ESSC INC.
Professional Industry Career Training

EMPLOYED SECURITY SERVICE CENTER, INC.

STUDENT PROGRAM CATALOG

January 1, 2024– December 31, 2024

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California Association License Security Agencies, Guards & Associations
Serving Los Angeles County

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Acknowledgement of School Performance Fact Sheet

PROSPECTIVE STUDENT INSTRUCTIONS.

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**.**

MISSION & PURPOSE, Vision, & Objectives. Provide highly skilled, trained, private security officers for all security and related professions throughout the State of California. Provide highly skilled and trained Logistics and Safety Professionals to enhance and improve the community and the life of the student.

Our Vision for the Future: Employed Security Service Center, Inc. (hereafter known as the Center) is a private institution that will be a resource for private and public partnerships, developing collaboration between education and industry, providing educational enrichment and improved quality of life for our students.

- Provide innovative student-centered teaching and support services to foster students' personal and social development.
- Provide programs and courses in varied schedules to meet students' needs.
- Evaluate and update curricula, programs, and courses in response to workforce and industry needs.
- Provide access to information in changing and emerging formats.
- Continue to operate in a cost-effective manner.

About Us: Classes are held at: Employed Security Service Center, Inc. (Center) located at 3530 Atlantic Ave., Suite 100, Long Beach, CA 90807 (www.employedsecurity.org), Telephone Numbers: (626) 765-9589 and (800) 856-1053. The Center is incorporated in the State of California as a "for profit corporation." Employed Security Service Center, Inc. has a license to operate a business from the City of Long Beach, (License #BU21608621), and is licensed by the Department of Consumer Affairs, Bureau of Security & Investigative Services: Training Facility Baton (TFB #1337); Training Facility Firearms (TFF 1531). The Center is a member of California Association Licensed Security Agencies, Guards, and Associations (CALSAGA).

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE) APPROVAL
Employed Security Service Center, Inc.is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009.

ACADEMIC FREEDOM. The Center is committed to assuring full academic freedom to all faculty members. Confident in the qualifications and expertise of its faculty members, the Center encourages its faculty to exercise their individual judgments regarding the content of the assigned courses, organization of topics, and instructional

methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those sanctioned by the institution, methods for which the Center has received oversight approval.

The Center encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, if they believe it would advance understanding in their specialized discipline or sub-disciplines.

ACADEMIC PROBATION. In the event a student fails to meet satisfactory progress, students in certificate programs will be placed on probation for one module. By the end of the probationary period, the student must meet satisfactory progress. Students are encouraged to repeat any course or receive private tutoring to meet satisfactory progress in all modules.

ACCREDITATION. Employed Security Service Center, Inc. does not offer degree programs and is NOT accredited by any accrediting agency recognized by the United States Department of Education.

ADMISSION COUNSELING & PROCESS: The Center courses are available to all interested parties who complete the Admissions and Assessment process, and it is determined the student has the necessary aptitude and motivation to complete the training program selected; and can read, write, speak, understand, and communicate in English. The process includes review of the student's past work, volunteer, and education experience utilizing the student's resume and/or education documentation:

> DD214, vocational training certifications, State Licenses or Certifications, high school diplomas or college transcripts). If the student is referred by a Worksource Center or other public or private agency where they have been pre-screened a copy of the assessment tool (ex. CASAS) and/or resume will be requested.

All interested students receive a tour of the school and receive a School Catalog and School Performance Fact Sheets (SPFS) for the program of interest. The Enrollment Agreement is completed during Admissions, and any questions regarding the Catalog, SPFS forms, or Enrollment Agreement are answered by staff.

Students must be age 18 and over and provide a government issued identification with photograph indicating that the student is 18 years of age or older: Passport, Driver's License, or State issued Identification Card. Veterans will be asked to provide a copy of their DD214. The Center may request your Birth Certificate, Passport, or Green Card to obtain the State issued Guard Card, Baton Permit, or Firearms Permit.

Felony/Misdemeanor Disclosure: Students who have had a felony may not be able to pass the Background Check required to obtain the Guard Card, Baton Permit, or Firearms Permit for security training.

Students who owe back Child Support may only receive the Guard Card up to 6 months until they resolve the Child Support issues.

ADMINISTRATION BUSINESS HOURS
Monday – Friday: 8:00am to 5:00pm (Closed during lunch 12:00-1:00pm)

ARTICULATION/TRANSFER AGREEMENTS. The Center does not have any articulation or transfer agreements.

ATTENDANCE POLICY. Any missed days or missed coursework must be made up. All courses require 100% attendance to all classes and demonstrations. Students are expected to attend scheduled classes at the scheduled starting time and to continue as scheduled throughout the day. Attendance is recorded daily. It is the students' responsibility to telephone in advance to notify the instructor of an absence or tardy. It is the students' responsibility to sign the attendance sign-in sheet daily, located in all classrooms.

CANCELATION, WITHDRAWAL & REFUND POLICY

Students Right to Cancel: The student has the right to cancel and obtain a refund of charges paid through attendance at the first class or the seventh day after enrollment, whichever is later. Any student wishing to cancel or withdraw from class should deliver or send by United States postal delivery a written notice of cancellation or withdrawal to the Employed Security Service Center, Inc., 3530 Atlantic Ave., Suite 200, Long Beach, CA 90807; or cancelation or withdrawal may be demonstrated by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250). The Center 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 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 written notification of cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

The student shall have the right to cancel the agreement and receive a full refund of student paid fees before the first lesson and materials are received and/or outside licensing or testing fees are paid on the student's behalf.

Cancellation is effective on the date written notice of cancellation is delivered or received. The Center will make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. Should a student cancel or withdraw from the program and be eligible for a refund, the refund will be paid to the student, department, or agency that paid the fees.

CERTIFICATE PROGRAMS OFFERED

The Method of Instruction for all programs: Lecture/discussion; guided discussion, case study, and demonstration/performance. Observation of student performance and interaction; Hands on with equipment (when required) and practical application training.

Program Title/ Description: Private Security Officer (Unarmed)
SOC CODE # 33-0000……Total Clock Hours: 40
Program Objective: BSIS State Certified Permits
Outcomes: BSIS identifies 40 hours of mandated training in the first year of receiving a California Security Guard Card; this program meets that requirement. Upon successful completion of this program, the student will be able to perform the duties of an Unarmed Private Security Officer. (Business Professions Code Section 7581, 7583.6, 7683.7).
Components of Instruction: Powers to Arrest -- 3 hours
Appropriate Use of Force -- 5 hours
Communications & Its Significance -- 4 hours Public Relations-- 4 hours
Observation & Documentation – 4 hours Trespass – 4 Hours
Liability/Legal Aspects – 4 hours Supervision – 4 hrs.
Crowd Control – 4 hrs. Parking/Traffic Control – 2 hrs.
Radio Procedures – 2 hrs.
Final Exam & Graduation, Licensure Requirements: 100% Score on State of California Powers to Arrest and Appropriate Use of Force tests; completion of Clock Hours; competency in all curriculum topics. Additional requirement to receive the state security guard card—fingerprint and background check clearance.

Program Title/ Description: Private Security Officer (Armed)
SOC CODE # 33-0000 Total Clock Hours 44
Program Objective: BSIS State Certified Permits
Outcomes: Upon successful completion of this program, the student , the student resulting in 5 certificates. Student will be able to perform the duties of a Private Security Officer (Armed); certifications in addition to the Guard Card: Baton, Firearms, Chemical Agent, and First Aid CPR AED.
Components of Instruction:
Powers to Arrest – 3 hours

Appropriate Use of Force - 5 hours
Firearms Training - 16 hours Chemical Agents - 4 hours
Baton Training - 8 hours First Aid CPR AED - 8 hours
Final Exam & Graduation, Licensure Requirements: 100% Score on State of California Powers to Arrest and Appropriate Use of Force tests: 85% Score on the Baton & Firearms Tests. Completion of all clock hours; competency in all curriculum topics. Additional requirements to receive the state security guard card—fingerprint and background check clearance. Additional requirement to receive Firearms License: Passing background check clearance and passage of psychological assessment: PSI.

Program Title/ Description: Private Security Officer (Armed) & School Security Officer Training SOC CODE # 33-0000 Total Clock Hours: 104

Program Objective: BSIS State Certified Permits

Outcomes: Upon successful completion of this program, the student will be able to perform the duties of a Private Security Officer Armed & School Security Officer. BSIS identifies 32 hours of training to take place in the first year of receiving the California Security Guard Card (8 hours of training); this program meets that requirement, and the student will have an additional 64 hours of training resulting in six certifications in addition to the Guard Card: School Security Officer, Baton, Firearms, Chemical Agent, First Aid CPR AED Certification, and Emergency Response HazMat certificate.

Components of Instruction: 40-hour training (noted above in Unarmed PSO)
64 additional hours of that includes: Firearms: 16 hours; Baton: 8 hours
Chemical Agent:- 4 hours; Emergency Response HazMat" 4 hours
First Aid CPR AED - 8 hours SB1626: 24 hours
Final Exam & Graduation, Licensure Requirements: 100% Score on State of California Powers to Arrest and Weapons of Mass Destruction tests: 85% Score on the Baton & Firearms Tests. Completion of all clock hours; competency in all curriculum topics. Additional requirement to receive the state security guard card—fingerprint and background check clearance. Additional requirement to receive Firearms License: Passing background check clearance and passage of psychological assessment: PSI.

Program Title/ Description: School Security Officer (Unarmed) 24 Hour
SOC CODE #33-0000 Total Clock Hours: 24

Program Objective: School Security Officer SB1626 Certificate

Outcomes: Prepare students for employment as a School Security Officer (Unarmed); with the passage of SB 1626, California State Law now requires Campus Safety Officer in K-12 school districts or California Community College Districts to complete a course of training developed by BSIS. The law affects guards working on school property for more than 20 hours per week. The training requirement for guards employed pursuant to a contract between a K-12 school district or California Community College District and a private patrol operator. Completion of this training will allow an existing security guard (with a guard card) to be authorized to work within a school setting.

Components of Instruction: School Security Officer Role & Responsibility 4 hrs Laws and Liability 8 hrs. Security Awareness in Educational Environment 3 hrs. Mediation/Conflict Resolution 4 hrs. Disasters and Emergencies 1 hr. Dynamics of Student Behavior 3 hrs. Examination 1 hr. Final Exam & Graduation Requirements: Students will demonstrate competency in topic. Completion of clock hours required.

Program Title Description: (A-G) SOC CODE # 33-0000

Individual BSIS State Certified Permits for Private Security Officer (Armed / Unarmed) (Scheduled with existing/ongoing classes as available.)

Program Objective: Certification/Requalification/Continuing Education.

Purpose: Update/renew existing or expired certifications required to be employed as a Private Security Officer or complete extended required training for employment.

Outcomes: Obtain new, renew, update existing or expired students' certifications for continued employment or to obtain employment.

Program/Module SOC CODE # 33-0000	A: Guard Card Only or Annual Refresher	8 hours (Powers to Arrest and Weapons of Mass Destruction)
SOC CODE # 33-0000	B: Chemical Agents***	2-4 hours
SOC CODE # 33-0000	C: Firearms Certification***	16 hours
SOC CODE # 33-0000	D: Firearms Requalification (1 caliber)	2-4 hours
SOC CODE # 33-0000	E: Baton Certification***	8 hours
SOC CODE # 33-0000	F: Baton Refresher***	4-8 hours
SOC CODE # 33-0000	G: First Aid CPR AED	8 hours
Final Exam & Graduation, Licensure Requirements: 100% Score on State of California Powers to Arrest and Use of Force. 85% Competency on Baton & Firearms training. Completion of Clock Hours; competency in all curriculum topics. Additional requirement to receive the state security guard card—fingerprint and background check clearance. Additional requirement to receive Firearms License: Passing background check clearance and passage of psychological assessment: PSI.		

Program Title /Description: OSHA 10

SOC CODE # 11-9160, 19-5000, 37-2000 Total Clock Hours: 30

Program Objective: OSHA 10 General Industry Safety Card

Purpose: How to identify, abate, avoid, and prevent job related hazards on a work site. The training covers a variety of safety and health hazards which a worker may encounter at a work site. Training emphasizes hazard identification, avoidance, control, and prevention, not OSHA standards.

Outcomes: Students will demonstrate personal behaviors appropriate to the workplace; can identify and meet employer and safety needs; work effectively with

others; demonstrate effective material handling, personal protection, and Hazard communication.

Components of Instruction:

Intro to OSHA - 2 hours Walking and Working Surfaces, fall protection 1 hour
Exit Routes, Emergency Action Plans, Fire Prevention Plans, & Fire Protection 1 hour
Electrical - 1-hour Personal Protective Equipment 1 hour
Hazard Communication/Globally Harmonized
System of Classification (GHS) - 1 hour Material Handling - 1 hour
Machine Guarding - 1 hour Confined Space - 1 hour

Final Exam & Graduation Requirements: Student achievement is measured using a Pass/Fail system. Students must participate in and understand all exercises to maintain satisfactory progress. No extra credit options for this course. Instructor must recommend makeup.

Program Title / Description OSHA 30

SOC CODE # 11-9160, 19-5000, 37-2000 Total Clock Hours: 30

Program Objective: OSHA 10 General Industry Safety Card

Purpose: Provides workers information about how to identify, abate, avoid, and prevent job related hazards on a work site. The training covers a variety of safety and health hazards which a worker may encounter at a work site. Training emphasizes hazard identification, avoidance, control, and prevention, not OSHA standards.

Outcomes: Students will demonstrate personal behaviors appropriate to the workplace; can identify and meet employer and safety needs; work effectively with others; demonstrate effective material handling, personal protection, and Hazard communication.

Components of Instruction:

Introduction to OSHA -2 hours Managing Safety and Health - 2 hours
Injury and Illness Prevention Programs, accident prevention programs, hazard prevention and control Walking and Working Surfaces, including fall protection -1 hour
Exit Routes, Emergency Action Plans, Fire Prevention Plans, Fire Protection - 2 hours
Electrical – hours Personal Protective Equipment (PPE) - 1 hour
Materials Handling – 2 hours
Hazard Communication/Globally Harmonized System of Classification (GHS) - 1 hour
Component/Module #2 Intermediate - Hazardous Materials (Flammable and Combustible Liquids,
Spray Finishing, Compressed Gases, Dipping and Coating Operations) - 1 hour
Permit-Required Confined Spaces – 1 hour Lockout / Tagout – 1 hour
Machine Guarding – 1 hour Welding, Cutting, and Brazing – 1 hour
Introduction to Industrial Hygiene – 1-hour Bloodborne Pathogens – 1 hour
Ergonomics – 1 hour Fall Protection – 1 hour
Powered Industrial Vehicles – 1 hour Job Site Inspections – 2 hours
Management Commitment & Employee Involvement – 1 hour
Worksite Analysis – 1 hour Accident Investigations – 1 hour
How to Conduct Safety Meetings 1-hour Supervisory Communication – 1 hour
Review, Discussion, and Safety Test 1 hour

Final Exam & Graduation Requirements: Test at the end of Day Three. Student achievement is measured using a Pass/Fail system. Students must participate in and

understand all exercises to maintain satisfactory progress. No extra credit options for this course. Instructor must recommend makeup.

Program Title / Description: Logistics and Supply Chain Professional

SOC CODES #13-1080, #43-5000, #51-0000, #53-1000 Total Clock Hours: 96

Program Objective: Logistics and Supply Chain Professional Certificate

Outcomes:

LEAN Six Sigma Green Belt
OSHA 30 Hour General Industry Safety Card
Forklift Safety Certificate "Train the Trainer"
Bloodborne Pathogens Active Shooter

Components of Instruction: Logistics & Supply Chain Course:

- Overview/Expectations Fundamentals (2 hours)
- Strategy & Planning (3 hours)
- Sourcing & Risk Management (3 hours)
- Operations & Inventory Management (4 hours)
- Network Design & International Logistics (4 hours)
- Systems Support Management (4 hours)
- Sales & Operation Planning & Measuring (3 hours)
- Logistics & Supply Chain Safety (3 hours)
- Customer Service/Communications, Interviewing, Further Education (8 hours)
- LEAN Six Sigma (Yellow Belt) (8 hours)
  5S Housekeeping, A3 Problem Solving, Value Steam Maps, Standard Work Instructions, Kaizen Group Improvement
- OSHA 30 General Industry Safety (30 hours)
- Forklift Safety "Train the Trainer" (4 hours)
- Cal-OSHA Compliance, Departments, Resources (6 hours)
- Bloodborne Pathogens (8 hours)
- Emergency Response & Disaster Preparedness (2)
- Pandemic COVID 19 Compliance IPP (4 hours)
- Active Shooter (2 hours)

Final Exam & Graduation Requirements: Completion of all modules is required, and student achievement is measured using a Pass/Fail system to pass all tests and quizzes for Logistics & Supply Chain; satisfactory performance for the LEAN Yellow Belt Certificate, pass all tests for OSHA; pass Forklift Safety course per applicable Cal OSHA standards. Students must participate in and understand all exercises to maintain satisfactory progress. No extra credit options and makeup must be approved by the instructor.

Program Title / Description: Logistics and Warehouse Technician

SOC CODES #13-1080, #43-5000, #51-0000, #53-1000 Total Clock Hours: 80

Program Objective Logistics and Warehouse Technician Certificate

Outcomes:

Logistics and Warehouse Technician Certificate

LEAN Six Sigma Green Belt Certificate
OSHA 30 Hour General Industry Safety Card
Forklift Safety Train the Trainer Certificate

Components of Instruction:

- Overview/Expectations Fundamentals (2 hours)
- Strategy & Planning (3 hours)
- Sourcing & Risk Management (3 hours)
- Operations & Inventory Management (4 hours)
- Network Design & International Logistics (4 hours)
- Systems Support Management (4 hours)
- Sales & Operation Planning & Measuring (3 hours)
- Logistics & Warehouse Safety (3 hours)
- Customer Service/Communications, Interviewing, Further Education (8 hours)
- LEAN Six Sigma (Yellow Belt) (8 hours) 5S Housekeeping, A3 Problem Solving, Value Steam Maps, Standard Work Instructions, Kaizen Group Improvement
- OSHA 30 General Industry Safety (30 hours)
- Forklift Safety "Train the Trainer" (4 hours)
- Cal-OSHA Compliance, Departments, Resources 6 hrs.

Final Exam & Graduation Requirements: Completion of all modules is required, and student achievement is measured using a Pass/Fail system to pass all tests and quizzes for Logistics and Warehouse; satisfactory performance for the LEAN Yellow Belt Certificate, pass all tests for OSHA; pass Forklift Certification course per applicable Cal OSHA standards. Students must participate in and understand all exercises to maintain satisfactory progress. No extra credit options and makeups must be approved by the instructor.

Program Title/Description: Customer Service Total Clock Hours: 8
SOC CODE #43-4051

Program Objective: Certificate of Achievement

Purpose: 8-hour Customer Service course to prepare individuals for customer relations in a broad range of industries and may be customized for specific industries and/or situations for employment in customer service or any position requiring contact with the public.

Outcomes: Students will demonstrate personal behaviors appropriate to the workplace; be able to identify and meet employer and customer needs; work effectively with others; demonstrate effective communication skills; and the ability to operate essential equipment; demonstrate necessary organizational skills.

Components of Instruction:
Career Profile: On-Line/In-Person Networking; Social Media 1 hours
Career Opportunities & Requirements & Job Acquisition Skills: 1 Hour
Occupational & Personal Safety & health 1 Hours
Employer Expectations: 1 Hour
Human Relations Skills & Communication Skills: 1 Hours
Quality Customer Service: 2 Hours
Organizational Skills: 1 Hour

Final Exam & Graduation Requirements: Student achievement is measured using a Pass/Fail system. Students must participate in and understand all exercises to maintain satisfactory progress. No extra credit options for this course. Instructor must recommend makeup.

Program Title/Description: Customer Service Total Clock Hours: 40
SOC CODE #43-4051
Program Objective: Certificate of Achievement
Purpose: 40-hour Customer Service course to prepare individuals for customer relations in a broad range of industries and may be customized for specific industries and/or situations for employment in customer service or any position requiring contact with the public.
Outcomes: Students will demonstrate personal behaviors appropriate to the workplace; be able to identify and meet employer and customer needs; work effectively with others; demonstrate effective communication skills; and the ability to operate essential equipment; demonstrate necessary organizational skills.
Components of Instruction:
Course Expectations & Requirements 1 hours
Career Profile: On-Line/In-Person Networking; Social Media 8 hours
Career Opportunities & Requirements & Job Acquisition Skills: 3 Hours
Occupational & Personal Safety & health 4 Hours
Employer Expectations: 4 Hours
Human Relations Skills & Communication Skills: 8 Hours
Quality Customer Service: 8 Hours
Organizational Skills: 4 Hour
Occupational & Personal Safety & health 4 Hours
Final Exam & Graduation Requirements: Student achievement is measured using a Pass/Fail system. Students must participate in and understand all exercises to maintain satisfactory progress. No extra credit options for this course. Instructor must recommend makeup.

CERTIFICATE PROGRAM CLASSROOM EQUIPMENT

Tables and chairs, Television, White Boards, LCD Projector or DVD Player, Appropriate posters, charts, and handouts; Instructor Laptop

CERTIFICATE PROGRAMS: TUITION, BOOKS, SUPPLIES & MATERIALS

All fees are subject to change from time to time, without notice. The total charges for a current period of attendance are the same as the total program charges listed below.

Program Name	Program Hours	Refundable Total Program Tuition	Non-Refund-able STRF Fee	*Non-Refundable Books & Supplies Expenses	**Non-Refundable Local & State Fees	Total Program Charges
Private Security Officer (Unarmed)	40	626.00	.00	0	124.00	750.00
Private Security Officer (Armed)	44	807.50	2.50	0	342.00	1150.00
Private Security Armed & School Security Officer	104	1827.00	5.00	105.00	342.00	2275.00
Guard Card Only	8	151.00	.00	0	124.00	275.00
School Security Officer	24	350.00	.00	0	0	350.00
A: Guard Card Annual Refresher	8	50.00	.00	0	0	50.00
B: Chemical Agents***	4	50.00	.00	0	0	50.00
C: Firearms Certification***	16	368.00	.00	0	207.00	575.00
D: Firearms Requalification	2-4	100.00	.00	0	0	100.00
E: Baton Certification***	8	100.00	.00	0	60.00	160.00
F: Baton Refresher***	4-8	100.00	.00	0	40.00	140.00
G: First Aid & CPR AED	8	80.00	.00	0	20.00	100.00
OSHA 10 Hour	10	230.00	.00	0	20.00	250.00
OSHA 30 Hour	30	570.00	.00	0	20.00	600.00
Logistics & Supply Chain Professional	96	2331.00	5.00	38.00	20.00	2390.00
Logistics & Warehouse Technician	80	1841.50	5.00	38.00	20.00	1900.00

Customer Service 8 Hours	8	150.00	0	0	0	150.00
Customer Service 40 Hours	40	600.00	0	0	0	600.00

***Books and Training Manuals** are loaned for all programs except the following that are included in the Charges above:

Private Security Officer (Armed) & School Officer 104 hour	*Penal Code Pocket Law Enforcement, California, (2019)* **$30.00** *Emergency Response Guidebook, Standard Edition, ERG2029 (2020), LabelMaster,* Chicago, IL **$25.00**

Where the training manual is published by a State Agency and provided on-line for free, we encourage all students to visit the State site regularly to insure they are always up to date regarding any changes in the Training Manuals.

***Supplies and Materials:**
All programs: Pens, pencils and handouts are provided for all students at **no charge**. Security Program Specific Supplies/Materials included in the tuition, where applicable Chemical Agent Practice Spray (Water) $12.00
Face Shields/Masks, hand sanitizer, sterile gloves, bandages, tape: $15.00
Ammunition & Paper Targets $100.00

****Local and State Fees include, where applicable:**
State of California Guard Card Application processing: $55.00
State of California Firearms Application processing: $100.00
State of California Numbered Baton Card: $60.00
State of California Renewal Baton Card: $40.00
Fingerprinting Background Check no Firearms: $69.00
Fingerprinting Background Check for Guard Card & Firearms Certification: $107.00
Gun Range fees for Firearms Certification: $50
American Red Cross, American Heart Association for First Aid CPR AED Training Certification cards: $20.00

OSHA & LOGISTICS CLASSES
OSHA 10 General Safety Card $20.00
OSHA 30 General Safety Card $20.00

***Student must currently possess an active California State Guard Card to take these classes or be enrolled in the Guard Card Class concurrently.

The Student Enrollment Registration Agreement itemizes your refundable and nonrefundable charges.

CERTIFICATE PROGRAM SPECIFIC EQUIPMENT

The Center **loans** all necessary equipment for Baton and Firearms Certifications under the direction, supervision, control, and oversight of the Bureau for Security and Investigative Services (BSIS) approved instructor. No program specific equipment required for: Private Security Officer Unarmed; School Security Officer; Guard Card Only/Refresher; OSHA 10, OSHA 30, Logistics and Supply Chain, Logistics & Warehouse

Private Security Officer Armed	**Classroom:** Batons Straight, Side Handle PR24, Expandable; Floor Mats (Padding); Practice Weapons (Blue Guns); Handcuffs and keys; CPR Mannequins, Practice AED Equipment, **Firearms:** 9 MM, 45 caliber, 40 caliber, 38 caliber firearms
Private Security Officer (Armed) & School Security Officer	**Classroom:** Batons Straight, Side Handle PR24, Expandable; Floor Mats (Padding); Practice Weapons (Blue Guns); Handcuffs and keys; CPR Mannequins, Practice AED equipment, **Firearms:** 9 MM, 45 caliber, 40 caliber, 38 caliber firearms; Chemical Agent Practice Spray (Water)
Chemical Agents	Chemical Agent Practice Spray (Water)
Firearms Certification & Requalification	Classroom: Practice Weapons (Blue Guns) Firearms: 9 MM, 45 caliber, 40 caliber, 38 caliber firearms
Baton Certification & Refresher	Classroom: Batons Straight, Side Handle PR24, Expandable
First Aid **CPR** AED	Classroom: CPR Mannequins, Practice AED Equipment, Cleaning Wipes, Plastic mouth covers, gloves

CHALLENGE EXAMS/TRANSFER-IN CREDITS. The Center does not offer challenge examinations and/or achievement tests for credits. The Center does not accept transferring in of credits from other institutions.

CREDIT POLICY RE PRIOR EXPERIENTIAL LEARNING. The Center does not grant credit for "prior experiential learning."

DESCRIPTION OF FACILITIES/LOCATION. The Center is in a two-story building on Atlantic Avenue in the City of Long Beach CA. The Center is close to the 405 and 710 Freeways. The building is a well-maintained, attractive, office complex. Student parking is available at the location. The offices are on the second floor of the building with administrative office space. The classroom is on the first floor.

ENGLISH LANGUAGE PROFICIENCY & SERVICES. All courses are taught in English. There are no English language services provided. English as a Second Language Instruction is not provided. English language requirement: Students must have the ability to read, write, speak, and understand, and communicate in English.

FACULTY & QUALIFICATIONS

Musheer Rasheed, Chief Executive Officer/Instructor: 30+ years' experience of running successful WIOA programs with the County and City Work Source Systems. 20 years' experience in the Public-School system. Served on the Board of Directors of the Pasadena Police Foundation.

Natalie Bradford, Instructor: AA degree in Administration of Justice, Forensic Crime Scene Investigator. International Association for Healthcare Security & Safety Training Instructor, Certified American Red Cross and American Heart Association Instructor, Bloodborne Pathogens Instructor, Certified COVID-19 Compliance Instructor, Certified Emergency Response and Disaster Preparedness Instructor, HIPPA Compliance Trainer, Certified Emergency Medical Responder, Certified OSHA 10 and 30, HAZWOPER Instructor, Certified Project Manager Trainer, Project Manager Coach, Certified Six Sigma Certified Trainer. 23 years industry experience.

Susan Carter, BSIS Instructor Firearms with 30 years of experience in the Security and Law Enforcement community, Associate Degree in Criminal Justice.

Nelson Carter; BSIS Instructor Baton; Dept. of Corrections experience, and over 10 years in military training and post-secondary instruction.

Javier Rodriguez: Security and safety post-secondary instructor with 10 years classroom training experience; 15 years Director of Security & Safety for an exclusive Country Club; 10+ years as the Owner and General Manager of private security companies, retail department store security agent and investigator; United States Army Combat Veteran and Intelligence Officer.

Richard Moreno; Instructor: Licensed BSIS – PI/TIFLCO & CSLB – D16/D28/D56 Certified Instructor. Certified NRA Firearms Instructor/NRA Training Counselor/NRA Law Enforcement Firearms Instructor. 20 Years security experience, 16 years private investigation experience. American Red Cross Certified CPR, First Aid & AED Instructor and Disaster Preparedness.

Russell Levy JD, LEAN Certified Continuous Improvement Instructor and Employment Specialist with a Juris Doctor Law Degree. LEAN Mastery Certificate.

Patrice Jinso-Springer is a credentialed public educator who spent 30 years in Los Angeles Unified School District as a teacher, television producer, and a news reporter. Since retiring from public education, she has operated a non-profit to help individuals by providing one-on-one and classroom training and workshops on communication, job search, job retention, and customer service.

Faculty Minimum Qualifications:

Three years of work experience related to the industry/program:

- Security Officer Programs: Three years' experience: Law Enforcement, and/or Military Police, and/or Private Security Officer, and/or School Security Officer,

and/or three years in a government security position (i.e., Homeland Security, Drug Enforcement Agency (DEA), Federal Bureau of Investigations (FBI), Border Patrol Officer, Prison Guard (State of Federal) or similar security or law enforcement work experience. Logistics and Safety Programs: Three years of work experience in the industry and up to date Safety Certificates. Customer Service Programs: Three years' work experience in Customer Service. One year equals a minimum of 1000 clock hours and the experience may be full- time or part-time, paid, or unpaid.

- Bureau of Security and Investigative Services (BSIS) Certification Classes: Instructors are approved and hold current credentials/license from BSIS to teach Firearms and/or Baton courses.
- First Aid CPR AED instructors must hold current authorization, credentials, certification/license from American Heart Association or the American Red Cross.
- OSHA instructors must hold current Outreach trainer certification.
- Lean Instructors must hold current LEAN Certified Instructor certification.
- American Safety Council Certified Instructor must hold current certification.

FINANCIAL AID, FUNDING DISCLOSURES: Loans, Refunds, Tuition & Fees Paid: The Center does not participate in federal and state financial aid programs. Some adult and youth students may qualify for Federal training funds if they are determined eligible under the Workforce Investment Opportunities Act (WIOA). WIOA grants are available for dislocated workers seeking training and other individuals who meet the criteria established under the U.S. Department of Labor. Additionally, other public agencies and non-profit programs may provide funding for eligible students: Department of Rehabilitation, Employment Training Panel, Working Wardrobes, et al.

Loans: If a student obtains a loan from a financial institution to pay for an educational program at the Center, the student will have the full responsibility to repay the full amount of the loan plus interest. The Center is not responsible for any financial obligation incurred by the student at any time.

Refunds: The student will receive any refund that the student is owed for cancellation of programs if the student qualifies under the Center's policy.

Tuition and Fees Paid: Students may pay for tuition and fees by check, cash, or credit card (MasterCard or Visa) before class begins. The Center does not offer loans or a payment plan or accept partial payments. Students who pay for training receive a receipt for their payment. STRF will be paid to BPPE for students in accordance with regulations.

FINANCIAL SOLVENCY OF CENTER: The Center does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and 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 (11U.S.C. Sec 1101 et seq.).

GRADES AND STANDARDS FOR STUDENT ACHIEVEMENT – Satisfactory Progress: Student achievement is measured using a Pass/Fail system. Students must pass all exercises, tests, or quizzes to maintain satisfactory progress.

HOLIDAYS: Classes are not scheduled on the following holidays: Holidays of all religious beliefs are respected and allowed (please notify your instructor of any religious holidays that do not fall within the time frame of those listed below):
Martin Luther King's Birthday President's Day Memorial Day
Independence Day Labor Day Veterans Day
Thanksgiving Day & day after Thanksgiving (2) days
Christmas Eve, Christmas Day (2 days) New Year's Eve, New Year's Day (2 days)
Floating Holiday: A special holiday may be declared for emergency or extraordinary purposes. Summer Break: The school may **not** hold classes during July of each year.

HOUSING INFORMATION: The Center does not have dormitory facilities. The Center has no responsibility to find or assist a student in finding housing. The Center only offers "non-residential" programs. Each fall, before the publication of the Student Catalog, a survey is conducted to ascertain the availability and price range for housing near the Center facility. There is housing located near the Center's main campus and the approximate cost or range of housing varies depending on size and location. The price range for a 1-bedroom apartment on November 13, 2022, in Long Beach, California ranged between $1,500 and $2,500 per month.

INTERNSHIPS/EXTERNSHIPS: There are no Internships or Externships offered for any of the programs.

LEAVE OF ABSENCE POLICY: Leave of absence will be considered and such leave may be granted to a student at the discretion of the Chief Executive Officer or designee. Failure to return from an approved leave of absence will result in cancellation of your enrollment status.

LICENSE/CERTIFICATION: The private security officer training programs are designed to lead to positions in a profession, occupation trade or career field requiring licensure in the State of California. The requirements for eligibility for licensure are detailed in the syllabus for each course. To obtain a California Security Guard Card the individual must receive a score of 100% on the Powers to Arrest and Weapons of Mass Destruction Tests. To receive a California License for Firearms and Baton, the student must pass these courses with an 85% score. OSHA 30 Hour General Industry Safety Card is valid in all 50 states and does not expire.

LIBRARY & LEARNING RESOURCE CENTER: The Center does not offer a post-secondary degree or graduate degree; the Dana Branch of the Long Beach Public Library is located one block from the Center on the corner of Atlantic and 37th Street at 3680 Atlantic Avenue, Long Beach, CA 90807. The library branch is open Tuesday through Saturday and is closed Monday and Sunday.

NOTICE OF NON-DISCRIMINATION POLICY: No individual shall be subjected to discrimination because of race; color; religion; sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity); national and ethnic origin (including LEP); age; disability; political affiliation or belief; or, for beneficiaries, applicants, and participation only, on the basis of citizenship status or participation in a WIOA Title I financially assisted program or activity. (Section 188 of WIOA and CFR Part 38).

PLACEMENT/EMPLOYMENT SERVICES: Placement assistance is provided to graduates at no additional charge. However, there is no guarantee of employment or any level of wages. All graduates may take advantage of placement assistance provided through on-site employer interviews; job leads sent via email, text, and telephone to all graduates who wish to receive them. Job Leads are posted on Bulletin Boards or job flyers on tables near the entrance at the Center. The graduates must inform the Administration Office of telephone, email, and address changes to receive placement assistance.

PRIVACY ACT: It is the Center'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 permission or request to do so, or unless otherwise required by law.

STUDENT COMPLAINT & GRIEVANCE PROCEDURE – STUDENT RIGHTS
The student grievance procedure provides every student with a prompt and equitable means of seeking an appropriate resolution for any alleged violation of his or her rights. The rights protected under these procedures include, but are not limited to, those guaranteed by the established rules and regulations of the Center. The procedures do not apply to the employment right of protection against capricious, arbitrary, unreasonable, unlawful, false malicious or professionally inappropriate evaluation or actions by an employee of the Center.

The Center procedure to resolve alleged violations to all programs including state/federal-funded programs consists of a few simple steps.

Level 1. The student should first approach the instructor or other Center Staff member and try to resolve the issue verbally and informally.
Level 2. If the student's issue is not resolved at Level 1, the student needs to submit a written complaint within 10 days from the initial meeting with the instructor or Center Staff member to the CHIEF EXECUTIVE OFFICER or designee at:
ESSC, Inc., 3530 Atlantic Ave., Suite 200, Long Beach, CA 90807
or may leave a telephone message at CENTER to speak to the Chief Executive Officer, at: 626/765-9589.

The student grievance procedure provides every student with a prompt and equitable means of seeking an appropriate resolution for any alleged violation of his or her

rights. The rights protected under these procedures include, but are not limited to, those guaranteed by the established rules and regulations of the Center. The procedures do not apply to the employment right of protection against capricious, arbitrary, unreasonable, unlawful, false malicious or professionally inappropriate evaluation or actions by an employee of the Center.

If complaint is not resolved in a timely manner, please contact:

Bureau for Private Postsecondary Education at 1747 N Market Blvd #225
Sacramento, CA 95834 or PO Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov
Telephone: (888) 370-7589, (916) 574-8900 or by fax (916) 263-1897.

Security Training: DCA/Bureau of Security and Investigative Services
2420 Del Paso Road, Suite 270, Sacramento, CA 95834 916-322-4000.

STUDENT CONDUCT AND DISCIPLINE STANDARDS

Conduct: Students are expected to conduct themselves in a professional manner at all times. Students may be dismissed at the discretion of the school administration for serious incidents, repeated incidents of intoxication or drugged state of behavior; possession of drugs or alcohol upon school premises; possession of weapons on school premises; disobedient or disrespectful behavior to another student, administrator, faculty member, or other Center staff that is stated or determined to be an infraction of the rules on conduct and behavior.

Dress Code: Employers visit the Center on a regular basis and students' dress at the Center should be appropriate for the training and future employment. Shoes must be worn at all times; clothing must be free of sexually explicit, crude, violent, vulgar, profane, prejudicial, or obscene remarks, free of express racial, gender, ethnic or religious messages. Earphones or earbuds for IPad, IPhone, telephones, and other devices for pleasure and entertainment are not acceptable. Hearing aids and other assistive devices are always allowed.

Drug and/or Alcohol Use: The use of illicit drugs and/or abuse of alcohol are dangerous to students and employees. There are local, state, and federal sanctions for unlawful possession, use, or distribution of illicit drugs. Such sanctions include fines and imprisonment. Use or possession of illicit/illegal drugs or alcohol during class hours is prohibited.

Mobile/Cell Phone Usage: Cell phone usage and texting are not permitted in class. Students may make phone calls and send texts during scheduled class breaks.

Sexual Harassment of and by Students: Sexual harassment of or by any student

is prohibited. This applies to conduct during and relating to class sponsored activities. Sexual harassment is inappropriate and offensive. All students have a right to be educated in an environment free from sexual harassment.

Reporting Procedure/Investigation:

1. Any staff member who receives a report, verbally or in writing, from a student regarding sexual harassment of that student or another student by a student, employee, vendor, or visitor, in the CENTER or training setting, must forward that report to his or her immediate supervisor within 24 hours or within a reasonable extension of time thereafter for compelling cause.
2. All complaints of sexual harassment will be investigated and promptly resolved.
3. Upon receipt of an allegation of sexual harassment, an investigation will be initiated by the Chief Executive Officer or by his/her designee within 48 hours.

Smoking: Smoking is not permitted anywhere inside the Center facilities, buildings, or within 20 feet of the entrances to the buildings.

Unacceptable Behavior: Any unacceptable behavior either in and or around the class will be discussed with student, if behavior persists, the students referring agency will be contacted and the "Process for Violation" will be followed.

Violation of Conduct & Discipline Standards: Process for Violation

1. Discussion between student and instructor.
2. Notification of CHIEF EXECUTIVE OFFICER or designee
3. If student referred by agency; CHIEF EXECUTIVE OFFICER or designee notifies referring agency
4. Written problem report sent to referring agency
5. Suspension of student
6. Drop from the program

STUDENT RECORDS

The Center maintains student records for a minimum of five years and transcripts permanently at the Center's Administration Office located at 3530 Atlantic Ave., Suite 200, Long Beach, CA 90807.

The original of the earned Program Certificate(s) is provided at no charge upon successful completion. Subsequent copies are available upon five-day advance notice and payment for copies. A file location and copy fee of $25.00 for up to four certificates. Student record copies will only be released to the student upon a receipt of written request bearing the student's live/original signature. No student certificates will be issued until all tuition and other fees due to the Center are paid and current.

Contact: To obtain a copy of your **certificate**(s) contact the Administration Office, ESSC, Inc., located at 3530 Atlantic Ave., Suite 200, Long Beach, CA 90807.

STUDENT SERVICES

Instructors or Administrators will meet with each student to discuss any personal, classroom, academic, or financial problem when needed. Those students experiencing academic or other problems will be advised by an instructor and/or the Chief Executive Officer to help overcome whatever difficulty is being experienced.

Student Parking: Student parking is available at all sites. Additional parking available at the Administration Bldg. on the Northwest Corner, or side streets. The Center is not responsible for parking violations, property theft, or property damage. Please always lock your vehicle.

Student Personal Property: Do not leave books, supplies, or personal items (purse, backpack, computers, iPad, iPhone, mobile phones) unattended in any classroom, office, or training facility. The Center will not be responsible for property theft or damage to a student's personal property.

Support Services: the student may inquire in the office regarding information on emergency support/referral services, child-care, housing, transportation, professional counseling services available within the community. The Center facility is conveniently located near hospitals and will refer students and staff to them whenever the need should arise. In case of emergencies, 911 will be called.

STUDENT TUITION RECOVERY FUND (STRF)

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

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

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 #225 Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of CREDITS you earn at Employed Security Service Center, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate(s) you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate(s) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 the Employed Security Service Center, Inc. to determine if your certificate(s) will be accepted for transfer.

TUTORING: Students may require additional instructional assistance. Individual or small group tutoring assistance can be arranged at no extra charge. Talk to your instructor or any staff member.

UPDATES TO CATALOG: The Center will update this catalog and make it available to students on the 1st of January each year. The catalog is made available to students in print and electronic form (email); the catalog is also available on the Center website www.employedsecurity.org.

USE OF IMAGES: Students acknowledge that during the program, there may be photographic, or video images taken. Each student understands that these images might be used in print media publications, advertisements, online, and in any other format that ESSC chooses. Students release ESSC, their employees, agents, and designees from liability for any violation of any personal proprietary right you may have in connection with such use of these images.

VISA SERVICES: The Center does not accept students that are in the United States on a VISA. We do not provide VISA services and will not vouch for any students' status or associate charges.

CATALOG QUESTIONS: QUESTIONS REGARDING THE CATALOG

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888)-370-7589, option #5, or by visiting osar.bppe.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the Center may be directed to the Bureau for Private Postsecondary Education at 1747 N Market Blvd #225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone: (888) 370-7589, (916) 574-8900 or by fax (916) 263-1897.

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

My signature below indicates that I have received the Student Catalog and have read and understood all of the information in the Student Catalog:

Student Name (Printed):_____

Date:_____Student Signature_____

Date:_____Center Staff Signature_____