



### **Main Campus**

16117 Covello St.  
Van Nuys, CA 91406  
Office: (818) 906-3754  
Fax: (818) 906-3755

### **San Diego Branch**

3333 Midway Drive Suite 203  
San Diego, CA. 92110  
Office: 619-225-9093

## **Catalog**

01/01/23 – 12/31/23



Accrediting Council for Continuing Education & Training  
U.S. State Department M25517  
U.S. Department of Justice - Federal Firearms License – ATF  
**Bureau of Security & Investigative Services:**  
Private Patrol Operator - 14157 California  
BSIS Firearms Training Facility TFF 1305  
BSIS Baton Training Facility TFB 1250  
BPPE (Bureau for Private Postsecondary Education) School Code 25448535  
VA (Department of Veterans Affairs) school institution code 25-1902-05  
**iTrain ID 13932000 State ID 3129**  
Security License - 00013628 Tennessee  
State Certified Handgun Training School - Tenn. Dept. of Safety

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Revised 06/2023

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## 4 School Location & Information

### Los Angeles Main

16117 Covello Street  
Van Nuys, CA 91406  
Office: (818) 906-3754 Fax: (818) 906-3755  
Email: office@aboutasc.com

### San Diego Branch (CST Program only)

3333 Midway Drive Suite 203  
San Diego, CA. 92110  
Office: 619-225-9093  
Email: George@aboutasc.com

### Mission Statement:

Pacific West Academy's mission is to educate and graduate technically and tactically proficient executive protection personnel while instilling the social responsibilities required being a security professional in today's world.

### Oded Krashinsky – CEO

Mr. Krashinsky is a veteran lieutenant of one of the world's most respected secret service special operations units. Having served with top-secret security clearance, he is specially trained in anti-terrorist tactics, multiple firearms and electronic counter-surveillance, threat analyses, risk assessments, emergency preparedness and crisis planning. He has extensive experience in strategic planning, personnel management, training and emerging technologies with strong physical security assessment and physical security planning expertise for chief executive officers and high net-worth private clients and families. He is recognized around the world for his unique implementation of defensive tactics and training to numerous protective details where he actively participated in advance preparations, logistical support and personal protection in both the U.S. and abroad.

An expert security consultant, Mr. Krashinsky founded the company to provide a level of service to his clients above and beyond all others. He has over 20 years of hands-on experience in security operations, project planning, crisis consulting and management and has grown ASC operations into one of the industry's leading multi-disciplined security services firms. His personal involvement in all aspects of ASC service delivery ensures that the highest standards are achieved and that no risk or threat is ever overlooked. He has been able to use his unique approach to take the security of the private sector to a new level.

### Jacob Lupton – Lead Instructor

Mr. Lupton joined ASC to pursue his vision for a premium security organization that would meet the growing demand for a higher level of protective services. Mr. Lupton is a veteran Sergeant of the United States Marine Corps. With over three deployments and extensive operations in the Middle East, Mr. Lupton is technically and tactically proficient in explosives, small arms and defusing hostile situations. His degree of attention to the protection of client assets and unique solutions always exceeds our clients' highest goals and expectations. He is responsible for the management and oversight of all ASC field security operations including account management, field supervision, customer relations management and business development. With over 13 years of Executive Protection experience Mr. Lupton brings expert knowledge to Pacific West Academy.

### **Donald Kuehner – Director of Training**

Mr. Kuehner joined the ASC Team in the summer of 2012 after completing his enlistment in the U.S. Army. During his military career he served exclusively with the 82nd Airborne Division from the position of rifleman to Squad Leader. Donald's experience comes from his multiple tours in Afghanistan, completion of numerous military schools, and first hand firearm knowledge while acting as a firearms sales associate in the Southern California area.

Mr. Kuehner has trained in jiu-jitsu, boxing, securing techniques, site exploitation, and forensic biometric collection which aids him in assessing the pre, during, and post security tasks necessary to create a safe and professional site. Having worked as a liaison between schools and travel companies to push soldiers through military and civilian schools as a Schools Manager in the Army, Don has the ability to bridge the gap between scheduling, training, and performing Executive Protection and security duties.

### **Mark Treston – Chief Academic Officer**

Mark Treston joined ASC as the Chief Academic Officer to meet the growing needs of the Training Academy. Mr. Treston is responsible for the Training Academy division of ASC and its branches in San Diego and Tennessee. Mr. Treston has over fifteen years of experience in education management and regulatory compliance. Having served as department chair for both secondary and postsecondary institutions, he has also been employed as director of a vocational college and CAO of two institutions of higher learning. A talented start-up manager, Mark has successfully established several colleges and universities, from developing the initial business plans, through navigating the complex requirements of state and federal regulatory bodies. Mr. Treston served in the Israel Defense Forces and taught at an elite military college in South Korea. Mr. Treston holds graduate degrees in Political Economy and Education.

### **Andrea Monrroy – Director of Administration**

Ms. Monrroy is responsible for maintaining and supervising PWA's record keeping, admission and graduation requirements. Ms. Monrroy serves as a student advisor regarding academic plans, progress and educational policies. Her diverse background spans a broad spectrum of disciplines including administrative services and coordinate supportive services with various agencies and school management. Ms. Monrroy is bilingual in English and Spanish.

### **Christina Gulasarian – Student Services Coordinator**

Ms. Gulasarian, as Student Services Coordinator, is the liaison between PWA and all students. Ms. Gulasarian joined the ASC and PWA team on July 9, 2016. Her duties within Pacific West Academy include student recruitment and enrollment, student database/record keeping, and job placement services. Her professional background includes years of sales, staffing, office management, and client satisfaction, she has attended the university of Cal State Northridge majoring in Business Law.

### **George Rodriguez – San Diego Operations Manager**

Since 1992, George Rodriguez has been a Corporate Security Director for a \$600M sport memorabilia corporation and for a 1B worldwide sport equipment manufacturer. At both companies, Mr. Rodriguez

successfully developed security departments which worked closely with Human Resources & legal to protect employee, executives, and inventory assets in multiple US states and Mexico. In addition, Mr. Rodriguez managed multiple narcotic and theft investigations, including, covert employees, interviews and law enforcement involvement. After leaving the corporate sector Mr. Rodriguez managed State of CA certified security company, serving numerous high-profile businesses and individual clients throughout Southern California.

Mr. Rodriguez is fluent in English and Spanish. He holds a Bachelor of Science degree in Business Management from University of Phoenix, San Diego Campus and a Human Resources Management Certification from Villanova University. Additionally, Mr. Rodriguez has many professional certifications that are specific to corporate security, State of CA training, executive protection, investigations, interviewing and private patrol operations. Mr. Rodriguez's professional affiliations include ASIS International, National Council of Investigation & Security Services, National Rifle Association, Safariland Training Group and CA DOJ Bureau of Firearms. Philanthropically, he regularly donates time and money for fallen-officer fundraising events that are affiliated with the California Highway Patrol.

### **Yelena Karapetyan – HR and Accounting Director**

Ms. Yelena Karapetyan is the head of Human Resources and Accounting for ASC and PWA. Ms. Karapetyan joined the ASC and PWA team on October 14, 2017. Her duties with PWA/ASC include payroll, accounts payable and all aspects of Human Resources. Before joining PWA/ASC Ms. Karapetyan was a Bank Manager/AVP for Bank of the West for over 12 years. She attended California State University of Northridge majoring in Biology, B.S.

## **5 Approvals & Mission**

Advanced Security Concepts, Inc dba Pacific West Academy is Accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is officially recognized by the U.S. Department of Education (DOE) as a Nationally recognized accrediting agency.

Advanced Security Concepts, Inc dba Pacific West Academy is a private institution and is licensed to operate by the Bureau for Private Postsecondary Education. (BPPE) "Licensed to Operate" means the

school operates in compliance with state standards as set forth in Chapter 8, Part 59, Division 10, Title 3 of the California Education Code.

Pacific West Academy is approved by CSAAVE for GI Bill® Training Benefits.

Advanced Security Concepts, Inc dba Pacific West Academy is listed on the Employment Development Department (EDD) Eligible Training Provider List (ETPL) established in compliance of the Workforce Innovation and Opportunity Act (WIOA).

Our training center utilizes an interdisciplinary approach that is based on the knowledge of leading and specialized professionals in each field of expertise. We work with Law Enforcement and Military Veterans in order to provide clients and students with the necessary tools to ensure their security, while learning the importance of safety and ethics. Pacific West Academy is currently not accredited by an USDE approved accreditation agencies.

## **6 Questions**

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

## **7 Review Documents**

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.

## **8 Complaints**

### ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency. In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps: 1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing. 2. The letter of complaint must contain the following: a) Name and location of the ACCET institution; b) A detailed description of the alleged problem(s); c) The approximate date(s) that the problem(s) occurred; d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students; e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting

ACCET; f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and g) The status of the complainant with the institution (e.g. current student, former student, etc.). 3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student’s enrollment agreement, syllabus or course outline, correspondence between the student and the institution). 4. SEND TO: ACCET CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N Street, NW Washington, DC 20036 Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306 Email: [complaints@accet.org](mailto:complaints@accet.org) Website: [www.accet.org](http://www.accet.org) Note: Complainants will receive an acknowledgement of receipt within 15 days.

Students may also contact the State of California’s Bureau for Private Postsecondary Education.

## 9 Address of Instructional Location

### Los Angeles Main

16117 Covello Street  
 Van Nuys, CA 91406  
 Office: (818) 906-3754 Fax: (818) 906-3755  
 Email: [office@aboutasc.com](mailto:office@aboutasc.com)

Burro Canyon Shooting Park  
 22100 East Fork Rd  
 Azusa, CA 91702  
 Office: 626-910-1344

Willow Springs Int. Raceway  
 3500 75<sup>th</sup> St. West  
 Rosamond, CA 93560  
 Office: 661-256-6666

### San Diego Branch (EST/CST Programs only)

3333 Midway Drive Suite 203  
 San Diego, CA. 92110  
 Office: 619-225-9093  
 Email: [George@aboutasc.com](mailto:George@aboutasc.com)

A Place to Shoot  
 33951 San Fransiquito Canyon Rd  
 Santa Clarita, CA 91390  
 Office: 661-296-5552

San Diego Police Revolver Club  
 4008 Federal Blvd  
 San Diego, CA 92102  
 Office: 619-264-1514

## 10 Programs and Course Description

Program Name	Clock Hours	Weeks	Maximum students per program	Campus
Certified Executive Security Specialist (CESS)	348	10	16	LA
Certified Protection Specialists (CPS)	232	7	16	LA
Comprehensive Security Training (CST)	104	3	16	LA/SD
Cyber Security Operator (CSO)	328	10	16	LA
Essential Security Training (EST)	80	1	16	LA/SD



<b>Name of Program</b>	<b>Certified Executive Security Specialists SOC: 33-9032</b>
Program Description	<p>The Certified Executive Security Specialist (CESS) Course is a 38-day/10 weeks security course. The CESS program is ideal for individuals wishing to break into the static security industry by receiving the training and certificates in numerous high-end security and security related courses. The CESS program comprehensive and in-depth training, handgun shooting tactics and tactical Emergency casualty care. The CESS qualifications elevate students towards employment in security and law enforcement. The CESS program offers more comprehensive executive protection training geared towards employment in high end security positions such as Executive Protection, Residential Protection, Executive Drivers, VIP Security, Asset Protection, Technical Surveillance Countermeasure, intelligence and information services and undercover operations.</p> <p>This course includes the following courses:</p> <ul style="list-style-type: none"> <li>● CA BSIS Guard Card</li> <li>● CA BSIS Exposed Firearms Permit</li> <li>● CA BSIS Baton Permit</li> <li>● Arrest and Control</li> <li>● Behavior Analysis</li> <li>● Supervision</li> <li>● School Security Agent</li> <li>● Executive Protection Fundamentals</li> <li>● Advanced Executive Protection</li> <li>● Handgun Shooting Tactics</li> <li>● Advanced Handgun Shooting Tactics</li> <li>● Combatives</li> <li>● CPR</li> <li>● Tactical Emergency Casualty Care</li> <li>● ‘Taser’</li> <li>● Chemical Agents</li> <li>● Sexual Harassment Prevention</li> <li>● Job skills/ Resume Writing</li> <li>● Emergency Vehicle Operations</li> </ul>
Special Admission Requirements	<ul style="list-style-type: none"> <li>● Must be 18 or older and possess a HS Diploma or equivalent</li> <li>● Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers)</li> <li>● Pass a fingerprint check through the Federal Bureau of Investigations and Department of Justice.</li> </ul>
Graduation Requirements	To graduate, a student must complete cumulative grade of 70.0% or higher and be in good financial standing with PWA.
Certification and Licenses	<ul style="list-style-type: none"> <li>● California Guard Card Permit issued by the BSIS</li> </ul>

	<ul style="list-style-type: none"> <li>• California Exposed Firearms Permit issued by BSIS</li> <li>• California Baton Permit issued by BSIS</li> <li>• ‘Taser’ International Certificate</li> <li>• American Heart Association (AHA) 2 Year Certification</li> <li>• PWA Certificate of Completion</li> <li>• National Association of Emergency Medical Technicians (NAEMT) 4 Year Certification</li> <li>• Emergency Vehicle Operator (EVOC)</li> </ul>
Total Clock Hours	This program is 348 hours in length
Final Tests or Exams	Final Exam
Maximum Enrollment per cohort	16

### **Certified Executive Security Specialists:**

**Program Duration:** 348 Hours / 10 weeks

**Course Itinerary: Hours – L=Lecture, H=Hands On**

<b>Day</b>	<b>Class</b>	<b>Class Name</b>	<b>Hours</b>
1	PW-CS100	CA BSIS Guard Card	8 (7L,1H)
2	PW-CS120	CA Exposed Firearms Permit I	8 (7L,1H)
3	PW-CS101	Arrest and Control	8 (4L,4H)
3	PW-SS240	Combatives	2 (2H)
4	PW-CS120	CA Exposed Firearms Permit II	8 (8H)
5	PW-CS107	Site Security I	12 (10L,2H)
6	PW-CS107	Site Security II	12 (10L,2H)
7	PW-CS110	Executive Protection Fundamentals I	8 (6L,2H)
7	PW-SS240	Combatives	2 (2H)
8	PW-CS110	Executive Protection Fundamentals II	8 (6L,2H)
8	PW-SS240	Combatives	2 (2H)
9	PW-CS102	Common EP Jobs and Details	8 (6L,2H)

10	PW-CS103	CPR	6 (4L,2H)
10	PW-SS240	Combatives	2 (2H)
11	PW-CS105	'Taser'	8 (6L,2H)
11	PW-SS240	Combatives	2 (2H)
11	PW-CS108	Chemical Agents	2 (2H)
12	PW-CS109	Sexual Harassment Prevention/ Job Placement	8 (4L,4H)
12	PW-SS240	Combatives	2 (2H)
13	PW-SS200	Supervisor I	8 (6L,2H)
13	PW-SS240	Combatives	2 (2H)
14	PW-SS200	Supervisor II	8 (4L,4H)
14	PW-SS240	Combatives	2 (2H)
15	PW-SS200	Supervisor III - Detail Presentations	8 (2L,6H)
15	PW-SS240	Combatives	2 (2H)
16	PW-SS210	Behavior Analysis I	8 (7L,1H)
16	PW-SS240	Combatives	2 (2H)
17	PW-SS210	Behavior Analysis II	8 (4L,4H)
17	PW-SS240	Combatives	2 (2H)
18	PW-SS210	Behavior Analysis III	8 (4L,4H)
18	PW-SS240	Combatives	2 (2H)
19	PW-SS220	Emergency Vehicle Operator I	8 (7L,1H)
20	PW-SS220	Emergency Vehicle Operator II	8 (8H)
21	PW-SS230	Tactical Emergency Casualty Care I	8 (6L,2H)
22	PW-SS230	Tactical Emergency Casualty Care II	8 (6L,2H)
23	PW-SS230	Tactical Emergency Casualty Care III	8 (4L,4H)

24	PW-SS230	Tactical Emergency Casualty Care IV	8 (8H)
25	PW-SS320	Executive Protection III – Surveillance/Counter Surv.	8 (8H)
26	PW-SS300	Firearms III – Fundamentals/Shoothouse	8 (8H)
27	PW-SS300	Firearms IV – Fundamentals/Shoothouse	10 (10H)
28	PW-SS300	Firearms V – Advanced Flat Range	10 (10H)
29	PW-SS300	Firearms VI – Advanced Flat Range	8 (8H)
30	PW-SS300	Firearms VII – Marksmanship Final	8 (8H)
31	PW-SS300	Firearms VIII - UTM	8 (8H)
32	PW-SS300	Firearms IX – UTM	8 (8H)
33	PW-SS310	Executive Protection IV – The Advance	8 (8L)
34	PW-SS310	Executive Protection V – Contractor/GSOC Operations	8 (8L)
35	PW-SS310	Executive Protection VI – EP Terms	8 (7L,1H)
36	PW-SS310	Field Training Exercise 1	8 (8L)
37	PW-SS240	Combatives Final Prep	8 (4L, 4H)
38	PW-SS240	Combatives Final	8 (8H)
39	PW-SS320	Field Training Exercise 2	8 (8H)
<b>Total:</b>			<b>348</b>

Name of Program	Certified Protection Specialist SOC: 33-9032
Program Description	The Certified Protection Specialist (CPS) Course is a 26 - day/7 weeks security course. The CPS program is ideal for individuals wishing to break into the static security industry by receiving the training and certificates in numerous high-end security and security related courses. The CPS program offers more comprehensive executive protection training geared towards employment in high end security positions such as Executive Protection, Residential Protection,

	<p>Executive Drivers, VIP Security, Asset Protection, Technical Surveillance Countermeasure, intelligence and information services and undercover operations.</p> <p>This course includes the following courses:</p> <ul style="list-style-type: none"> <li>● Advanced Executive Protection</li> <li>● Handgun Shooting Tactics</li> <li>● Advanced Handgun Shooting Tactics</li> <li>● Tactical Emergency Casualty Care</li> <li>● Behavior Analysis</li> <li>● Supervisory Skills</li> <li>● Tactical Emergency Casualty Care</li> <li>● Combatives</li> </ul>
Special Admission Requirements	<ul style="list-style-type: none"> <li>● Must be 18 or older and possess a HS Diploma or equivalent</li> <li>● Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers)</li> </ul>
Graduation Requirements	To graduate, a student must complete cumulative grade of 70.0% or higher and be in good financial standing with PWA.
Certification and Licenses	<ul style="list-style-type: none"> <li>● PWA Certificate of Completion</li> <li>● National Association of Emergency Medical Technicians (NAEMT) 4 Year Certification</li> <li>● Emergency Vehicle Operator (EVOC)</li> </ul>
Total Clock Hours	This program is 232 hours in length
Final Tests or Exams	Final Exam
Maximum Students per cohort	16

### **Certified Protection Specialists:**

**Program Duration:** 232 Hours / 7 Weeks

### **Course Itinerary:**

<b>Day</b>	<b>Class</b>	<b>Class Name</b>	<b>Hours</b>
1	PW-SS200	Supervision/Advance I	8 (6L,2H)
1	PW-SS240	Combatives	2 (2H)
2	PW-SS200	Supervision/Advance II	8 (4L,4H)
2	PW-SS240	Combatives	2 (2H)
3	PW-SS200	Supervision/Advance III	8 (2L,6H)

3	PW-SS240	Combatives	2 (2H)
4	PW-SS210	Behavior Analysis I	8 (7L,1H)
4	PW-SS240	Combatives	2 (2H)
5	PW-SS210	Behavior Analysis II	8 (4L,4H)
5	PW-SS240	Combatives	2 (2H)
6	PW-SS210	Behavior Analysis III	8 (4L,4H)
6	PW-SS240	Combatives	2 (2H)
7	PW-SS220	Emergency Vehicle Operator I	8 (7L,1H)
8	PW-SS220	Emergency Vehicle Operator II	8 (8H)
9	PW-SS230	Tactical Emergency Casualty Care I	8 (6L,2H)
10	PW-SS230	Tactical Emergency Casualty Care II	8 (6L,2H)
11	PW-SS230	Tactical Emergency Casualty Care III	8 (4L,4H)
12	PW-SS230	Tactical Emergency Casualty Care IV	8 (8H)
13	PW-SS320	Executive Protection III – Surveillance/ Counter Surv	8 (8H)
14	PW-SS300	Firearms III – Fundamentals/Shoothouse	8 (8H)
15	PW-SS300	Firearms IV – Fundamentals/Shoothouse	10 (10H)
16	PW-SS300	Firearms V – Advanced Flat Range	10 (10H)
17	PW-SS300	Firearms VI – Advanced Flat Range	8 (8H)
18	PW-SS300	Firearms VII – Marksmanship Final	8 (8H)
19	PW-SS300	Firearms VIII - UTM	8 (8H)
20	PW-SS300	Firearms IX – UTM	8 (8H)
21	PW-SS310	Executive Protection IV – The Advance	8 (8L)
22	PW-SS310	Executive Protection V – Contractor Operations	8 (8L)
23	PW-SS310	Executive Protection VI – Detail Presentations	8 (7L,1H)

24	PW-SS310	Field Training Exercise 1	8 (8L)
25	PW-SS240	Combatives Final Prep	8 (4L, 4H)
26	PW-SS240	Combatives Final	8 (8H)
27	PW-SS320	Final Training Exercise	8 (8H)
<b>Total:</b>			<b>232</b>

Name of Program	Comprehensive Security Training SOC: 33-9032
Program Description	<p>The Comprehensive Security Training (CST) Course is a 104/3 hours/weeks security course. The CST program is ideal for individuals wishing to break into the static security industry by receiving the training and certificates in numerous high-end security and security related courses. The CST program offers comprehensive executive protection training geared towards employment in security positions such as Residential Protection, Executive Drivers, Asset Protection and information services. CST is offered at both Los Angeles and San Diego Locations</p> <p>This course includes the following courses:</p> <ul style="list-style-type: none"> <li>● CA BSIS Guard Card</li> <li>● CA BSIS Exposed Firearms Permit</li> <li>● CA BSIS Baton Permit</li> <li>● Arrest and Control</li> <li>● Executive Protection Fundamentals</li> <li>● CPR</li> <li>● ‘Taser’</li> <li>● Sexual Harassment Prevention</li> <li>● Chemical Agents</li> <li>● School Security Guard SB1626</li> <li>● Job Placement/ Resume Writing</li> </ul>
Instructors Needed	<ul style="list-style-type: none"> <li>● 4</li> </ul>
Instructor Qualification Needed	<ul style="list-style-type: none"> <li>● CA BSIS Firearms Certified Instructor permit</li> <li>● CA BSIS Baton Certified Instructor permit</li> <li>● American Heart Association Certified Instructor permit</li> <li>● Taser Certified Instructor permit</li> <li>● PWA Instructors training</li> </ul>
Special Admission Requirements	<ul style="list-style-type: none"> <li>● Must be 18 or older and possess a HS Diploma or equivalent</li> </ul>

	<ul style="list-style-type: none"> <li>• Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers)</li> <li>• Pass a fingerprint check through the FBI and California DOJ</li> </ul>						
Graduation Requirements	To graduate, a student must complete cumulative grade of 70.0% or higher and be in good financial standing with PWA.						
Certification and Licenses	<ul style="list-style-type: none"> <li>• California Guard Card Permit issued by the BSIS</li> <li>• California Exposed Firearms Permit issued by BSIS</li> <li>• California Baton Permit issued by BSIS</li> <li>• ‘Taser’ International Certificate</li> <li>• American Heart Association (AHA) 2 Year Certification</li> <li>• PWA Certificate of Completion</li> </ul>						
Total Clock Hours	This program is 104 hours.						
Final Tests or Exams	Final Exam						
Required Internship or Externship	None						
Enrollment Projection	<table border="0"> <tr> <td>2016</td> <td>2017</td> <td>2018</td> </tr> <tr> <td>120260</td> <td>420</td> <td></td> </tr> </table>	2016	2017	2018	120260	420	
2016	2017	2018					
120260	420						

**Comprehensive Security Training:**

**Program Duration:** 104 Hours / 2.5 weeks

**Course Itinerary:**

Day	Class	Class Name	Hours
1	PW-CS100	CA BSIS Guard Card	8 (7L,1H)
2	PW-CS120	CA Exposed Firearms Permit I	8 (7L,1H)
3	PW-CS101	Arrest and Control	8 (4L,4H)
4	PW-CS120	CA Exposed Firearms Permit II	8 (8H)
5	PW-CS107	School Security Agents SB1626 I	12 (10L,2H)
6	PW-CS107	School Security Agents SB1626 II	12 (10L,2H)
7	PW-CS110	Executive Protection Fundamentals I	8 (6L,2H)
8	PW-CS110	Executive Protection Fundamentals II	8 (6L,2H)
9	PW-CS102	CA BSIS Baton Permit	8 (6L,2H)



10	PW-CS103	CPR	6 (4L,2H)
11	PW-CS105	'Taser'	8 (6L,2H)
11	PW-CS108	Chemical Agents	2 (2H)
12	PW-CS109	Sexual Harassment Prevention/ Job Placement	8 (4L,4H)
<b>Total:</b>			<b>104</b>

Name of Program	Cyber Security Operator SOC: 33-9032
Program Description	<p>The Cyber Security Operator is a 328 hours cyber security program. The program is ideal for individuals wishing to break into the cyber security industry by receiving the training and certificates in numerous cyber security and cyber security related courses.</p> <p>This course includes the following classes:</p> <ul style="list-style-type: none"> <li>● CompTIA A+</li> <li>● CompTIA Network+</li> <li>● CompTIA Security+</li> <li>● Certified Network Defender (CND)</li> <li>● Certified Ethical Hacker (CEH)</li> </ul> <p>The Certified Ethical Hacker (CEH) program is the core of the most desired information security training system any information security professional will ever want to be in. The CEH program contains both EC-Council and Comp TIA through Information Security Track which helps students master hacking technologies. You will become a hacker, but an ethical one! As the security mindset in any organization must not be limited to the silos of a certain vendor, technologies or pieces of equipment, this course was designed to provide students with the tools and techniques used by hackers and information security professionals alike to break into an organization. This course will immerse you into the Hacker Mindset so that you will be able to defend against future attacks. It puts you in the driver's seat of a hands-on environment with a systematic ethical hacking process. You will be taught the Five Phases of Ethical Hacking and taught how you can approach your target and succeed at breaking in every time.</p>
Special Admission Requirements	<ul style="list-style-type: none"> <li>● Must be 18 or older</li> <li>● Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers)</li> <li>● High School Diploma, GED or equivalent</li> </ul>
Graduation Requirements	To graduate, a student must complete cumulative grade of 70.0% or higher and be in good financial standing with PWA.
Certification and Licenses	<ul style="list-style-type: none"> <li>● Certified Ethical Hacker</li> <li>● Certified Network Defender</li> </ul>

	<ul style="list-style-type: none"> <li>• CompTIA A+ Certificate</li> <li>• CompTIA Network + Certificate</li> <li>• CompTIA Security + Certificate</li> </ul>
Total Clock Hours	This program is 328 hours in length
Final Tests or Exams	Final Exam
Maximum Enrollment per cohort	16

## Cyber Security Operator:

**Program Duration: 328 Hours – 10 Weeks**

**Course Itinerary: Hours – L=Lecture**

Day	Class	Class Description	Lecture Hours
Day 1	PW-CSE100	Install and configure PC system unit components and peripheral devices.	8
Day 2	PW-CSE100	Install, configure, and troubleshoot display, multimedia devices, storage devices, and internal system components.	8
Day 3	PW-CSE100	Explain network infrastructure concepts.	8
Day 4	PW-CSE100	Configure and troubleshoot network connections. Implement client virtualization.	8
Day 5	PW-CSE100	Support and troubleshoot laptops, mobile devices and print devices.	8
Day 6	PW-CSE100	Review	8
Day 7	PW-CSE100	CompTIA Final Core I Exam	8
Day 8	PW-CSE100	CompTIA Final Core II Exam	8
Day 9	PW-CSE200	Design and implement functional networks Configure, manage, and maintain essential network devices.	8
Day 10	PW-CSE200	Use devices such as switches and routers to segment network traffic and create resilient networks	8
Day 11	PW-CSE200	Identify benefits and drawbacks of existing network configurations.	8

Day 12	PW-CSE200	Implement network security, standards, and protocols	8
Day 13	PW-CSE200	Troubleshoot network problems Support the creation of virtualized networks.	8
Day 14	PW-CSE200	Review	8
Day 15	PW-CSE200	<i>CompTIA Network+ Final Exam</i>	8
Day 16	PW-CSE300	<i>Detect various types of compromise and have an understanding of penetration testing and vulnerability scanning concepts</i>	8
Day 17	PW-CSE300	<i>Install and configure identity and access services, as well as management controls</i>	8
Day 18	PW-CSE300	<i>Install, configure, and deploy network components while assessing and troubleshooting issues to support organizational security</i>	8
Day 19	PW-CSE300	<i>Implement and summarize risk management best practices and the business impact</i>	8
Day 20	PW-CSE300	<i>Implement secure network architecture concepts and systems design Install and configure wireless security settings and implement public key infrastructure</i>	8
Day 21	PW-CSE300	Review	8
Day 22	PW-CSE300	<i>CompTIA Security+ Final Exam</i>	8
Day 23	PW-CSE400	Computer network and defense fundamentals Network security threats, vulnerabilities, and attacks	8
Day 24	PW-CSE400	Network security controls, protocols, and devices Network security policy design and implementation	8
Day 25	PW-CSE400	Physical security Host security	8
Day 26	PW-CSE400	Secure firewall configuration and management Secure IDS configuration and management	8
Day 27	PW-CSE400	Secure VPN configuration and management Wireless network defense	8

Day 28	PW-CSE400	Network traffic monitoring and analysis Network risk and vulnerability management	8
Day 29	PW-CSE400	Data backup and recovery Network incident response and management	8
Day 30	PW-CSE400	Review	8
Day 31	PW-CSE400	Review EC-Council CND Certificate Exam	8
Day 32	PW-CSE500	Introduction to Ethical Hacking Footprinting and Reconnaissance	8
Day 33	PW-CSE500	Scanning Networks Enumeration / Vulnerability Analysis	8
Day 34	PW-CSE500	System Hacking Malware Threats / Sniffing	8
Day 35	PW-CSE500	Social Engineering Denial-of-Service / Session Hijacking	8
Day 36	PW-CSE500	Evading IDS, Firewalls, and Honeypots Hacking Web Servers / Hacking Web Applications	8
Day 37	PW-CSE500	SQL Injection Hacking Wireless Networks	8
Day 38	PW-CSE500	Cloud Computing IoT Hacking	8
Day 39	PW-CSE500	Cryptography Hacking Mobile Platforms	8
Day 40	PW-CSE500	Review	8
Day 41	PW-CSE500	Review EC-Council CEH Certificate Exam	8
<b>TOTAL:</b>			<b>328</b>

Name of Program	Essential Security Training (EST) SOC		
Program Description	<p>The Essential Security Training (EST) course is a 9-day security program. The EST program is ideal for individuals wishing to break into the static security industry by receiving basic training and the certifications necessary to qualify for security and security related jobs. This course includes the following courses:</p> <ul style="list-style-type: none"> <li>● CA BSIS Guard Card</li> <li>● CA BSIS Exposed Firearms Permit</li> <li>● CA BSIS Baton Permit</li> <li>● Arrest and Control</li> <li>● CPR</li> <li>● Axon Taser User Course</li> <li>● Chemical Agents</li> <li>● SB1626 - School Guard</li> <li>● Job Placement Training/ Resume Writing</li> </ul>		
Instructors Needed	<ul style="list-style-type: none"> <li>● 4</li> </ul>		
Instructor Qualification Needed	<ul style="list-style-type: none"> <li>● CA BSIS Firearms Certified Instructor permit</li> <li>● CA BSIS Baton Certified Instructor permit</li> <li>● American Heart Association Certified Instructor permit</li> <li>● Taser Certified Instructor permit</li> <li>● ASC Instructors training</li> </ul>		
Special Admission Requirements	<ul style="list-style-type: none"> <li>● Must be 18 or older</li> <li>● Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers)</li> <li>● Pass a fingerprint check through the FBI and California DOJ</li> </ul>		
Graduation Requirements	To graduate, a student must complete all prescribed coursework and earn a passing grade. (This is a pass/fail short course)		
Certification and Licenses	<ul style="list-style-type: none"> <li>● California Guard Card Permit issued by the BSIS</li> <li>● California Exposed Firearms Permit issued by BSIS California Baton Permit issued by BSIS</li> <li>● ‘Taser’ International Certificate</li> <li>● American Heart Association (AHA) 2 Year Certification</li> <li>● ASC Certificate of Completion</li> </ul>		
Total Clock Hours	This program is 80 hour 9 days in length		
Final Tests or Exams	Final Exam		
Required Internship or Externship	None		
Enrollment Projection	2022	2023	
	9	27	

## Essential Security Training

**Program Duration:** 80 Hours / 9 Days

### Course Itinerary:

Day	Course	Hours
Day 1	Orientation/ CA BSIS Guard Card - Lecture/Exam	8
Day 2	BSIS Exposed Firearms Permit- Lecture/Exam	8
Day 3	BSIS Exposed Firearms Permit- Practical Application/Qualification	8
Day 4	Arrest and Control - Lecture/Practical Application	8
Day 5	Axon Taser User Certification/ Chemical Agents - Lecture/Exam	8
Day 6	AHA First Aid CPR and AED - Lecture/ Practical App. Exam	8
Day 7	BSIS Baton/ Job Placement Training - Lecture/Practical Application/ Exam/ Resume Building	8
Day 8	SB1626 – School Guard Sections 1,2,3 - Lecture	12
Day 9	SB1626 – School Guard Sections 1,2,3 - Lecture/ Exam	12
		<b>80</b>

## 11 Professions – Requirements for Eligibility for Licensure

The educational services listed below lead to occupations that require licensure.

Program Name	Eligibility Requirements
California BSIS Guard Card	<ul style="list-style-type: none"> <li>• Must be 18 or older</li> <li>• Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers)</li> <li>• Pass a fingerprint check through the FBI and California DOJ</li> <li>• Pass Written Examination</li> </ul>
California Exposed Firearms Permit	<ul style="list-style-type: none"> <li>• Must have a current California Guard Card</li> </ul>

	<ul style="list-style-type: none"> <li>• Must be 18 or older</li> <li>• Be a United States Citizen or have permanent legal alien status</li> <li>• Free from all Felony and some Misdemeanor convictions (call for misdemeanor disqualifiers)</li> <li>• Pass a fingerprint check through the FBI and California DOJ</li> <li>• Pass Written and Range Exams given at the end of the course</li> </ul>
California BSIS Baton Permit	<ul style="list-style-type: none"> <li>• Must have a current California Guard Card or be a Guard Card applicant</li> <li>• Must be 18 or older</li> <li>• Free from all Felony and some Misdemeanor convictions (call for misdemeanor disqualifiers)</li> </ul>

## 12 Instructors

Instructor Name	Years of experience	Education – Degrees, Licenses or Certifications held.	Courses taught/Work Experience – position held, name of employer, number of years.
Steve Burkett	10	NRA Instructor, Licenses BSIS Firearms Instructor #2197 Certified Taser Instructor and BLS Healthcare Provider CPR, NRA Safety Range Officer.	Gun Enthusiast and longtime NRA gun Instructor joined PWA after becoming a Licensed BSIS firearms Instructor and CPR Instructor.
Jacob Lupton	17	Certified ‘Taser’ Instructor	U.S. Marine Veteran Sergeant, with three deployments and Extensive Operations in the Middle East. Director of Operations. Executive Protection Specialist 10 years with ASC.
Bob Dougherty	25+	BA Economics	Retired from C.I.A.
Mark Treston	21	MA International Relations, Eddy Education (In progress), BA International Relations.	Fifteen years as an instructor and administration in higher education. Teaches job skills/resume writing.
George Rodriguez	5	BSIS Baton Instructor #1842	CST/Five years experience in criminal justice. 10 Security Experience
Donald Kuehner	5	BA in Business Administration	CESS, CST/82nd Airborne Division from the position of rifleman to Squad Leader.8 years EP Experience
Benjamin Rosenfeld	10	Instructor	CESS,CST/ 10 years of Executive Protection experience.
Raz Klingoffer	10	Instructor	Advanced Firearms/Former Israeli Navy Seal. Firearms instructor.

Mark Ackenback	5	Instructor POST Certified Firearms Instructor	Advanced Firearms/Three years Firearms instruction experience for LE Agencies
David Paladini	15	Instructor Credentials in BLS CPR, ACLS, and PALS disciplines	TECC/Paramedic with over 15 years' service in a Southern California based 911 systems. 18 years military veteran.
Matthew Cheun	5	Instructor TECC, CPR, Guard Card & Exposed Firearms Permits	CESS/Two years of Executive Protection experience.
Gilbert Mashingaidze	10	Certified EC-Council Instructor (CEI) CompTIA A+ certified CompTIA Network+ certified CompTIA Security+ certified CompTIA IT Fundamentals certified ISO27001	Technical Instructor, IT Auditor, Cyber Security Consultant. Co-Founder of ITTrainer LLC, we provide IT Training, IS Auditing, Cyber Security & IT Services
Michael Avalos	17	CompTIA A+ certified CompTIA Network+ certified CompTIA Security+ certified CompTIA IT Fundamentals certified	4-year Cybersecurity and Systems Administration student at Mira Costa College. Working in IT and Access control and help desks.

### 13 Admissions Policies & Recognition of Credits

The general criteria for admission are:

1. Student must have graduated from high school, earned a GED or have copy of their DD214. No entrance examination required.
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
4. **No Ability-to-Benefit Students will be admitted. At least a high school graduation or its equivalent passing of 12th grade, is required.**
5. This institution has not entered into an articulation or transfer agreement with any other institution.
6. Must be able to pass a basic background check to ensure legality to operate a firearm.
7. Certain courses require physical ability and might therefore impede the progress of students with special needs. Prospective students should inquire about each program for more details.

#### Admissions Process:

1. All prospective students must complete an application and certificate of eligibility form (Only for those that plan to use their GI Bill® funds). Application includes:
  - a. Application Form
  - b. Resume
  - c. DD214 (If a veteran)



- d. Driver's License or Identification
  - e. Health Insurance
  - f. Social Security Card
  - g. Passport or Birth Certificate (for non-veterans)
  - h. Physical Fitness Test Videos
2. Students that meet the requirements for admissions receive a catalog and review the catalog with a staff member at PWA.
  3. Students will be scheduled for a video interview. An interview will be conducted with one PWA Staff member and one PWA Faculty member at a minimum. If the student passes the interview, they are admitted into the program for which they applied. Interview criteria include:
    - a. Professionalism
    - b. Is this a beneficial program for the student?
    - c. Student's plan of action
    - d. Student's physical readiness
    - e. Student's financial well being
  4. Local students receive a tour of the facilities.
  5. Students attend orientation on the first day of the program, at which time student services are discussed and classroom expectations are discussed.
  6. Students receive the School Performance Fact Sheet (SPFS) and a description of placement statistics.
  7. Student review the enrollment agreement (EA), at which time the refund, cancellation and other pertinent policies are discussed with them.
  8. Students sign the enrollment agreement and are given a copy of the EA upon request.

#### **14 Student's Right to Cancel and Withdrawal Policy**

A notice of cancellation either in writing, email and/or in person is recommended. A withdrawal may be effectuated by the student's notice to the school administrative office, 16117 Covello St. Van Nuys, CA 91406 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the 14th day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed a hundred dollars (\$100).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60.0 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

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.

Students who decide to withdraw from school prior to completion should follow the steps below:

1. Meet with the Director of Training or designated administrator to discuss the student's decision to withdraw.
2. Meet with the designated financial aid official to see if obligations still exist.
3. Provide a written and signed notice of withdrawal to the Director of Training or designated administrator.

#### **Refund Policy**

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has

not attended prior to withdrawal. No refunds are due once the student has received 60.1% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. 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.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the

### **Bureau for Private Postsecondary Education at**

P.O. Box 980818

West Sacramento, CA95798-0818

[www.bppe.ca.gov](http://www.bppe.ca.gov)

(916) 431-6959 (fax) (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (800)370-7589 or (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov) .

## **15 Academic Probation and Dismissal Policies**

The Programs offered by this institution are of a very short duration. No academic probation is granted for any program offered at PWA. Students are expected to attend all classes. Academic progress is measured by a pass/fail system. Students who do not maintain a passing status are subject to dismissal at the discretion of the instructor.

## **16 Attendance Policy – All Programs**

Attendance is an extremely important part of the learning experience. This institution requires that a student attend all scheduled classes. Instructors use a physical roster to take attendance at the beginning of the class and the end of the class. All students must stay in the classroom for the duration of the class. If a student must leave the class early, the student must notify the instructor before the class so that he/she will not distract the class.

If a student misses a class, they must notify the Director of Training as to why they missed class. The student must make up the course at a later scheduled date with the permission of the Director of Training and instructor if the students wish not receive a failing grade for the day (**Note, all courses at PWA are short, therefore attendance is crucial.**)

### **Attendance Calculation towards the grade**

Attendance counts as 8% of the grade

**Absence**

Six absences constitutes a fail grade for the CESS Program.  
Five absences constitutes a fail grade for the CPS Program.  
Three absences constitutes a fail grade for the CST Program.

**Tardiness/Early Departure**

A student is allowed to be tardy or leave early 5 times before accruing one absence. It is important for you to be in class on time in order not to interrupt the instructor, students, and lesson. Students will be marked tardy if they are not present within the first 10 minutes of each class session or if they leave 10 minutes before class is over. Students arriving after the first hour will be marked absent. Five incidents of tardiness or of leaving school without a legitimate excuse constitute an absence and any missing material. Excessive tardiness may lead to a dismissal from the school.

**Probation**

The courses offered by this institution are of a very short duration. No academic probation is granted. Students are expected to attend all classes. Academic progress is measured by a pass/fail system. Students who do not maintain a passing status are subject to dismissal at the discretion of the instructor.

**Repetition Policy**

Students can repeat a class only once. The ability to retake the class is subject to the instructors' recommendations and to availability of space in classrooms. The grade earned from a repeated class will replace the original grade and become the final grade of the student's record.

**Withdrawals Policy**

Any student has the right to withdraw from a class of instruction at any time by notifying the office. The student will be charged on a prorated basis within guidelines established by the California Education Code as specified in the student's enrollment agreement.

**Suspension or Termination Policy**

PWA reserves the right to suspend, expel or terminate any student whose attendance, academic, or personal behavior does not comply with the school standards, regulations, and rules.

**17 Leaves of Absence**

The courses offered by this institution are of a very short duration. Therefore, no Leaves of Absence are offered.

**18 Charges: Tuition & Fees**

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

<b>Program Name</b>	<b>Tuition</b>	<b>Supplies &amp; Materials</b>	<b>Other Fees</b>	<b>STRF</b>	<b>Total Program Charges</b>	<b>Estimate Schedule of Charges</b>
Certified Executive Security Specialist (CESS)	\$9,940	\$4,800	\$1,060	\$0	\$15,800	Due on the first day of class

Certified Protection Specialists (CPS)	\$7,890	\$2,557	\$700	\$0	\$11,147	Due on the first day of class
Comprehensive Security Training (CST)	\$3,346.20	\$435.80	\$348	\$0	\$4,130	Due on the first day of class
Cyber Security Operator (CSO)	\$10,243	\$400	\$2,304	\$0	\$12,947	Due on the first day of class
Essential Security Training (EST)	1,804	\$215	\$451	\$0	\$2,470	Due on the first day of class

**Charges for Period of Attendance:**

All program charges for a Current Period of Attendance and for the Entire Educational Program are the same as the published price in our schedule of Charges and Fees.

**Payment Method:**

PWA accepts cash, most major credit cards and third-party payments such as WIOA.

**19 Policies and Procedures Regarding Financial Aid**

PWA participates in Federal financial aid programs through the Workforce Invest Act (WIA). Funding for training at PWA is provided for those who qualify (see below) through the Workforce centers in Los Angeles and San Diego Counties. If a student is referred by an agency that provides a grant for education, the student is not required to repay the grant per the agency’s guideline (This includes local WIA, Insurance Companies and Department of Labor grants and other payments for education). If a student obtains a loan or receives financial aid 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.

**Veterans Employment and Training Service (VETS)** is available to provide veterans and transitioning service members with the resources and services to succeed in the 21st century. VETS serve America's veterans and separating service members by preparing them for meaningful careers, providing employment resources and expertise, and protecting their employment rights. The funds are NOT associated with the GI Bill®. For further information about VETS, please contact Mark Treston, the Chief Academic Officer at (818) 906-3754 or visit the VETS website directly at:

<http://www.dol.gov/vets/>

**Workforce Investment Act – Adults/Youth/Veterans and Dislocated Workers Program**

PWA is an approved training provider for the Workforce Investment Act. The Adult and Dislocated Worker Program, under Title I of the Workforce Investment Act of 1998, is designed to provide quality employment and training services to assist eligible individuals in finding and qualifying for meaningful employment, and to help employers find the skilled workers they need to compete and succeed in business. All adults, 18 years and older, are eligible for core services. However, priority is given to Veterans, dislocated workers and individuals who are unemployed.

Please contact Mark Treston, the Chief Academic officer at (818) 906-3754 or by email at [info@pwa.edu](mailto:info@pwa.edu)

For further information visit <http://www.sbwib.org/> or register on Cal Jobs at:

<https://www.caljobs.ca.gov/vosnet/Default.aspx?plang=E>

## **20 Loan Repayment/Delinquent Tuition**

If a 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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. Student must be in good financial standing with PWA prior to graduation.

## **21 Financial Stability – Bankruptcy History**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

## **22 Placement Assistance Services**

Pacific West Academy is committed to placing our students in qualified security careers. We offer placement assistance both in house and with our security partners. All PWA students are instructed on how to write resumes, hold interviews and perform key duties as security professionals. During the training, PWA instructors assist students to create a profile on ASC's unique security related job search engine Guard Source One: [www.guardsourceone.com](http://www.guardsourceone.com) Students record videos and upload all their certificates and photos to the site where several security firms including ASC can view and contact prospective employees. The site is free and open to anyone regardless of whether or not they attended PWA. PWA provides continuous and lifelong job placement assistance to all its graduates. ASC is also the largest Executive Protection Company in Southern California and continuously recruits from its own training program.

Pacific West Academy invites security companies to recruit and speak to the students about the job opportunities and benefits of each company.

Pacific West Academy has implemented an online job search engine that is geared specifically for the security field, where any candidate from any security training academy or background can create an account for free. Hundreds of jobs around the world are available on the site for security candidates. Students are interviewed before and during the program by PWA administration staff to identify potential weaknesses and strengths for job placement services.

PWA instructors hold video interviews with students and help students post videos and create accounts on Guard Source One (<https://www.guardsourceone.com/>). The students' resumes are examined and edited by the instructors and basic hiring techniques are taught in the job placement training course.

Prior to graduation, students review their job prospects with the PWA staff, at which time the staff assists with placement by calling companies they have shown interest in.

Students fill out a questionnaire on the jobs they would like to apply for based on their home of record and ability to travel.

Pacific West Academy does not **guarantee** employment.

## **23 STRF Disclosures**

### **76215. Student Tuition Recovery Fund Disclosures**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans,  
and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 (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 noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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, or to provide equipment or materials for which a charge was 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 the 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. *However, no claim can be paid to any student without a social security number or a taxpayer identification number.*

**Employment Guarantee Disclaimer:** *Although job placement services are readily available, training rather than employment is being offered. PWA cannot guarantee or otherwise assure that a student will become employed.*

## **24 NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

“The transferability of credits you earn at Pacific West Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer,

you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Pacific West Academy to determine if your certificate will transfer.”

### **Transfer of Credit to PWA**

Students who have completed similar training courses at other institutions may apply for transfer of credit according to the following policies and procedures:

1. Complete and submit a Transfer of Credit Application to the Director of Education.
2. Provide an official transcript and catalog with course descriptions of the prior postsecondary training. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit. Photocopies will not be accepted.
3. Courses from accredited post-secondary training programs that correspond directly in content, scope and length to PWA courses will be considered for credit.
4. Technical coursework completed within the last three (3) years and general education coursework within the last seven (7) years is eligible for transfer credit review provided all other policy requirements are met.
5. Only training courses with a grade of C or 70% or above will be considered for credit.
6. Credit by examination, prior work experience, credit for prior experiential learning, military service, internships or practicum is not accepted.
7. No more than 50% of the total credits of the program can be accepted from transfer credits outside of the school system.
8. All decisions made by the Director of Training regarding Transfer of Credit are based wholly on the criteria as stated in these policies and procedures.
9. PWA does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one’s tuition charge and may affect financial aid eligibility and the length of one’s program.
10. All Transfer of Credit must be requested, reviewed, and approved prior to the start of a student’s program using an unofficial or official transcript. Credit will only be awarded after official transcripts have been received. Students who do not agree with the evaluation of transfer credit awarded by the school may file an appeal within three (3) calendar days after receiving the completed Transfer of Credit Application. Veteran's Credit for Previous Education or Training Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

### **25-1 Beginning and End Dates for time period covered by this catalog**

January 1, 2023 through December 31, 2023

### **25-2 Training Outcomes**

PWA delivers certification programs for individuals engaged in or aspiring to a profession in security. The school also delivers training programs addressing first aid, Sexual Harassment Prevention, Baton and Taser weapon training and executive protection. The school’s objective is to contribute to the workforce training needs of these related industries.



### **25-3 Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

### **25-4 Language Proficiency**

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a TOEFL or B1 CEFR proficiency based on any other standardized ESL exam or English preparation program. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

### **25-5 Language of Instruction**

Instructions will be given in no language other than English.

### **25-6 Financial Aid**

*Notice; please inquire with our staff for more specific financial aid opportunities.*

PWA is an approved training provider for the Workforce Investment Opportunity Act (WIOA). The Adult and Dislocated Worker Program, under Title I of the Workforce Investment Act of 1998, is designed to provide quality employment and training services to assist eligible individuals in finding and qualifying for meaningful employment, and to help employers find the skilled workers they need to compete and succeed in business.

### **Military Aid Programs**

There are several military aid programs designed specifically to assist service members and their dependents with education expenses – most administered by the U.S. Department of Veterans Affairs in conjunction with the various branches of the armed services. These military aid programs, along with traditional sources of federal and state student aid, can cover up to 100% of tuition and eligible education-related expenses, thereby helping veterans, active-duty service members and their dependents achieve their higher education goals.

To learn more about these military aid programs, visit [www.benefits.va.gov](http://www.benefits.va.gov)

### **Military Tuition Assistance Top-Up**

To be eligible you must be approved by your branch of the military and be eligible for Montgomery GI Bill®™ Active Duty benefits. The amount is the same as the amount received through the Montgomery Bill but cannot exceed the cost of the course. If you are receiving a Tuition Assistance award, your Montgomery GI Bill®™ benefit will be reduced. See your Veterans services officer and submit a VA form 22-1990 ([http://www.va.gov/vaforms/form\\_detail.asp?FormNo=22-1990](http://www.va.gov/vaforms/form_detail.asp?FormNo=22-1990)) to your VA Regional Processing Office. For more information, please visit <http://www.benefits.va.gov/gibill/>.

### **Montgomery GI Bill® and other VA Programs**

<http://www.benefits.va.gov/gibill/> is an excellent source for Veteran's information. You can easily navigate the site to find information regarding the various VA programs.

### **Post-9/11 GI™ (CHAPTER 33)**

To qualify for the Post-911 GI Bill®™ you must have at least 90 days of aggregate service after September 10, 2001 or honorably discharged with a service-connected disability after 30 continuous days following September 10, 2001. Visit [http://www.benefits.va.gov/gibill/post911\\_gibill.asp](http://www.benefits.va.gov/gibill/post911_gibill.asp) for additional information about the Post-911 program.

### **Sponsorships**

Pacific West Academy allows for companies or entities to provide sponsorships to individuals that have met the criteria set forth by Pacific West Academy. The sponsorships enable the recipients to study at Pacific West Academy based on financial needs of the student and/or company which sponsors them.

Pacific West Academy has established the following procedures pursuant to which sponsorships will be awarded from funds where donor/advisors have any advisory privileges or participation in the selection of grant or award recipients. The following procedures shall be interpreted so as to ensure Pacific West Academy's compliance with all applicable requirements of state and federal compliance.

Information regarding the sponsorship is made public and open to the community as a whole. Information regarding the sponsorship is included in the institution's printed and web-based materials as well as to employees of Advanced Security Concepts, the parent company of Pacific West Academy. A sponsorship committee meets prior to the start dates of the programs and determines qualifications based on criteria below. The committee is made up of Pacific West Academy academic staff as well as an alumnus of Pacific West Academy. Committee members are given the information prior to the meeting and discuss the choices at the meeting and vote on their final decisions. There are five members and the majority decision is chosen. Applicants who are not selected may reapply quarterly (with documentation renewal).

### **Criteria**

- Sponsorships will be awarded based:
  - The completion of a Pacific West Academy application
  - Submission of a personal essay stating the student's desire to pursue educational and career goals in high-end security and executive protection.
  - Financial need
  - Passing the Physical fitness standard for PWA
  - Passing an interview with PWA's Director of Training and Lead Instructor

### **Deadline for Submission**

Deadline for submission is 30 days prior to the start of the first-class in that specific training month.

Pacific West Academy values and encourages the interest and involvement of all students wishing to apply for the scholarships.

All prospective students should inquire for more details and how to apply by contacting Pacific West Academy: 16117 Covello Street, Van Nuys, CA 91406. Phone: (818) 906-3754. Fax: (818) 906-3755 or through the website [www.pwa.edu](http://www.pwa.edu)

### **25-7 Experiential Credit**

This institution does not award credit for prior experiential learning.



### **Class Incompletion**

With instructor’s approval, a student may be granted an extension to complete the required class work. If the work is not completed within the designated period, the student will be assigned a failing score for that class.

### **Program Withdrawal**

A student who withdraws from a class will receive the symbol “W” (Withdrawal) for the program, which has no impact on the grade.

### **Repetitions**

Students can repeat a class only once. The ability to retake the class is subject to the instructors’ recommendations and to availability of space in classrooms. The grade earned from a repeated class will replace the original grade and become the final grade of the student’s record.

### **Maximum and Minimum Timeframe:**

All programs must be completed within 150% the originally contracted length of time. All students must complete 84% of all the programs to be considered a graduate.

### **Appeals Policy – Academic or Otherwise**

Students may petition any decision made in regard to their academic progress or violations by submitting a written statement no later than one class after the decision. The Director of Training and Chief Academic Officer review the appeals letter and hold a meeting with the student in question. The appeal must describe the circumstances and reasons as to why the student’s academic record needs a change. The decision of the Director of Training and Chief Academic Officer must be delivered to the student no later than two classes after the submission of the letter. The appeals decision is final and is the ultimate step in the appeals process. If the internal appeals process is not sufficient, students can appeal by contacting the Bureau for Private Post Secondary Education (BPPE) at:

Bureau for Private Postsecondary Education P.O. Box 980818, West Sacramento, CA95798-0818.  
www.bppe.ca.gov (916) 431-6959 (fax) (916) 263-1897

### **25-9 Description of the Facilities & Type of Equipment Used for Instruction**

The main campus is located at 16117 Covelo Street in the city of Van Nuys, CA 91406. The training facilities are located next door to our corporate offices in a two-story building. Parking for the students and staff is located both on our premises and on the street. The school is approximately 3,000 square feet in size. The training facilities are designed for both theory and practical classes. We use an outdoor shooting range for weapons training.

**The San Diego Branch** is located at 3333 Midway Ave, San Diego CA 92110

<b>Course Name</b>	<b>Equipment</b>	<b>Equipment to Student Ratio</b>
CPR – First Aid – AED (Defibrillator)	Adult CPR Practice Dummies	1:1
	Child CPR Practice Dummies	1:1
	Infant CPR Practice Dummies	1:1
	Defibrillator	1:4
	Sanitation Masks	1:1
	Supplemental Instructional Videos	---
	Power Point Presentation	---
Projector / Screen	---	

	Student Desks/Chairs Heartsaver DVD Set Heartsaver First Aid CPR AED Instructor Manual with Lesson Maps and Instructor CD Heartsaver First Aid CPR AED Student Workbook with Heartsaver First Aid Quick Reference Guide Heartsaver CPR AED Adult, Child & Infant Reminder Card Instructor Computer	1:1 --- --- 1:1 1:1 ---
Job Placement Training/ Sexual Harassment Prevention Course	Power Point Presentation Instructor Computer Course Syllabus/Curriculum Book – BLR’s California Guide to Preventing Sexual Harassment Prevention Supplemental Instructional Videos Exam Materials Student Desks/Chairs Student Computers	--- --- --- 1:1 --- 1:1 1:1 1:1
California Guard Card Certification	Course Syllabus/Curriculum Exam Materials Supplemental Instructional Videos Power Point Presentation Projector / Screen Handcuffs Student Desks/ Chairs Instructor computer	--- 1:1 --- --- --- 1:2 1:1 ---
California Exposed Firearms (FA 1&2)	Course Syllabus/Curriculum Instructor Computer Exam materials Supplemental Instructional Videos Power Point Presentation Projector / Screen Firearm Safety Posters Firearms (PWA will provide unless student has their own firearm they wish to use) Ammunition Safety Glasses Hearing Protection Emergency trauma Kit Qualification targets Firearm Holsters Magazine Holsters Firearm Magazines Dummy Firearms Simulator Simulator Firearm Shooting Range (PWA rents range time from a local range)	--- --- 1:1 --- --- --- --- 1:1 100rnds:1 1:1 1:1 1:16 1:1 1:1 2:1 1:2 --- 1:16 ---

Taser Training/ OC Spray	Projector/Screen Instructor Computer Course Syllabus/Curriculum PowerPoint Presentation Exam Materials Student Desks/Chairs Simulator Simulator X26 Taser Simulator Pepper Spray X26 Taser and Training Cartridges C2 Taser and Training Cartridges Practice Pepper Spray Canisters (water)	--- --- --- --- 1:1 1:1 --- 1:16 1:16 1:1 1:1 1:4
California Baton	Course Syllabus/Curriculum Exam materials Supplemental Instructional Videos Power Point Presentation Projector / Screen Baton Padded Baton Strike Pads Student Desks/Chairs	--- 1:1 --- --- --- 1:8 1:16 1:8 1:1
Tactical Emergency Casualty Care CESS/CPS Only	Adultmanikins SanitationMasks SupplementalInstructionalVideos Power Point Presentations Projector / Screen Training Videos Fully loaded medical aid bag Emergency Application Tourniquets Airway Simulator Nasopharyngeal Airway Surgical lubricant Needle decompression simulator Emergency Ready Clamps	1:1 1:1 --- --- --- --- 1:16 1:1 1:1 1:1 1:1 1:1 1:1
Executive Protection Fundamentals (EP 1&2)	Power Point Presentation Instructor Computer Projector / Screen Course Syllabus/Curriculum Supplemental Instructional Videos Student Desks/Chairs Demonstration Vehicle Simulator Simulator Firearm Simulator X26 Taser	--- --- --- --- --- 1:1 1:16 --- 1:16 1:16
Advanced Executive Protection (EP 3-6) CESS/CPS Only	Course Syllabus/Curriculum Firearms Safety Glasses	--- 1:1 1:1

	Hearing Protection Emergency Trauma Kit Shooting targets Ammunition Shooting Range Firearm Holster Magazine Holster Firearm Magazines Dummy Firearms Orange Barrel Block Safety Rods Mock Building – materials Range Trailer Knee pads Company Vehicle Executive Protection vehicles	1:1 1:16 1:1 300rnds:1 --- 1:1 2:1 4:1 1:2 1:1 --- 1:16 1:1 1:16 3:16
Advanced Handgun Shooting Tactics (FA 3-7)  CESS/CPS Only	Course Syllabus/Curriculum Firearms Safety Glasses Hearing Protection Emergency Trauma Kit Shooting targets Ammunition Shooting Range Firearm Holster Magazine Holster Firearm Magazines Dummy Firearms Orange Barrel Block Safety Rods Mock Building – materials Range Trailer Knee pads Company Vehicle	--- 1:1 1:1 1:1 1:16 1:1 600rnds:1 --- 1:1 2:1 4:1 1:2 1:1 --- 1:16 1:1 1:16
School Security Guard SB 1626	Power Point Presentation Supplemental Instructional Videos Exam Materials Projector / Screen Course Syllabus/Curriculum Student Desks/ Chairs Simulator Simulator Firearm Instructor Computer	--- --- 1:1 --- --- 1:1 --- 1:16 ---
Behavior Analysis CESS/CPS Only	Course Syllabus/Curriculum Exam Materials Supplemental Instructional Videos Power Point Presentation Projector / Screen Instructor Computer	--- 1:1 --- --- --- ---
Arrest and Control	Course Syllabus/Curriculum	---

	Supplemental Instructional Videos	---
	Power Point Presentation	---
	Projector / Screen	---
	Handcuffs	1:2
	Student Desks/ Chairs	1:1
	Instructor Computer	---
Supervisor Skills CESS/CPS Only	Course Syllabus/Curriculum	---
	Training software (Word, Excel, PowerPoint)	1:1
	Exams software (word, Excel, PowerPoint)	1:1
	Instructor Computer	---
	Student Computers	1:1
	Planning Materials	---
	Projector/Screen	---
Vehicle Dynamics/ EVOC CESS/CPS Only	Projector/Screen	---
	Instructor Computer	---
	Course Syllabus/Curriculum	---
	PowerPoint Presentation	---
	Student Desks/Chairs	1:1
	Vehicles	1:3
	Vehicle for Tire Changes only	1:16
	Supplemental Instructional Videos	---
Surveillance/ Counter- Surveillance CESS/CPS Only	Projector/Screen	---
	Instructor Computer	---
	Course Syllabus/Curriculum	---
	PowerPoint Presentation	---
	Student Desks/Chairs	1:1
	Supplemental Instructional Videos	---
	Costume Materials	---

### 25-10 Library Resources

Pacific West Academy does not possess a traditional library. There is a resources room where students and instructors can borrow or use equipment (list in the catalog resources list).

### 25-11 Student Services

This institution does not provide airport reception services or meal services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problem which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

### 25-12 Student Lodging Assistance

PWA does not own any dormitory facilities. However, the institution provides lodging assistance for the CESS and CPS programs based on the following criteria:

1. Distance of home address to the training facility (60 miles)
2. Availability of transportation

There are many apartment buildings within a five-mile radius of the school, and the average monthly rental for a studio apartment is about \$1,200. While the subject of housing is not apropos to the needs of our



students enrolled in very short programs of study, this information is provided herein because it is required by the education code and regulations.

### **25-13 Student's Rights & Student Grievance Procedures**

As a student you have certain rights. See the Section entitled Privacy Act on page 33 which identifies your rights to have your student records remain private.

You have rights regarding cancellation, withdrawals, and refunds as set forth in the student's right to cancel and refund policy which appears on pages 16-17 this catalog.

You may have rights pertaining to your eligibility for compensation under the Student Tuition Recovery Fund. See Section 23 in this catalog which sets forth your rights under the STRF.

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. The Branch Manager is also accessible for all academic and non-academic questions or concerns that the student may have. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Pacific West Academy  
16117 Covello Street  
Van Nuys, CA 91406

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days.

### **25-14 Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution is paid current.

### **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act (FERPA). It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Unauthorized possession of a weapon on campus.
- Behavior creating a safety hazard to another person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Director of Training of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

## **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Director of Human Resources who is assigned the responsibility for assuring that this policy is followed.

## **Academic Freedom**

Pacific West Academy is committed to assuring full academic freedom to all instructors. Confident in the qualifications and expertise of its instructors members, the college encourages its instructors members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Pacific West Academy encourages instructors and students to engage in discussion and dialog. Students and instructors members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## **Self-Monitoring Policy**

PWA's administration, staff and instructors work on all matters of school business, student affairs, curriculum, course offerings and content. This Institutional Review's agenda is driven by weekly staff and quarterly instructors' meetings with meeting minutes and agenda issues to be addressed. Student evaluations of each program are held prior to the completion of the program. The evaluations are of the school's services, curriculum, instructors and student outcomes. The primary purpose is to ensure that the institution is maintaining all requirements determined by the BPPE, maintaining all ethical standards mandated by the management of the institution, and ensuring that the institution remains student-centered

in all areas. The Director of Training regularly updates the school materials and resources based on the recommendations from staff, advisory board and instructors at the quarterly policy meeting. The instructors at this institution implement technology and are trained to use it in their classes. Staff attend BPPE and or regulatory workshops on an annual basis. Files are internally audited on a monthly basis by the CAO and Director of Administration.

### **Sexual Harassment Prevention**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of Sexual Harassment Prevention. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual’s body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **English as a Second Language Instruction**

This institution does not provide ESL instruction. PWA has a bilingual Spanish and English-speaking staff member for those requesting additional information or need assistance in Spanish.

### **Distance Education**

PWA does not offer any instruction through distance education.

### **Academic Calendar**

An updated academic calendar is available on Pacific West Academy’s Website: [www.pwa.edu](http://www.pwa.edu)

<b>Observed Holidays (No Classes)</b>		<b>Academic Calendar</b>
New Year’s Day	January 1 <sup>st</sup>	<b>Start Dates for our Certified Executive Security Specialist course:</b> January 3rd to February 24th, 2023 February 6th to March 31st, 2023 March 13th to May 5th, 2023 April 17th to June 9th, 2023 May 22nd to July 14th, 2023 June 26th to August 18th, 2023 July 31st to September 22nd, 2023 September 5th to October 27th, 2023 October 9th to December 1st, 2023 November 6th to December 22nd, 2023
Martin Luther King Day	January 21 <sup>st</sup>	
Presidents Day	February 18 <sup>th</sup>	
Memorial Day	May 27 <sup>th</sup>	
Independence Day	July 4 <sup>th</sup>	
Labor Day	September 2 <sup>nd</sup>	
Veterans Day	November 11 <sup>th</sup>	
Thanksgiving Day	November 28 <sup>th</sup>	
Christmas Day	December 25 <sup>th</sup>	

### **Credit Evaluation Policy**

Students receiving veterans’ benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. Transcripts and evidence of evaluation will be kept in the veteran file.

## **Progress Policy**

Progress will be monitored on a course to course basis. If at the end of any given evaluation period the student's grade falls below 70%, or if attendance falls below 85% of scheduled program hours the instructor or Director of Training will have a conference with the student and be given a verbal warning. If by the end of the program the student's grade is not raised to 70%, the student will receive a failing grade for the program, the Veterans Administration will be notified, and benefits will be interrupted.

## **Conditions for Reentrance**

GI Bill® Students: If the Director of Training determines that the conditions which caused the interruption to have been rectified, the student will be eligible to receive benefits.

## **Maximum and Minimum Timeframe**

All programs must be completed within 150% the originally contracted length of time. All students must complete 84% of all the programs to be considered a graduate.

## **Refund Policy**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course, withdraw or discontinue prior to completion, will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion bears to the total length of the course. The proration will be determined on the ratio of days or hours of instruction completed to the total number of instructional days or hours in the course.

The maximum non-refundable registration fee for veterans is \$10.00.

## **Copy Infringement Policy**

PWA enforces all copyright laws regarding the use of textbooks and all other copyrighted matter. Any fraudulent use of the materials could result in expulsion from the school.

End of Document

# **Veteran Addendum and Information Bulletin Acknowledgement**

## **Credit Evaluation Policy**

Students receiving veterans benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. Transcripts and evidence of evaluation will be kept in the veteran file.

## **Progress Policy:**

Progress will be monitored at the end of each evaluation period (week) for all students receiving veterans benefits. If at the end of any given evaluation period the student's grade falls below 70%, or if attendance falls below 70% of scheduled program hours, the student will be placed on probation for the following evaluation period. If by the end of the probation period the student's grade is not raised to 70%, or overall attendance is not raised to at least 70% of scheduled hours, the Veterans Administration will be notified, and benefits will be interrupted.

## **Conditions for Reentrance:**

If the director determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits.

## **Maximum Timeframe:**

All programs must be completed within the originally contracted length of time.

## **Refund Policy:**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course, withdraw or discontinue prior to completion, will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion bears to the total length of the course. The proration will be determined on the ratio of days or hours of instruction completed to the total number of instructional days or hours in the course.

The maximum non-refundable registration fee for veterans is \$10.00.

**Information for students Using Post-9/11 G.I. Bill® (CH33) or Vocational Rehabilitation and Employment benefits (CH31)**

A student using Post-9/11 G.I. Bill® (CH33) or Vocational Rehabilitation and Employment benefits (CH31) will be allowed to enroll in and attend courses and access campus facilities while the campus awaits payment for tuition and fees from the VA. While awaiting receipt of funds from the VA, **Pacific West Academy** will not impose any penalty, charge late fees or require an eligible student to borrow additional funds to cover tuition or fees. This waiting period begins the date the student provides appropriate documentation and continues either until funds are received from the VA or until 90 days after the School Certifying Official has certified the student’s enrollment for tuition and fees.

To demonstrate current eligibility and intent to use Chapter 33 or 31 benefits, a student must provide the following documents:

- Certificate of Eligibility (COE) or Education Enrollment Status form (printed from the VA website).
- A written request to use either Post 9/11 G.I. Bill benefits or VA Vocational Rehabilitation or; and
- All additional information requested by the School Certifying Official to properly certify enrollment to the VA.

For more information regarding this policy, contact your School Certifying Official, Andrea Monrroy at:  
Andrea.m@pwa.edu or 818-906-3754

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at:**

<https://www.benefits.va.gov/gibill>.

I have received a copy of the Veterans Information Bulletin that contains the rules, regulations, course completion, requirements and costs for the specific course in which I have enrolled.

Print Name: \_\_\_\_\_

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

Social Security: \_\_\_\_\_

Enrolled By: \_\_\_\_\_

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