diploma

Module 1: Introduction to Computers

The student will be introduced to the basics of how computers work, how to process data, and how to store information.

Module 2: A modular approach to DOS

The student will learn about the DOS operating system along with the commands used to perform a variety of tasks.

Module 3: Microsoft Windows XP

The student will learn how this windows operating system works with the computer, how to use the accessories, manage files and data, customize windows, and learn how to customize folders.

Module 4: A+ Certification Preparation

The student will prepare for the A+ Certification by learning about the hardware, of the computer system, learn the steps in troubleshooting, and how to repair the computer.

Module 5: Microsoft Office 2010(Beginning)

The student will learn the basics of the Microsoft Office Suite of programs including: Word, Excel, Access and PowerPoint..

Module 6: Career Development

The student will build a portfolio using the skills acquired through the course including a professional resume, learn how to properly fill out an employment application, and practice interviewing techniques.

SECURITY OFFICER: UNARMED (SPANISH SPEAKING) (INACTIVE)

120 Hours / 6 Weeks 8.0 Semester Credit Hours

Schedule of Total Charges:

Registration: \$100.00

Tuition Fee: \$ 2,500.00

Estimated Total Charges For Entire Education Program: \$2,600.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$1,300.00

First payment will be on enrollment 50% of the estimated total charges

Second and final payment will be the remaining 50% upon completion of the class

Period of Attendance: 6 Weeks

PRE-REQUISITE:

- The power to arrest training must be completed prior to the issuance of a Security Guard Registration (BPC Sections 7583.6 and 7583.8).
- 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” in pg 32 in catalog)

PROGRAM DESCRIPTION:

This 8.0 **semester credit hour (120 clock hour)** program requires 6 weeks of training and prepares students for proven, effective procedures and legal conditions in the field of private patrol/guard services.

PROGRAM OBJECTIVES:

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

OCCUPATIONAL OBJECTIVES: (DOL 33-9032-00)

Graduates will be prepared for the following occupations: Security officer, Private patrol operator, Security Manager Security training Instructor.

MODULES	CONTENTS	Clock Hours	Semester Credit Hours
SO 100	Arrest Procedures for Security Personnel	8	.53
SO 101	Cardio-Pulmonary Resuscitation (CPR)	4	.27

SO 102	Client Relations/Service Attitude	4	.27
SO 103	Defensive Driving Course	8	.53
SO 104	Emergency Preparedness		
	Earthquake, Fire & Bomb Threats	4	.27
SO 105	First Aid	8	.53
SO 106	Hostage Preparedness	2	.13
SO 107	Law For Security Personnel	4	.27
SO 108	Observation Skills & Reporting	8	.53
SO 109	Powers To Arrest/State Guard Permit	4	.27
SO 110	Report Writing for Security Personnel	4	.27
SO 111	Responding to Volatile Situations	8	.53
SO 112	Security Patrol Procedures, Introduction	2	.13
SO 113	Tear Gas Permit/State Course	8	.53
SO 114	English Second Tutoring - Vocational English	2	.13
	As a second Language - directly related	38	2.53
	To the security industry		
SO 115	Job Search Skills	4	.27
	Total	120	8.0

SO 100 ARREST PROCEDURE FOR SECURITY PERSONNEL

Law of procedures pertaining to Security Personnel. Also the lawful responsibilities of all persons involved in an arrest situation. Proven field procedures pertaining to a potential arrestee, diffusing an arrest situation rather than escalate tensions and methods of restraining and handcuffing a combative person. Elements of an arrest report, teamwork and working with law enforcement.

So 108 OBSERVATION SKILLS AND REPORTING

A California security guards primary duty is to "Observe and Report". Students learn methods of how to effectively observe "Gendarme's Five Steps to Recognize and Define a Problem", and how to quickly identify specific options to deal with and report problems.

So 109 POWER TO ARREST/STATE GUARD PERMIT

The California Department of Consumer Affairs requires all applicants for a State Guard Permit to complete specific course of instructions on their "Power to Arrest". Included in this exercise is all paperwork and fingerprinting required to make application to the state.

SO 13 POWERS TO ARREST – STATE GUARD PERMIT

Completion Requirement : Open Book test – 100% score on written exam

The California Department of Consumer Affairs requires all applicants for a State Guard Permit to complete a specific course of instruction on their "Powers to Arrest" Included with this exercise is all paperwork and fingerprinting required to make application to the state.

INCLUDES: State book test, fingerprints, temporary permit, state application forms, "Lawful Use of Force" video and training and wallet card. Security Officer State Registration process. State fee NOT INCLUDED.

So 110 REPORT WRITING FOR SECURITY PERSONNEL

Elements of a written report are taught in this basic skills class along with techniques in writing precise reports. Students are made aware of the importance of the purpose of written reports and the variety of potential decisions that may be made from the contents of a report Tools necessary to construct a report and methods of taking notes in

preparation to write a report are reviewed.

METHODOLOGY: Lecture, demonstration, audio – visual presentations and props.

Completion Requirements: Students must complete the course with satisfactory attendance and maintain passing scores on written and proficiency examinations.. An acceptable passing score is indicated on the class description.

EVALUATION: Student and/or state written test, written and proficiency exercises and proficiency scores.

SO 100 ARREST PROCEDURE FOR SECURITY PERSONNEL

Law of procedures pertaining to Security Personnel. Also the lawful responsibilities of all persons involved in an arrest situation. Proven field procedures pertaining to a potential arrestee; diffusing an arrest situation rather than escalate tensions; and methods of restraining and handcuffing a combative person. Elements of an arrest report , teamwork and working with law enforcement.

SO 101 CARDIO-PULMONARY RESUSCITATION(CPR)

A nationally accredited CPR class. Includes all materials, instructions and billfold achievement card upon completion.

SO 102 CLIENT RELATIONS/SERVICE ATTITUDE

The value of maintaining a “service attitude: toward client is emphasized along with interpersonal communications skills. The basic purpose of providing services to clients is reviewed along with the identification of the characteristics of a positive attitude.

SO 103 DEFENSIVE DRIVING COURSE

A highly structure driving course with films and other visual aids. Although there is no “behind the wheel” driving during this course, it covers all elements of driving techniques and problems to be overcome on the streets through lecture, discussions, and visuals.

SO 104 EMERGENCY PREPAREDNESS

Basic procedures, elements and considerations to best respond to any of the three emergencies. The most effective reaction to emergency is knowledge – “pre-conditioning” and not the result of an emotional response. Knowing the most effective “do’s” and “don’ts” should make the first reaction to an emergency the most effective.

SO 105 FIRST AID

A national accredited First Aid and CPR course in one day.Medic First Aid (includes American Hear Association, BLS, Level “A”, Adult Heart Saver CPR. Includes al materials, instructions and billfold achievement card upon completion.

SO 106 HOSTAGE PREPAREDNESS

Anyone held against their will is a hostage. Unfortunately, everyone qualifies as potential hostage. In the event of robbery when patrons and employees are held, someone must serve as a good example to the group. Knowing the three personalities that abduct people, how to effectively react to each, and knowing the four mental phases that ALL hostages will experience, greatly increases odds for survival.

SO 107 LAW FOR SECURITY PERSONNEL

An introduction to both civil and criminal law and court systems in California establishes a foundation for this class. Students examines particular sections of the California Penal Code and Case Law that have specific application to security. Law of arrest are reviewed and students are involved in discussion about the relationship between lawful actions and private security. The relationship between public and private policing is discussed.

SO 108 OBSERVATION SKILLS AND REPORTING

A California security guard's primary duty is to "Observe and Report". Students learn methods of how to effectively observe "Gendarme's Five Steps to Recognize and Define a Problem", and how to quickly identify specific options to deal with and report problems.

SO 109 POWER TO ARREST/STATE GUARD PERMIT

The California Department of Consumer Affairs requires al applicants for a State Guard Permit to complete specific course of instructions on their "Power to Arrest". Included in this exercise is all paperwork and fingerprinting required to make application to the state.

SO 110 REPORT WRITING FOR SECURITY PERSONNEL

Elements of a written report are taught in this basic skills class along with technique in writing precise reports. Students are made aware of the importance of the purpose of written reports and the variety of potential decisions that may be made from the contents of a report. Tools necessary to construct a report and methods of taking notes in preparation to write a report are reviewed.

SO 111 Responding to Volatile Situations

An extremely effective and popular class in defensive measure that is unlike any other. Simple and effective skills to defend oneself ot others from a physical attack through proper use of body weight and leverage to overcome an opponent's strength and weight. Not a Martial Art class/ Emphasis is on the legal aspects of force to establish a legal basis for defense. A lawful, practical, responsible and logical approach to defense for anyone ...regardless of their age, height, wight or strength.

SO 112 Security Patrol Procedures, Introduction

Proven methods of security patrol are examined. Students review effective automobile and foot patrol procedures recognized as standards by both public and private policing agencies. Lawful and practical limitations on responses to emergency situations are reviewed. Decisions that confront security patrol officers and methods of establishing and securing a perimeter are covered along with approaches o buildings, vehicles and people.

SO 113 Tear Gas Permit/State Course

California P.O.S.T requires applicants to complete a mandated course prior to issuing a tear gas permit. The course is completed in two phases: a training session concluding with a written exam.

SO 115 Job Search Skills

Skills to assist a person through the process of job searching, interview and selection. Includes resume preparation, applications, appearance/habits and interviewing.

Requirements for completion of the program: All course subject modules with a GPA of 75% or higher.

EQUIPMENT, MATERIALS, AND TEXTBOOKS USED :BOOK

Course Certificates Awarded: Diploma

SECURITY OFFICER: UNARMED (INACTIVE)

80 Hours / 4 Weeks 5.5 Semester Credit Hours

Schedule of Total Charges:

Registration: \$100.00

Tuition Fee: \$1,200.00

Estimated Total Charges For Entire Education Program: \$1,300.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$650.00

First payment will be on enrollment 50% of the estimated total charges

Second and final payment will be the remaining 50% upon completion of the class

Period of Attendance: 4 Weeks

PRE-REQUISITE:

- The power to arrest training must be completed prior to the issuance of a Security Guard Registration (BPC Sections 7583.6 and 7583.8).
- 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” in pg 32 in catalog)

PROGRAM DESCRIPTION:

This 5.5 semester credit hour (80 clock hour) program requires 4 weeks of training and prepares students for proven, effective procedures and legal conditions in the field of private patrol/guard services.

PROGRAM OBJECTIVES:

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

OCCUPATIONAL OBJECTIVES:(DOL 33-9032-00)

Graduates will be prepared for the following occupations: Security officer, Private patrol operator, Security Manager Security training Instructor.

MODULES	CONTENTS	Clock Hours	Semester Credit Hours
SO 100	Arrest Procedures for Security Personnel	8	.53
SO 101	Cardio-Pulmonary Resuscitation (CPR)	4	.27
SO 102	Client Relations/Service Attitude	4	.27
SO 103	Defensive Driving Course	8	.53
SO 104	Emergency Preparedness	4	.27
	Earthquake, Fire & Bomb Threats		
SO 105	First Aid & CPR	8	.53
SO 106	Hostage Preparedness	2	.13
SO 108	Law For Security Personnel	12	.8
SO 109	Observation Skills & Reporting	4	.27
SO 110	Powers To Arrest/State Guard Permit	4	.27
SO 111	Report Writing for Security Personnel	8	.53
SO 112	Responding to Volatile Situations	2	.13
SO 113	Security Patrol Procedures, Introduction	8	.53
SO 114	Tear Gas Permit/State Course	2	.13
SO 107	Job Search Skills	4	.27
	Total	80	5.5

SO 100 Arrest Procedures for Security Personnel

Law of procedures pertaining to Security Personnel. Also the lawful responsibilities of all persons involved in an arrest situation. Proven field procedures pertaining to a potential arrestee; diffusing an arrest situation rather than escalate tensions; and methods of restraining and handcuffing a combative person. Elements of an arrest report , teamwork and working with law enforcement.

SO 101 Cardio-Pulmonary Resuscitation (CPR)

A nationally accredited CPR class. Includes all materials, instructions and billfold achievement card upon completion.

SO 102 Client Relations/Service Attitude

The value of maintaining a “service attitude: toward client is emphasized along with

interpersonal communications skills. The basic purpose of providing services to clients is reviewed along with the identification of the characteristics of a positive attitude.

SO 103 Defensive Driving Course

A highly structure driving course with films and other visual aids. Although there is no “behind the wheel” driving during this course, it covers all elements of driving techniques and problems to be overcome on the streets through lecture, discussions, and visuals.

SO 104 Emergency Preparedness

Basic procedures, elements and considerations to best respond to any of the three emergencies. The most effective reaction to emergency is knowledge – “pre-conditioning” and not the result of an emotional response. Knowing the most effective “do’s” and “don’ts” should make the first reaction to an emergency the most effective.

SO 105 First Aid & CPR

A national accredited First Aid and CPR course in one day. Medic First Aid (includes American Heart Association, BLS, Level “A”, Adult Heart Saver CPR. Includes all materials, instructions and billfold achievement card upon completion.

SO 106 Hostage Preparedness

Anyone held against their will is a hostage. Unfortunately, everyone qualifies as potential hostage. In the event of robbery when patrons and employees are held, someone must serve as a good example to the group. Knowing the three personalities that abduct people, how to effectively react to each, and knowing the four mental phases that ALL hostages will experience, greatly increases odds for survival.

SO 108 Law For Security Personnel

An introduction to both civil and criminal law and court systems in California establishes a foundation for this class. Students examines particular sections of the California Penal Code and Case Law that have specific application to security. Law of arrest are reviewed and students are involved in discussion about the relationship between lawful actions and private security. The relationship between public and private policing is discussed.

SO 109 Observation Skills & Reporting

A California security guard’s primary duty is to “Observe and Report”. Students learn methods of how to effectively observe “Gendarme’s Five Steps to Recognize and Define a Problem”, and how to quickly identify specific options to deal with and report problems

SO 110 Powers To Arrest/State Guard Permit

The California Department of Consumer Affairs requires all applicants for a State Guard Permit to complete specific course of instructions on their “Power to Arrest”. Included in this exercise is all paperwork and fingerprinting required to make application to the state.

SO 111 Report Writing for Security Personnel

Elements of a written report are taught in this basic skills class along with technique in writing precise reports. Students are made aware of the importance of the purpose of written reports and the variety of potential decisions that may be made from the contents

of a report. Tools necessary to construct a report and methods of taking notes in preparation to write a report are reviewed.

SO 112 Responding to Volatile Situations

An extremely effective and popular class in defensive measure that is unlike any other. Simple and effective skills to defend oneself or others from a physical attack through proper use of body weight and leverage to overcome an opponent's strength and weight. Not a Martial Art class/ Emphasis is on the legal aspects of force to establish a legal basis for defense. A lawful, practical, responsible and logical approach to defense for anyone ...regardless of their age, height, weight or strength.

SO 113 Security Patrol Procedures, Introduction

Proven methods of security patrol are examined. Students review effective automobile and foot patrol procedures recognized as standards by both public and private policing agencies. Lawful and practical limitations on responses to emergency situations are reviewed. Decisions that confront security patrol officers and methods of establishing and securing a perimeter are covered along with approaches to buildings, vehicles and people.

SO 114 Tear Gas Permit/State Course

California P.O.S.T requires applicants to complete a mandated course prior to issuing a tear gas permit. The course is completed in two phases: a training session concluding with a written exam.

SO 107 Job Search Skills

Skills to assist a person through the process of job searching, interview and selection. Includes resume preparation, applications, appearance/habits and interviewing.

Description of Instruction provided will be lecture, lab, hands-on computer Requirements for completion of the program: All course subject modules with a GPA of 75% or higher.

EQUIPMENT, MATERIALS, AND TEXTBOOKS USED : BOOK

Course Certificates Awarded: Diploma

CERTIFIED SECURITY PROFESSIONAL

346 Hours / 14 Weeks / 23.06 Semester Credit Hours

Schedule of Total Charges:

Registration: \$100.00

Tuition Fee: \$ 3,000.00

Estimated Total Charges For Entire Education Program: \$3,100.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$1,550.00

First payment will be on enrollment 50% of the estimated total charges

Second and final payment will be the remaining 50% upon completion of the class

Period of Attendance: 14 Weeks

PROGRAM DESCRIPTION:

This 23.06semester credit hour (346 clock hour) program 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: (DOL 33-9032-00)

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

MODULES	CONTENTS	Clock Hours	Semester Credit Hours
	INTRODUCTION TO INVESTIGATIONS		
PSI 100	Introduction to Investigations	2	.13
PSI 101	Investigation: Field and Specialties	4	.26
PSI 102	Law Basics	10	.66
PSI 103	Civil Law	10	.66
PSI 104	Criminal Law	10	.66
PSI 105	Communications Methods	5	.33
PSI 106	Human Behavior	10	.66
PSI 107	Public Sources of Information	10	.66
PSI 108	Note Taking	4	.26

REPORT WRITING		
PSI 109	Report Writing Basics	.26
PSI 110	Notebook and Practicum	.26
PSI 111	Chronologic-Narrative and Summary Reports	.26
PSI 112	Report Practicum	.26
PSI 113	Investigative Report Practicum	1.33
PSI 114	Legal Investigations	2.67
PSI 115	Hospital Security Assessments	2.67
PSI 116	Accident Investigation	3.33
PSI 117	Security Assessment	3.33
PSI 118	Insurance Investigation	3.33
PSI 119	Court Room Investigations	.66
PSI 120	Course Summary	.13
Total		23.06

Methodology: Plan, develop, implement, and manage the organization's security program to protect the organization's assets. Evaluate methods to improve the security program on a continuous basis through the use of auditing, review, and assessment.

Completion Requirements: The Certified Security Professional program requires three-hundred (346) clock hours of instructions. Students must complete the course with the course of satisfactory attendance, and maintain passing score on writing and in several classes acceptable passing scores are indicated on pass description.

Evaluation: Standard written tests, teacher rating of tests, participation` written and proficiency exercises, proficiency scores.

Occupations: Completion of the 346-hour program could lead to the following occupational opportunities: security training instructor, security training owner, security officer, security manager.

EQUIPMENT, MATERIALS, AND TEXTBOOKS USED: BOOK

Course Certificates Awarded: Diploma

Requirements for completion of the program: All course subject modules with a GPA of 75% or higher.

Course Certificates Awarded: Diploma

SECURITY MANAGEMENT SUPERVISOR (INACTIVE)

40 Hours / 2 Weeks 2.66 Semester Credit Hours

Schedule of Total Charges:

Registration: \$100.00

Tuition Fee: \$ 2,000.00

Estimated Total Charges For Entire Education Program: \$2,100.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$1,050.00

First payment will be on enrollment 50% of the estimated total charges

Second and final payment will be the remaining 50% upon completion of the class

Period of Attendance: 2 Weeks

PROGRAM DESCRIPTION:

This program of training prepares students with the principles and theories associated with various types of security, from evaluation of security programs to contemporary issues in security that focus on the protection of assets.

PROGRAM OBJECTIVES:

Graduates will acquire the knowledge and skills to work with the general public or private management, federal or local government civil service, military service, law enforcement and private security.

OCCUPATIONAL OBJECTIVES: (DOL 13-91-9902)

1. To gain background knowledge and immediate experience in the theory and skills of interpersonal communication.
2. To develop an understanding of the relations between management and employees and how that affects the short and long term productivity of a work group.
3. Establish an awareness of and identify the various types of sexual harassment. Develop an understanding of criminal and civil liabilities resulting from sexual harassment.
4. Develop an understanding of the positive and negative approaches to discipline and behavioral problems.
5. To inform students of proven effective procedures and legal conditions in the field of private security services. The primary focus will be on liability and issues for Security Supervisors.
6. To provide knowledge and a foundation in supervision that can lead to success in many areas of the expanding security industry.

MODULES	CONTENTS	Clock Hours	Semester Credit Hours
SMP 101	Evaluate aspects of vulnerabilities	3	.20
SMP 102	Analyze security concepts	3	.20
SMP 103	Methodologies of resource allocation	3	.20
SMP 104	Risk assessment analysis	3	.20
SMP 105	Security Management plans	3	.20
SMP 106	Industrial and economic espionage	5	.33
SMP 107	Report Writing	5	.33
SMP 108	Professional Communications	15	1.00
Total		40	2.66

Methodology:

Lecture, demonstration, audio-visual presentations, video, and handout materials.

Evaluation:

Written tests prepared by teachers, peer ratings of student lesson, teacher rating of lesson presentations.

Description of Instruction provided will be lecture, lab, hands-on computer

Requirements for completion of the program: All course subject modules with a GPA of 75% or higher.

EQUIPMENT, MATERIALS, AND TEXTBOOKS USED:BOOK

Course Certificates Awarded: Diploma

DEFENSIVE FIREARM INSTRUCTOR (INACTIVE)

50 Hours / 4 Weeks / 3.3 Semester Credit Hours

Schedule of Total Charges:

Registration: \$100.00

Tuition Fee: \$ 2,000.00

Estimated Total Charges For Entire Education Program: \$2,100.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$1,050.00

First payment will be on enrollment 50% of the estimated total charges

Second and final payment will be the remaining 50% upon completion of the class

Period of Attendance: 4 Weeks

(With an 18-Hour Review-Renewal after 3 years)

PROGRAM DESCRIPTION

This program will introduce students the techniques in providing instructions for strict firearm and range safety procedures and other teaching methodologies regarding security and firearm procedures.

PROGRAM OBJECTIVE:

Upon completion of the program graduates will be able to understand proven teaching techniques in the classroom and on the firing range, acquire the ability to create and present a lesson plan, visual aids and tests, establish an awareness of the need for strict firearm and range safety procedures and thorough communication of those procedures to trainees, create an awareness of specific defensive shooting techniques that would benefit those trainees entrusted with protecting life and maintaining public safety and develop an appreciation of legal issues of civil, criminal and vicarious liabilities as they pertain to the use of firearms and people who are lawfully entrusted with firearms.

OCCUPATIONAL OBJECTIVE: (DOL 25-30-99-00)

1. To develop an understanding of proven teaching techniques in the classroom and on the firing range.
2. To establish the ability of instructors to create and present a lesson plan, visual aids and tests.
3. To establish an awareness of the need for strict firearm and range safety procedures and thorough communication of those procedures to trainees.
4. To create an awareness of specific defensive shooting techniques that would benefit those trainees entrusted with protecting life and maintaining public safety.
5. To develop an appreciation of legal issues of civil, criminal and vicarious liabilities as they pertain to the use of firearms and people who are lawfully entrusted with firearms.

MODULES	CONTENTS	CLOCK HOURS	SEMESTER CREDIT HOURS
CERT-1A	Introduction and Registration	2.0	.13
CERT-1B	Methods of Teaching	8.0	.53
CERT-1C	Regulations, Law of Agency	2.0	.13
CERT-2A	Range Operations	2.0	.13
CERT-2B	Firearms & Equipment	6.0	.40
CERT-3A	Program Preparation	2.0	.13

CERT-3B	Range Operations/Point Shooting	8.0	,53
CERT-3C	Range Firing Qualification	16.0	1.06
CERT-4A	Testing and Conclusion	4.0	.26
	TOTAL	50	3.3

METHODOLOGY:Lecture, demonstration, audio-visual presentations (video, .35mm slides)
demonstration/practice on shooting simulator, demonstration/practice at lead bullet firing range, student lesson presentations.

EVALUATION: - Written tests prepared by teachers, peer ratings of student lesson, teacher rating of lesson presentation, firing range score.

Requirements for completion of the program: All course subject modules with a GPA of 75% or higher.

EQUIPMENT, MATERIALS, AND TEXTBOOKS USED:BOOK
Course Certificates Awarded: Diploma

NOTATION: INITIAL 3-YR CERTIFIED INSTRUCTOR STATUS”

(Optional) 3-YEAR CERTIFICATION CONDUCTION: The 3-year Certification Continuation is a student option forrenewal and consists of a repeat/confirmation of skills learned during the initial program (for both legal and practical purposes). 75% competency is required for a 3-year renewal and to remain on active status. Failing to qualify terminates Certified instructor status. If the person desires to again become certified after falling to requalify they must repeat the 50-Hour Initial Certification Program.

CERT-5A	18Hour Re-Cert Course	
Review of Program & Teaching Technique	4.0 Hours	
Review of Point- Shooting Technique	2.0 Hours	2.0 Hours
Review Range Qualification (Day & Night)		8.0 Hours
Written Examination of Reviewed Subjects	2.0 Hours	

The 3-year Certification Continuation is a student option for renewal and consists of a repeat/confirmation of skills learned during the initial program (for both legal and practical purposes). 75% competency is required for a 3-year renewal and to remain on active status. Failing to qualify terminates Certified instructor status. If the person desires to again become certified after falling to requalify they must repeat the 50-Hour Initial Certification Program.

Security/Private Investigation

600 Hours / 25 Weeks 40 Semester Credit Hours

Schedule of Total Charges:

Registration: \$100.00

Tuition Fee: \$ 3,000.00

Estimated Total Charges For Entire Education Program: \$3,100.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$1,550.00

First payment will be on enrollment 50% of the estimated total charges

Second and final payment will be the remaining 50% upon completion of the class

Period of Attendance: 25 Weeks

Pre-Requisite:

REQUIREMENTS FOR LICENSURE

A private investigator is an individual who amongst other duties (1) investigates crimes, (2) investigates the identity, business, occupation, character, etc., of a person, (3) investigates the location of lost or stolen property, (4) investigates the cause of fires, losses, accidents, damage or injury, or (5) secures evidence for use in court. Private investigators may protect persons only if such services are incidental to an investigation; they may not protect property. An individual, partnership, or corporation licensed as a private investigator may employ a qualified manager to manage the business on a day-to-day basis. To be eligible to apply for licensure as a private investigator/qualified manager, you must meet the following requirements:

- Be 18 or older.
- Undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).
- Have at least three years (2,000 hours each year, totaling 6,000 hours) of compensated experience in investigative work;
or
have a law degree or completed a four-year course in police science plus two years (10,000 hours) of experience;
or
have an associate degree in police science, criminal law, or justice and 2 ½ years (5,000 hours) of experience. Experience must be certified by your employer and have been received while you were employed as a sworn law enforcement officer, military police officer, insurance adjuster, employee of a licensed PI or licensed reposessor, arson investigator for a public fire suppression agency, or an investigator for the public defender's office. (Work as a process server, public records researcher, custodial attendant for a law enforcement agency, bailiff, agent who collects debts in writing or by telephone after the debtor has been located, or person who repossesses property after it has been located is not considered qualifying experience.)
- Pass a two-hour multiple-choice examination covering laws and regulations, terminology, civil and criminal liability, evidence handling, undercover investigations and surveillance. A copy of the Private Investigator Act will be sent to you^[1]; and
- notification that you have passed the examination, you must submit a licensing fee to:

Bureau of Security and Investigative Services
P.O. Box 989002
West Sacramento, CA 95798-9002

To apply for a Private Investigator license, submit:

- Completed application,^[2]
- Two recent passport-quality photographs,
- The application fee^[3].

How to submit your application:

- Online through BreZE^[4]: The Bureau recommends submitting and paying for your application online as it bypasses the Cashiering Office, which can reduce the processing time by up to two weeks.

- By mail: submit all required documents and payment(s) to:

Bureau of Security and Investigative Services
P.O. Box 989002
West Sacramento, CA 95798-9002

PROGRAM DESCRIPTION:

The program is designed to provide student with the knowledge on procedures and methods in the practice of private investigation.

Program Objectives:

1. To provide a foundation for civil and criminal investigations in the broad field of private investigation.
2. To identify proper methods of interviewing and information gathering as needed by the private investigator.
3. To identify specific types of investigations and the resulting civil and criminal liabilities.
4. To instruct students in proper procedures and proven methods for successful completion of investigations.

OCCUPATIONAL OBJECTIVE: DOL (33-9021-00)

MODULES	CONTENT	CLOCK HOURS	SEMESTER CREDIT HOURS
CRS-I	Introduction: Investigation, Fields & Specialties, Law Basics. Civil Law, Criminal Law	100	6.67
CRS-II	Investigation Skills	100	6.67
CRS-III	Legal Investigation	80	5.33
CRS-IV	Hospital Security Assessment	80	5.33
CRS-V	Accident Investigation	80	5.33
CRS-VI	Security Assessments	80	5.33
CRS-VII	Insurance Investigation	60	4.00
CRS-VIII	Culmination to Security Investigations	20	1.33
	TOTAL	600	40.00

Methodology: Lecture. demonstration. audio-visual presentations (video, film), overhead transparencies, graphics` wallboard and props.

Completion Requirements: The Security/private Investigation Course consists of six-hundred (600) clock hours of specialized instruction. Students must complete the course with satisfactory attendance and maintain passing scores on written, and in several classes, proficiency examinations.

Evaluation: Standard written tests, teacher rating of tests, participation` written and proficiency exercises, proficiency scores.

Occupations: Completion of the 600-hour course could lead to the following occupational opportunities: investigator. undercover operator, house officer, house detective, loss prevention officer, security officer. security agent bodyguard.

EQUIPMENT, MATERIALS, AND TEXTBOOKS USED:BOOK

Course Certificates Awarded: Diploma

Security Officer: Armed (INACTIVE)

100Hours /6 Weeks 6.67 Credit Hours

Schedule of Total Charges:

Registration: \$100.00

Tuition Fee: \$ 2,500.00

Estimated Total Charges For Entire Education Program: \$2,600.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$1,300.00

First payment will be on enrollment 50% of the estimated total charges

Second and final payment will be the remaining 50% upon completion of the class

Period of Attendance: 6 Weeks

LICENSURE FOR REQUIREMENT:

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 7542.2, 7583.23, and 7596.3); and • be at least 21 years of age (BPC Sections 7542.2, 7583.23, and 7596.3); and • not be banned from owning or possessing any firearm pursuant to State or Federal Law (BPC Sections 7542.3, 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 7542.2, 7583.23, and 7596); and must • complete a criminal history background check through the Federal Bureau of Investigation (FBI) and the California Department of Justice (DOJ) (BPC Sections 7542.2, 7583.23, 7583.24, and 7596.8); and • complete and submit to the Bureau, the Firearms Permit Initial Application, which can be accessed at https://www.bsis.ca.gov/forms_pubs/fq_initial.pdf. • complete the required training courses, including passing all required examinations and qualifications (BPC Sections 7542.2, 7583.22, 7583.23, 7596 and California Code of Regulations Title 16, Division 7, Section 635); and • pay the initial application fee (Title 16, California Code of Regulations, Section 640). View the application fee at https://www.bsis.ca.gov/forms_pubs/newfees.pdf. • complete an assessment, if applicable (BPC Section 7583.47). For additional information on the firearms assessment, visit <https://www.bsis.ca.gov/firearmsassessment/>.

Criminal History Background Check Applicants for a BSIS Firearms Permit must not be prohibited from owning or possessing any firearm pursuant to State or Federal Law and must undergo a criminal history background check through

the FBI and DOJ. Applicants are responsible for paying all Live Scan, FBI and DOJ processing fees at the time of fingerprinting. For more information on the Live Scan process and the associated fees, visit the Bureau’s website at https://www.bsis.ca.gov/forms_pubs/livescan/criminalhistory_bgcheck.pdf.

Program Description:

The program will introduce students to procedures and legal conditions in the field of private security patrol and guard service. Students will learn the role and responsibilities of a private security officer pertaining to services rendered to clients.

Program Objectives

1. To inform students of proven effective procedures and legal conditions in the field of private security patrol/guard services.
2. To create an awareness of the role and responsibilities of a private security officer as they pertain to services rendered to clients of the patrol service.
3. To develop understanding of the potential civil and criminal liabilities to an individual working in the private security field.
4. To develop the ability to make job decisions based on the law rather than mere emotional reaction or what has been learned from the media.

OCCUPATIONAL OBJECTIVE: (DOL 25.3099-00)

Graduates will be prepared for the following occupations: Security officer, Private patrol operator, Security Manager Security training Instructor.

MODULE	CONTENT	CLOCK HOURS	SEMESTER CREDIT HOURS
SO1	Arrest Procedures for Security Personnel	8	.53
SO2	Baton Certification	8	.53
SO3	Cardio-Pulmonary Resuscitation (CPR)	4	.27
SO4	Client Relation/Service Attitude	4	.27
SO5	Defensive Driving	8	.53
SO6	Emergency Preparedness	4	.27
SO7	Firearm Permit/State Course	10	.67
SO8	FIRST AID & CPR	8	.53
SO9	HOSTAGE PREPAREDNES	2	0.13
SO10	JOB SEARCH SKILLS	4	.27
SO11	Law For Security Personnel	12	0.8
SO12	Observation Skills and Reporting	4	.27
SO13	Powers to Arrest / State Guard Permit	4	.27

SO14	REPORT WRITING	8	.53
SO15	Report Writing for Security Personnel	2	0.13
SO16	Security Patrol Procedures/ Introduction	8	.53
SO17	Tear Gas Permit / State Course	2	0.13
	TOTAL	100	6.67

SO1 ARREST PROCEDURE FOR SECURITY PERSONNEL

Law of procedures pertaining to Security Personnel. Also the lawful responsibilities of all persons involved in an arrest situation. Proven field procedures pertaining to a potential arrestee; diffusing an arrest situation rather than escalate tensions; and methods of restraining and handcuffing a combative person. Elements of an arrest report , teamwork and working with law enforcement.

SO2 BATON CERTIFICATION – The State of California requires this eight hour class and training certificate before a student may lawfully possess or carry a baton. The class consists of lecture and an exam on legal and practical aspects of baton and a demonstration of proficiency in baton use.

SO3CARDIO-PULMONARY RESUSCITATION(CPR)

A nationally accredited CPR class. Includes all materials, instructions and billfold achievement card upon completion.

SO4 CLIENT RELATIONS/SERVICE ATTITUDE

The value of maintaining a “service attitude: toward client is emphasized along with interpersonal communications skills. The basic purpose of providing services to clients is reviewed along with the identification of the characteristics of a positive attitude.

SO5 DEFENSIVE DRIVING COURSE

A highly structure driving course with films and other visual aids. Although there is no “behind the wheel” driving during this course, it covers all elements of driving techniques and problems to be overcome on the streets through lecture, discussions, and visuals.

SO6 EMERGENCY PREPAREDNESS

Basic procedures, elements and considerations to best respond to any of the three emergencies. The most effective reaction to emergency is knowledge – “pre-conditioning” and not the result of an emotional response. Knowing the most effective “do’s” and “don’ts” should make the first reaction to an emergency the most effective.

SO7 FIREARM PERMIT/STATE COURSE-

The State of California requires armed guard applicants to complete a mandated training course prior to issuing an Exposed Firearm Permit. The course is completed in two phases: classroom phase concludes with a written exam, and upon satisfactory completion of the written test students must complete phase two on a firing range.

SO8 FIRST AID

A national accredited First Aid and CPR course in one day. Medic First Aid (includes American Heart Association, BLS, Level "A", Adult Heart Saver CPR. Includes all materials, instructions and billfold achievement card upon completion.

SO9 HOSTAGE PREPAREDNESS

Anyone held against their will is a hostage. Unfortunately, everyone qualifies as potential hostage. In the event of robbery when patrons and employees are held, someone must serve as a good example to the group. Knowing the three personalities that abduct people, how to effectively react to each, and knowing the four mental phases that ALL hostages will experience, greatly increases odds for survival.

SO10 JOB SEARCH SKILLS

Skills to assist a person through the process of job searching, interview and selection. Includes resume preparation, applications, appearance/habits and interviewing.

SO11 LAW FOR SECURITY PERSONNEL

An introduction to both civil and criminal law and court systems in California establishes a foundation for this class. Students examine particular sections of the California Penal Code and Case Law that have specific application to security. Law of arrest are reviewed and students are involved in discussion about the relationship between lawful actions and private security. The relationship between public and private policing is discussed.

SO12 OBSERVATION SKILLS AND REPORTING

A California security guard's primary duty is to "Observe and Report". Students learn methods of how to effectively observe "Gendarme's Five Steps to Recognize and Define a Problem", and how to quickly identify specific options to deal with and report problems.

SO13 POWER TO ARREST/STATE GUARD PERMIT

The California Department of Consumer Affairs requires all applicants for a State Guard Permit to complete specific course of instructions on their "Power to Arrest". Included in this exercise is all paperwork and fingerprinting required to make application to the state.

SO14 REPORT WRITING

SO15 REPORT WRITING FOR SECURITY PERSONNEL

Elements of a written report are taught in this basic skills class along with technique in writing precise reports. Students are made aware of the importance of the purpose of written reports and the variety of potential decisions that may be made from the contents of a report. Tools necessary to construct a report and methods of taking notes in preparation to write a report are reviewed.

SO16 Security Patrol Procedures, Introduction

Proven methods of security patrol are examined. Students review effective automobile and

foot patrol procedures recognized as standards by both public and private policing agencies. Lawful and practical limitations on responses to emergency situations are reviewed. Decisions that confront security patrol officers and methods of establishing and securing a perimeter are covered along with approaches o buildings, vehicles and people.

SO17 Tear Gas Permit/State Course

California P.O.S.T requires applicants to complete a mandated course prior to issuing a tear gas permit. The course is completed in two phases: a training session concluding with a written exam.

Evaluation: Standard and state written tests, teacher rating of tests, participation, written and proficiency exercises, proficiency scores.

EQUIPMENT, MATERIALS, AND TEXTBOOKS USED:BOOK

Course Certificates Awarded: Diploma

SCHEDULE OF TUITION AND FEES

Name of Program	Clock Hours	Registration Fee (non-refundable) and STRF Fee (non-refundable)	Books / Materials	Tuition Registration and STRF Fee	Estimated Schedule of Total Charges	Total Charges
Computerized Medical Billing I	240	\$100.00/0	0.00	\$4000.00	\$4000.00	\$4000.00
Computerized Medical Billing II	720	\$100.00/0	0.00	\$4000.00	\$4000.00	\$4000.00
Microcomputer Office Specialist	600	\$100.00/0	0.00	\$3000.00	\$3000.00	\$3000.00
A+ Computer Repair Technician	720	\$100.00/0	0.00	\$4000.00	\$4000.00	\$4000.00
Security Officer - Unarmed	80	\$ 100.00/0	0.00	\$1300.00	\$1300.00	\$1300.00
Security Officer - Unarmed (Spanish)	120	\$ 100.00/0	0.00	\$2600.00	\$2600.00	\$2600.00
Security /Private Investigation	600	\$ 100.00/0	0.00	\$3100.00	\$3100.00	\$3100.00
Certified Security Professional	346	\$ 100.00/0	0.00	\$3100.00	\$3100.00	\$3100.00
Security Management Supervisor	40	\$ 100.00/0	0.00	\$2100.00	\$ 2100.00	\$ 2100.00
Defense Firearm Instructor	50	\$ 100.00	0.00	\$2100.00	\$ 2100.00	\$ 2100.00
Security Officer-Armed	100	\$ 100.00	0.00	\$2600.00	\$2,600.00	\$2,600.00

***Books and other materials are free while attending classes. Upon completion of the program, all materials/books are to be returned to the Institute.**

***If book/materials are not returned after completion, graduation, cancellation or withdrawal. There will be an enforceable fee of \$200.00**

REFUND TABLE

Name of Program	Number of Clock Hours	Tuition Fee	10%	25%	50%	60%
Computerized Medical Billing I	720	\$3900.00	\$390.00	\$975.00	\$1950.00	\$2340.00
Computerized Medical Billing II	240	\$3900.00	\$390.00	\$975.00	\$1950.00	\$2340.00
Microcomputer Office Specialist	600	\$2900.00	\$290.00	\$725.00	\$1450.00	\$17400.00
A+ Computer Repair Technician	720	\$3900.00	\$390.00	\$975.00	\$1950.00	\$2340.00
Security Officer-Unarmed	80	\$1200.00	\$120.00	\$300.00	\$600.00	\$720.00
Security Officer -Unarmed (Spanish)	120	\$2500.00	\$250.00	\$625.00	\$1250.00	\$1500.00
Security/Private Investigation	600	\$3000.00	\$300.00	\$750.00	\$1500.00	\$1800.00
Certified Security Professional	346	\$3000.00	\$300.00	\$750.00	\$1500.00	\$1800.00
Security Management Supervisor	40	\$2,000.00	\$200.00	\$500.00	\$1000.00	\$1200.00
Defense Firearm Supervisor	50	\$2,000.00	\$290.00	\$725.00	\$1450.00	\$1740.00
Security Officer Armed	100	\$2,500.00	\$250.00	\$625.00	\$1250.00	\$1500.00

***Books and other materials are free while attending classes. Upon completion of the program, all materials/books are to be returned to the Institute.**

***If book/materials are not returned after completion, graduation, cancellation or withdrawal. There will be an enforceable fee of \$200.00**

This institution DOES NOT participate in Federal OR State financial aid programs.

If a student obtains a loan (received) to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund in the case of a student's withdrawal.

If the student receives federal student financial aid funds, and withdrew from the institution the student is entitled to a refund of the money not paid from federal financial aid funds.

If the student received federal student financial aid funds, or a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

76215. STUDENT TUITION RECOVERY FUND DISCLOSURES

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

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

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

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

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

IF A STUDENT DOES NOT HAVE A SS# OR TAX PAYER ID, THEIR CLAIM WILL NOT BE PAID.

"You may be eligible for STRF if you are a California resident or enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1). The school closed before the course of instruction was completed.
- 2). The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose and any other charges collected within 180 days before the closure of the school.

- 3). The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- 4) There was a material failure to comply with the Act or this Division within 30 days before the school closed or , if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."
"Note: Authority Cited: Section 94803, 94877 and 94923, Educational Code. Reference: Section 94923, Education Code.

CAMPUS EMERGENCY PLAN

In case of emergency, it is important to remain calm and to listen for instructions from personnel in charge, whether these are university personnel or an emergency response team. In all emergencies, someone should phone 911; if this is an emergency involving the whole school and is during regular office hours, someone in administration will make the call. If this is a personal emergency, such as a medical emergency, or after hours and the office is closed, the student or a capable friend or acquaintance should make the call to 911. If you have not had a first aid course, you may want to familiarize yourself now with the first aid survival guide at the front of the white pages in the phone directory. It addresses a variety of medical emergencies and earthquake issues. When you dial 911, be prepared to tell the operator:

The phone number from which you are calling; *(562) 949-0449*

1. The address: *9471 Slauson Ave. Pico Rivera CA 90660*
2. Any special directions of how to find the victim;
3. Describe the victim's condition (i.e., unconscious, bleeding, burned, broken bones, etc.);
4. Describe what happened; how many are injured; what help is being given;
5. Give your name;
6. DO NOT HANG UP until the 911 operator tells you; they may have special questions.

Medical Emergency

A first aid kit is kept in the Admissions Office for minor medical care. Students are encouraged to provide their own first aid supplies as they know their potential medical needs better than anyone. Students are encouraged to visit their own physicians as needed to prevent medical emergencies.

If a medical emergency is acute, phone 911 and request an ambulance or paramedics.

Weather-Related and Emergency-Related Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt classroom activities. In such instances, the instructor will decide on the closure and will provide the official notification to the School Director.

Fire

In case of fire or fire drill on the campus, all persons are to proceed quickly and calmly to the main square in front of the building. Faculty is responsible for ensuring that all students leave the classrooms immediately.

Earthquake

In case of an earthquake: If inside, stay there and drop, cover and hold.

- DROP to the ground. (Do not rush for the doors and try to get in to a doorway)
- Take COVER by getting under a sturdy desk/table or crouching down close to a wall. Protect your head, neck, and face from falling object.
- HOLD ON until the "shaking" stops (2 to 5 minutes).
- If outside, stay there and stay clear of falling objects.

Crime

If you are the victim of a violent criminal act, or witness one, phone 911 immediately. Also report any crime to the administration office at the earliest possible time. Students should use caution after leaving campus at night.

Campus Intruder

In the event of a campus intruder or shooter please follow all emergency policies and instructions by faculty and staff. If you notice strange or suspicious behavior, please contact staff OR call 911 to report the behavior.

Offices and Related Facilities

You must never disable, disarm, obstruct, or tamper with any doors or fire exits; locks, alarms, or other security devices; smoke alarms, fire alarms, or security lights; fire extinguishers or sprinklers; or similar devices or equipment. For any security or concern about building related, student can call (562) 949-0449

NOTICE OF CANCELLATION

GENDARME INSTITUTE

FIRST DAY OF CLASS

"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.

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

GENDARME INSTITUTE
9471 E. Slauson Avenue
Pico Rivera, California 90660

NOT LATER THAN _____

MIDNIGHT OF ATTENDANCE AT THE FIRST CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER ,

I CANCEL CONTRACT FOR SCHOOL, _____
DATE

STUDENT SIGNATURE

(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)

IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION
2535 CAPITOL OAKS DRIVE STE. 400
SACRAMENTO, CALIFORNIA 95833
916-431-6959 FAX (916) 263-1897

I, _____ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE

CONTENTS IN THIS FORM NOT CANCELLING MY ENROLLMENT CONTRACT.

STUDENT SIGNATURE

DATE

(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT)

GENDARME INSTITUTE

I have received a copy of the Catalog Which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled and I have received an enrollment agreement and the School Fact Performance report prior to my enrollment.

Program Interest _____

Print Name: _____

Signature: _____

Date: _____