EMPLOYED SECURITY SERVICE CENTER, INC.

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Phone: (562) 317-5575

Web Address: www.employedsecurity.org

STUDENT PROGRAM CATALOG

November 1, 2017- November 1, 2018

A Proud Member of CALSAGA™
California Association License Security Agencies, Guards & Associations
Serving Los Angeles County

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STUDENT PROGRAM CATALOG

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 Customer Service representatives, Small Business Entrepreneurs and 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 959 E. Walnut St., #112, Pasadena, California 91106 (www.employedsecurity.org), Telephone Number: (626) 765-9589. Satellite Location is located at 3355 E. Spring St, #209, Long Beach, CA 90806, Telephone Number: (562) 317-5575. 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 Pasadena, (License #11455999) and 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 is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). "Approved" means the school operates in compliance with the standards established under the law for occupational instruction and postsecondary educational institutions.

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, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

ADMISSION REQUIREMENTS
The Center courses are available to all interested parties who meet the qualifications, as follows:

English language requirement: Students must have the ability to read and write English at the level of a graduate of a United States of America high school as demonstrated by the possession of: (a) high school diploma or transcript, or (b) General Education Diploma or transcript (GED), or (c) High School Equivalency Test (HiTest); or (d) Test Assessing Secondary Completion (TASC) offered by California Department of Education approved companies or schools authorized to issue a California High School Equivalency Certificate or Official Transcript; or attained a higher level of education in the United States which would be (1) An Associate Degree, (2) Bachelor's Degree, (3) Master's Degree or above (J.D., PhD, EDD, etc.) from an accredited United States university or college.

Age 18 and over: Government issued picture identification indicating that the student is 18 years of age or older: Passport, Driver's License, and State issued Identification Card

Felony/Misdemeanor Disclosure: Students who have a felony will not be able to pass the Background Check required to obtain the Guard Card with Firearms.

Admission procedures include: Completed and signed Enrollment Registration application forms, receipt of this Catalog (student signed receipt), School Performance Fact Sheet (student receipt initialed by the student), and a tour of the school.

No Ability to Benefit Students will be admitted.

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

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 Center's Administrative Office, ESSC, Inc., 959 E. Walnut St., #112, Pasadena, CA 91106; 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 student has the right to cancel the enrollment agreement and obtain a refund of charges paid by the student through attendance at the first-class session, or the seventh day after the enrollment agreement is signed, 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 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.

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.

Refund Calculation 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% 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 the Center Catalog.

If Center has collected money from a student for transmittal on the student's behalf to a third party for fees for a license, application, or examination ***(fingerprint fees) and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the Center will refund the money to the student within 45 days of the student's written notification of withdrawal or cancellation.

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.

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

DESCRIPTION OF FACILITIES/LOCATION
The Center is located in a two-story building on Walnut Avenue in the City of Pasadena. The Center is one block south of the 210 Freeway and Metro Gold Line Station. The building is a well-maintained, attractive, office complex with an inner courtyard. Student parking is provided at the Salvation Army parking lot on Mentor (southwest corner of lot). Enrolled students will receive a parking placard. The offices and classrooms are on the first floor of the building and include two full classrooms, and administrative office space. Satellite Classroom is in a three-story building on Spring St. in the City of Long Beach. The Satellite is in the 12-acre Aeroplex Aviation Center includes spacious, modern and conveniently located executive aviation and commercial office facilities. It has six structures encompassing a total building area of 196,500 square feet, including 25 hangar units and two three-story office buildings. The classroom is on the second floor of the AeroTechnology building. Student parking is provided at the location.

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.

FACULTY & QUALIFICATIONS
Musheer Rasheed, Chief Executive Officer: 30+ years' experience of running successful JTPA and WIA programs with the County and City Work Source Systems. 20 years' experience in the Public-School system and Serves on the Board of Directors of the Pasadena Police Foundation.

Neil Collins, BSIS Instructor Firearms, Baton; First Aid CPR AED Instructor for American Heart Association, with 30 years of experience in the Security and Law Enforcement community, USAF Veteran. Associate Degree in Criminal Justice.

Ashley Jordan-Smith; BSIS Instructor Firearms, Baton; First Aid CPR AED for, 13 years Military & Civilian Police experience; Dept. of Corrections experience, and over 10 years in military training and post-secondary instruction, Veteran.

Sam Mansourou: 10+years Private Security Officer and Event Security experience; 6 years Post-Secondary Instruction and Campus Security.

Larry Morrow, Consultant/Instructor, American Heart Association First Aid CPR AED Instructor, 17 years Police Officer; School Police Officer & Private Security Officer.

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

Darryl R. Weaver, College Instructor for "Transportation, Logistics, and Supply Chain" with a Bachelor's of Science Degree in Business Administration, current Secret Security Clearance, and more than 20 years of Transportation, Logistics, Supply Chain, and Management experience during global operations utilizing air, ground, rail, and shipping modes of transportation.

Francisco J. Correa Hernandez, Bi-Lingual (English/Spanish) Safety Professional with 22 years of Safety experience and Safety Instruction to more than 2000 people in adult education subjects ranging from OSHA, National Safety Council, Motorcycle Safety, CPR, First Aid, Motor Transport Workshop Safety, Emergency Operations, Hazard Communications, Federal, State and Military Base Environmental Standards, Material Handling, Hazardous Waste Disposal and Construction Safety utilizing current instruction technology such as Power Point and current best practices in curricula development.

Faculty Minimum Qualifications:

1. Three years of work experience directly 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. Customer Service Programs: Three years' work experience in Customer Service. Small Business Enterprise Entrepreneurship Programs: Three years as a small business owner. Logistics and Safety Programs: Three years of work experience in the Industry and up to date Safety Certificates. One year equals a minimum of 1000 clock hour and the experience may be full- time or part-time, paid or unpaid.
2. Bureau of Security and Investigative Services (BSIS) Certification Classes: Instructors must be approved and hold current credentials/license from BSIS to teach Firearms and/or Baton courses.
3. First Aid CPR AED instructors must hold current authorization, credentials, certification/license from American Heart Association or the American Red Cross.
4. OSHA instructors must hold current Outreach trainer certification.
5. Lean Instructors must hold current LEAN Certified Instructor certification.
6. American Safety Council Certified Instructor must hold current certification.
7. QuickBooks instructor must hold current QuickBooks user Certification

CERTIFICATE PROGRAMS OFFERED

Program Title #1 Program Description SOC CODE # 33-9032	**Private Security Officer (Unarmed)** 40 Hour Private Security Officer Training
Program Objective: Purpose: Outcomes: Components of Instruction:	Professional License Prepare students for employment. 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) Additional requirement to receive the state security guard card—fingerprint and background check clearance. Powers to Arrest -- 4 hours Weapons of Mass Destruction & Terrorism Awareness -- 4 hours Communications & Its Significance -- 4 hours Public Relations -- 4 hours Observation & Documentation – 4 hours Trespass– 4 Hours Liability/Legal Aspects – 4 hours Arrest, Search & Seizure – 4 hrs. Crowd Control – 4 hrs. Parking/Traffic Control – 2 hrs. Radio Procedures – 2 hrs.
Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments. Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD
Total Clock Hours	40

Final Exam & Graduation Requirements	100% Score on State of California Powers to Arrest and Weapons of Mass Destruction tests; completion of Clock Hours; competency in all curriculum topics.
Internship or Externship	None

Program Title #2 Program Description SOC CODE # 33-9032	**Private Security Officer (Armed)** 44 Hour Customized Certification Security Officer Training

Program Objective: Purpose: Outcomes: Components of Instruction:	Professional License Prepare students for employment. Upon successful completion of this program, the student will be able to perform the duties of a Private Security Officer (Armed); and the student will have four certifications in addition to the Guard Card: Baton, Firearms, Chemical Agent, and First Aid CPR AED. Additional requirements to receive the state security guard card—fingerprint and background check clearance. Powers to Arrest – 4 hours Weapons of Mass Destruction & Terrorism Awareness - 4 hours Firearms Training - 16 hours Chemical Agents - 2 hours Baton Training - 8 hours First Aid CPR AED - 8 hours
Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments; Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD, Hands- on with equipment and hands-on practical application training.
Total Clock Hours	44
Final Exam & Graduation 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.
Internship or Externship	None

Program Title #3 Program Description SOC CODE # 33-9032	**Private Security Officer (Armed) & School Security Officer** 112-hour Security Officer (Armed) & School Security Officer Certification Training
Program Objective: Purpose: Outcomes	Professional License Prepare students for employment Upon successful completion of this program, the student

Components of Instruction	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 72 hours of training resulting in six certifications in addition to the Guard Card: School Security Officer, Baton, Firearms, Chemical Agent, and First Aid CPR AED Certification and Emergency Response HazMat certificate. Additional requirement to receive the state security guard card—fingerprint and background check clearance. 40-hour training (noted above in Program #1) 72 additional hours of that includes: Firearms 16 hours Baton 8 hours Report Writing 4 hrs. Chemical Agent 4 hours Asset Protection 4 hours Weaponless Defense & Use of Force 4 hrs. First Aid CPR AED 8 hours SB1626 24 hours Emergency Response HazMat 4 hours (Officer Safety)
Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments; Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD, Hands-on with equipment and hands-on practical application training.
Total Clock Hours	112
Final Exam & Graduation 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.
Internship or Externship	None

Program Title #4 Program Description SOC CODE # 33-9032	**School Security Officer (Unarmed)** 24 Hour Public Safety School Security Training (SB 1626)
Program Objective: Program Outcomes:	Professional License 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 affects guards

Components of Instruction	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. Role and Responsibility of School Security Officer 4 hrs. Laws and Liability 8 hrs. Security Awareness in the Educational Environment 3 hrs. Mediation/Conflict Resolution 4 hrs. Disasters and Emergencies 1 hr. Dynamics of Student Behavior 3 hrs. Examination 1 hr.
Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments; Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD
Total Clock Hours	24
Final Exam & Graduation Requirements	At the conclusion of this course, students will demonstrate competency in the topic. Completion of clock hours required.
Internship or Externship	None

Program Title #5 (A-G) Program Description SOC CODE # 33-9032	**Individual Certifications for Private Security Officer** (Armed / Unarmed) (Scheduled with existing/ongoing classes as available.) Individual Certification opportunities provided to students who need refreshers, updates, requalification, and/or continuing education.	
Program Objective: Purpose: Outcomes	Certification/Requalification/Continuing Education. Update/renew existing or expired certifications required to be employed as a Private Security Officer or complete extended required training for employment. Obtain new, renew, update existing or expired students' certifications for continued employment or in order to obtain employment.	
Program/Module SOC CODE # 33-9032	5A: Guard Card Only or Annual Refresher	8 hours (Powers to Arrest and Weapons of Mass Destruction)
SOC CODE # 33-9032	5B: Chemical Agents***	2-4 hours
SOC CODE # 33-9032	5C: Firearms Certification***	16 hours
SOC CODE # 33-9032	5D: Firearms Requalification (1 caliber)	2-4 hours
SOC CODE # 33-9032	5E: Baton Certification***	8 hours
SOC CODE # 33-9032	5F: Baton Refresher***	4-8 hours
SOC CODE # 33-9032	5G: First Aid CPR AED	8 hours

Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments; Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD, Hands- on with equipment & hands-on practical application.
Total Clock Hours	2 – 16 hours
Final Exam & Completion Requirements	100% Score on State of California Powers to Arrest and Weapons of Mass Destruction. 85% Competency on Baton & Firearms training. Completion of Clock Hours; competency in all curriculum topics.
Internship or Externship	None

Program Title #6 Program Description SOC CODE # 43-4051	**Customer Service – 8 Hour** 8 Hour Customer Service Training
Program Objective: Purpose: Outcomes: Components of Instruction:	Certificate of Achievement & Completion 8-hour Customer Service course to prepare Security Officers, Loss Prevention Professionals, and “others” for customer relations in a broad range of industries and may be customized for specific industries and/or situation for employment in customer service or any position requiring contact with the public. Upon completion of this course 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. Occupational & Personal Safety & Health 2 hours Career Opportunities & Requirements & Job Acquisition Skills; 1 Hour; Employer Expectations 1 hour Human Relations Skills & Communications Skills 2 hours Quality Customer Service 2 hours Organizational Skills 1 hours
Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments; Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD.
Total Clock Hours	8
Final Exam & Completion Requirements	Completion of Clock Hours; 75% Competency in all curriculum topics.
Internship or Externship	None
Program Title #7 Program Description SOC CODE # 43-4051	**Customer Service – 40 Hour** 40 Hour Customer Service Training

Program Objective: Purpose: Outcomes: Components of Instruction:	Certificate of Achievement & Completion Prepare Security Officers, Loss Prevention Professionals, and “others” for customer relations in a broad range of industries and may be customized for specific industries and/or situation for employment in customer service or any position requiring contact with the public. Upon completion of this course 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. Course Expectations & Requirements 2 hours Occupational & Personal Safety & Health 4 hours Career Opportunities 2 hours Employer Expectations 4 hours Human Relations Skills 8 hours Communication Skills 8 hours Quality Customer Service 8 hours Organizational Skills 4 hours
Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments; Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD.
Total Clock Hours	40
Final Exam & Completion Requirements	Completion of Clock Hours; 75% Competency in all curriculum topics.
Internship or Externship	None

Program Title #8 Program Description SOC CODE # 13-1199	**Small Business Enterprise / Entrepreneurship** 40 Hour Small Business Enterprise / Entrepreneurship
Program Objective: Purpose: Outcomes: 	Certificate of Achievement & Completion Prepare Veterans and Civilians with the business tools and strategies to start their own business. During the program the student will develop a business plan under the guidance of the instructor with the input from fellow students. Upon completion of this course students will have identified the form of business ownership, completed a draft business plan; identified all of the government licenses required to operate in their community; developed a marketing/promotion plan; and presented their idea to a panel of industry professionals which include bankers.

Components of Instruction:	Entrepreneurial Personality Traits; Components of a Business Plan; Ethics, Form of business ownership Government licensing and tax requirements – 8 hours Management/Leadership Styles Staffing procedures & regulations for employers Risk management. 8 hours Costs/budget preparation; financial resources. Market identification, product/service mix. 8 hours Business image; location, layout. Pricing policies & strategies. Selling merchandise and services. Promotional strategies. Promotional Mix. 8 hours Financial Records and Sales Projections. Presentation to Panel of Professionals which includes banking professionals 8 hours
Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments; Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD.
Total Clock Hours	40
Final Exam & Completion Requirements	Completion of Clock Hours; 75% Competency in all curriculum topics.
Internship or Externship	None required.

Program Title #9 Program Description SOC CODE # 43-3031	**QuickBooks Fundamentals** QuickBooks Fundamentals 24 Hour Program
Program Objective: Purpose: Outcomes: Components of Instruction:	Certificate of Achievement & Completion Prepare students for employment. Upon successful completion of this program, the student will be able to set up a new company, work with lists, set up inventory, process invoices, work with bank accounts, process payments, enter and pay bills, and use and pay sales tax, handle payroll, write letters and more. Day 1: Module 1 Getting Started; Setting up a Company 1 hour Module 2 Working with Lists 1 hour Module 3 Setting up the Inventory 2 hours Module 4 Selling the Product 1 hour Module 5 Invoicing for Services 1 hour Module 6 Working with Banks 1 hour Module 7 Module 1-6 Test: 1 hour

Components of Instruction:	Day 2: Module 7 Entering & Paying Bills 1hour Module 8 Memorizing Transactions 1hour Module 9 Customizing Forms 1hour Module10 Using other QuickBooks Accounts 1 hour Module11 Creating Reports and Graphs 2 hours Module 12 Tracking & Paying Sales Tax 1 hour Module 7-12 Test 1hour Day 3: Module 13 Preparing the Payroll 1 hour Module 14 Using the Easy Step Interview 1 hour Module 15 Using Online Banking 1 hour Module 16 Sharing files with an Accountant 1 hour Module 17 Estimating, Time Tracking, and Job Costing 2 hours Module 18 Writing Letters 1 hour Module 13-18 Test 1 hour
Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments; Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD.
Total Clock Hours	24
Final Exam & Graduation Requirements	Test at the end of Modules 6, 12, and 18 Student achievement is measured using a Pass/Fail system. Students mass pass all exercises, test, quizzes to maintain satisfactory progress.
Internship or Externship	None

Program Title #10 Program Description SOC CODE # 29-9010	**OSHA 10 Hour General Industry Safety Card** OSHA 10 Hour General Industry Safety Card
Program Objective: Purpose: Outcomes:	Professional License This program is intended to provide entry level construction workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a construction site. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Upon completion of this course 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, and 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
Method of Instruction:	Observation of student participation, performance and interaction in exercises. Lecture; Class discussion; Demonstration; Role Play, Cooperative learning in small groups, video/DVD
Total Clock Hours	10
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. (There are no extra credit options for this course.) Instructor must recommend makeup.
Internship or Externship	None
Program Title #11 Program Description SOC CODE # 29-9010	**OSHA 30 Hour General Industry Safety Card** OSHA 30 Hour General Industry Safety Card
Program Objective: Purpose: Outcomes:	This program is intended to provide construction workers information about how to identify, abate, avoid and prevent job related hazards on a construction site. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site. Training should emphasize hazard identification, avoidance, control, and prevention, not OSHA standards. Upon completion of this course 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. Certificates Earned: OSHA 30 Hour General Industry Safety Card is good in all 50 states and does not expire.

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 - 2 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 Management Commitment and Employee Involvement – 1 hour Job Site Inspections – 2 hour Worksite Analysis – 1 hour Accident 4 Investigations – 1 hour How to Conduct Safety Meetings – 1 hour Supervisory Communication – 1 hour Review, Discussion, and Safety Test 1 hour
Method of Instruction:	Written test; observation of student participation, performance and interaction in exercises. Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD.
Total Clock Hours	30
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. (There are no extra credit options for this course.) Instructor must recommend makeup.
Internship or Externship	None

Program Title #12 Program Description SOC CODE # 53-1021	**Logistics and Supply Chain Professional** Logistics and Warehouse Professional – 120 Hours
Program Objective: Purpose: Outcomes:	Logistics and Supply Chain Professional Certificate with a Supply Chain Network Design Project. OSHA 30 Hour General Industry Safety Card: valid in all 50 states and does not expire. Introduction to OSHA Health & Safety Programs Completion of Training Certificate. Introduction to OSHA Public Warehousing Safety Completion of Training Certificate. CPR/First Aid/AED Certificate is valid in all 50 states for 2 years. LEAN Continuous Improvement Certificate for the following LEAN Tools: Value Stream Mapping, A3 Corrective Action Reports, Kaizen Group Improvement Events and 5S Organization Methods.
Components of Instruction:	Instructor Introduction, Course Overview, and Student Introductions with Experience. (2 hours) Component Module #1: Military Logistics versus Corporate Supply Chain Management (2 Hours) Component Module #2: Supply Chain Management Strategy (4 hours) Component Module #3: Sales and Operations Planning (4 hours) Component Module #4: Supply Chain Planning (4 hours) Component Module #5: Supply Chain Sourcing (2 hours) Component Module #6: Supply Chain Risk Management (2 hours) Component Module #7: Supply Chain Network Design (4 hours) Component Module #8: Inventory Management (4 hours) Component Module #9: LEAN Continuous Improvement in a Logistics Operation (7 hours) Lesson 5: Kaizen Group Improvement (90 minutes) Lesson 6: 5S Workplace Organization and Sustainment (90 minutes) Component Module #10: Career Management in the Supply Chain Industry– (1 Hours) Component Module #11: Logistics and Systems Support Management (8 hours) Component Module #12: International Logistics (6 Hours) Component Module #13: Logistics and Supply Chain Professional Project Assignment (2 Hours) Component Module #14: OSHA 30 Hour General Industry Safety (30 hours - 4 days)

Components of Instruction:	Mandatory - 13 hours 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 - 2 hours. Personal Protective Equipment (PPE) - 1 hour. Materials Handling - 2 hours. Hazard Communication/Globally Harmonized System of Classification (GHS) - 1 hour. Electives - 10 hours. 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 hours 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 Optional - 7 hours. Teach other general industry hazards or policies and/or expand on the mandatory or elective topics. The minimum length of any topic is one-half hour. Management Commitment and Employee Involvement – 1 hour Job Site Inspections – 1 hour Worksite Analysis – 1 hour Accident 4 Investigations – 1 hour How to Conduct Safety Meetings – 1 hour Supervisory Communication – 1 hour Respiratory Protection - 1 hour Component Module #15: Student Presentations of Supply Chain Network Design (3.5 hours) Component Module #16: National Safety Council or Red Cross CPR/First Aid/AED (4.5 hours) Component Module #17: Introduction to OSHA Health & Safety Programs – (5.5 Hours, 1 day) Component Module #18: Student Presentations of Supply Chain Network Design (2.5 hours) Component Module #19: Introduction to OSHA Public

Components of Instruction:	Warehousing Safety - (7.5 hours, 1 day) Component Module #20 Student Presentations of Supply Chain Network Design (1 hour) Component Module #21: Soft Skills, Resume Review, Interview Preparation (6 hours)
Methods of Instruction:	Lecture; written tests; observation of participation; performance and interaction in exercises; class discussion; demonstration; role play; small group learning; video/DVD. Power Point Projector, OSHA Demonstration Aids including helmets, harnesses, safety glasses, and gloves; Butcher Paper or Dry Erase Board, markers, and drawers with office supplies for in-class LEAN Projects; CPR dummies for CPR class, Defibrillator for AED class.
Total Clock Hours	120
Final Exam & Graduation Requirements	Completion of all modules is required and **s**tudent achievement is measured using a Pass/Fail system of 70% to pass all tests/quizzes for Supply Chain Modules 2, 3, 4, 5, 6, 7, 8, 11, 12, and 13, satisfactory performance (pass or fail) of a written and oral Supply Chain Network Design presentation; satisfactory performance (pass or fail) for the LEAN Value Stream Map, A3, Kaizen, and 5S in Module 9; demonstrated ability to perform CPR, First Aid and AED per applicable certification standard in Module 16. Students must participate in and understand all exercises to maintain satisfactory progress. There is no extra credit and makeups must be recommended by the instructor.
Internship or Externship	None

Program Title #13 Program Description: SOC CODE # 29-9010	**Industrial Safety & Risk Management Technician** Industrial Safety & Risk Management Technician -- 70 Hours
Program Objective: Purpose: Outcomes:	Prepare students for employment. OSHA 10 Hour General Industry Safety Card is valid in all 50 states and does not expire. HAZWOPER 40 Hour Completion of Training Certificate Requires an annual 8-hour refresher. Introduction to OSHA Public Warehousing Safety Completion of Training Certificate CPR/First Aid/AED Certification is valid in all 50 states for 2 years. LEAN Continuous Improvement Certification LEAN Certification in Value Stream Mapping, A3

	Corrective Action Reports, Kaizen Group Improvement Events and 5S Organization Methods does not expire. Industrial Safety and Risk Management Technician Certificate
Components of Instruction:	Component/Module #1 HAZWOPER 40 Hour (40 hours, 5 days) Component/Module 2: LEAN Continuous Improvement Certification (8 hours, 1 day) Component/Module #3 OSHA 10 Hour General Industry (10 hours, 1.5 days) Component/Module #5: Introduction to OSHA Public Warehousing Safety - (7.5 hours) Component/Module #6: Soft Skills Presentation, Resume Review, Interview Preparation (6.5 hours)
Methods of Instruction:	Written test; observation of student participation, performance, and interaction in exercises. Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD. Power Point Projector for Instruction, Demonstration Aids for OSHA Courses including HAZWOPER PPE, helmets, harnesses, safety glasses, and gloves; Butcher Paper, Dry Erase Board, markers, and drawers with office supplies for in-class LEAN Projects; CPR dummies for CPR class, Defibrillator for AED class.
Total Clock Hours	70
Final Exam & Graduation Requirements	Completion of all modules is required, and student achievement is measured using a Pass/Fail system of 70% to pass all tests for OSHA classes in Modules 1, 3, and 5; satisfactory performance (pass or fail) for the LEAN Value Stream Map, A3, Kaizen, 5S, and test in Module 4; demonstrated ability to perform CPR, First Aid and AED per applicable certification standard in Module 5. Students must participate in and understand all exercises to maintain satisfactory progress. There is no extra credit and makeup must be recommended by the instructor.
Internship or Externship	None

Program Title #14 Program Description: SOC CODE # 29-9012	**Construction Health and Safety Technician (CHST) Examination, Preparation, Lean Certification, & CPR/First Aid** Construction Health and Safety Technician (CHST) Examination, Preparation, Lean Certification, & CPR/First Aid -- 40 Hours

Program Objective: Purpose: Outcomes:	This course prepares people with construction related experience for the Construction Health and Safety Technician (CHST) Exam and includes CPR/First Aid/AED and a LEAN Continuous Improvement Certificate, so students know how to minimize waste and improve processes when they develop safer work procedures, improve ergonomics, and implement safety programs. The Bureau of Certified Safety Professionals (BCSP) requires three (3) years of experience with at least 35% of primary job duties involving safety, health, and environmental practice related to the construction industry to take the CHST examination.
Components of Instruction:	Strategies for the CHST Examination 2 hours Project Management 4 hours Safety Program Management and Administration, OSHA Regulations and Inspections, Hazard Communication 2 hours Safety Program Management and Administration, OSHA Regulations and Inspections, Hazard Communication. 3 hours Worksite Auditing. 3 hours Inspections and Audits, Job Hazard Analysis/Pre-Job Planning, Accident Investigation. 2 hours Inspections and Audits, Job Hazard Analysis/Pre-Job Planning, Accident Investigation. 1 hour Training and Orientation. 5 hours Professional Responsibility: Recordkeeping Requirements. 2 hours LEAN Continuous Improvement Certificate 8 hours LEAN and Safety Support Each Other Work versus Waste, 8 Wastes, and 7M's Causes of Waste Value Stream Mapping (VSM) A3 Corrective Action Reports Kaizen Group Improvement 5S Workplace Organization and Sustainment CHST Practice Test and Review 4 hours American Red Cross or American Heart Association CPR/First Aid/AED 4 hours

Methods of Instruction:	Lecture; written tests; observation of participation; performance and interaction in exercises; class discussion; demonstration; role play; small group learning; video/DVD.
Total Clock Hours	40
Final Exam & Graduation Requirements	Completion of all modules is required, and **s**tudent achievement is measured using a Pass/Fail system of 70% to pass quizzes and the CHST practice examination; satisfactory performance (pass or fail) for the LEAN Value Stream Map, A3, Kaizen, and 5S projects; and demonstrated ability to perform CPR, First Aid and AED per applicable certification standard. Students must participate in and understand all exercises to maintain satisfactory progress. There is no extra credit and makeups must be recommended by the instructor.
Internship or Externship	None

Program Title # 15 Program Description: 53-0000	**Logistics and Warehouse Technician** Logistics and Warehouse Technician – 120 Hours
Program Objective: Purpose: Outcomes:	Students will receive, Logistics and Warehouse Technician Certificate OSHA 10 Hour General Industry Safety Card: valid in all 50 states and does not expire. Introduction to OSHA Public Warehousing Safety Certificate of Completion CPR/First Aid/AED Certificate is valid in all 50 states for 2 years. Cal OSHA Forklift Certification complies w/ OSHA Sec. 1910.178 (L) & CAL/OSHA Title 8 Sec. 3668. LEAN Continuous Improvement Certificate for the following LEAN Tools: Value Stream Mapping, A3 Corrective Action Reports, Kaizen Group Improvement Events and 5S Organization Methods.
Components of Instruction:	Component Module #1 Principles of Logistics 16 hours Component/Module #2 OSHA 10 Hour General Industry 10 hours Component Module #3 American Red Cross or American Safety Council CPR/First Aid/AED 4.5 hours Component Module #4: LEAN Continuous Improvement Certification 8 hours Component Module #5 Inventory Management 16 hours Component Module #6: Introduction to OSHA Public Warehousing Safety - 7.5 hours Component Module #7: International Logistics 8 hours

	Component Module #8: Time Management, Cost Management, & Quality Control 8 hours Component Module #9: Cal OSHA Forklift Certification 8 hours Component Module #10: Logistics Equipment Operations 8 hours Component Module #11: Manufacturing Skills Standards Council (MSSC) Preparation: 8 hours Component Module #12: Soft Skills, Resume Review, Interview Preparation 8 hours
Methods of Instruction:	Lecture; written tests; observation of participation; performance and interaction in exercises; class discussion; demonstration; role play; small group learning; video/DVD. Power Point Projector, OSHA Demonstration Aids including helmets, harnesses, safety glasses, and gloves; Butcher Paper or Dry Erase Board, markers, and drawers with office supplies for in-class LEAN Projects; CPR dummies for CPR class, Defibrillator for AED class.
Total Clock Hours	120
Final Exam & Graduation Requirements	Completion of all modules is required and student achievement is measured using a Pass/Fail system of 70% to pass all tests and quizzes for Logistics and Warehouse Modules 1, 5, 7, 8, 10, and 11; satisfactory performance (pass or fail) for the LEAN Value Stream Map, A3, Kaizen, and 5S in Module 4; demonstrated ability to perform CPR, First Aid and AED per applicable certification standard in Module 3; pass all tests for OSHA classes in Modules 2 and 6; pass Forklift Certification course per applicable CalOSHA standard in Module 9. Students must participate in and understand all exercises to maintain satisfactory progress. There is no extra credit and makeups must be recommended by the instructor.
Internship or Externship	None

Program Title # 16 Program Description: SOC CODE # 29-9011	**Advanced Industrial Safety & Risk Management Specialist** Advanced Industrial Safety & Risk Management Specialist -- 110 Hours

Program Objective: Purpose: Outcomes:	OSHA 30 Hour General Industry Safety Card is valid in all 50 states and does not expire. Principles of OSHA Ergonomics Completion of Training Certificate Introduction to OSHA Public Warehousing Safety Completion of Training Certificate Introduction to OSHA Health and Safety Programs Completion of Training Certificate Introduction to OSHA Accident Investigation Completion of Training Certificate Conducting OSHA Environmental Health and Safety Audits Completion of Training Certificate LEAN Continuous Improvement Certificate for the following LEAN Tools: Value Stream Mapping, A3 Corrective Action Reports, Kaizen Group Improvement Events and 5S Organization Methods. CPR/First Aid/AED Certificate is valid in all 50 states for 2 years. Advanced Industrial Safety and Risk Management Specialist Certificate.
Components of Instruction:	Component/Module #1 OSHA 30 Hour General Industry Safety (30 hours, 4 days) 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 - 2 hours. Personal Protective Equipment (PPE) - 1 hour Materials Handling - 2 hours. Hazard Communication/Globally Harmonized System of Classification (GHS) - 1 hour. Intermediate - 10 hours. 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 hours 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 Advanced - 7 hours. Teach other general industry hazards or policies and/or expand on the mandatory or elective topics. The minimum length of any topic is one-half hour. Management Commitment and Employee Involvement – 1 hour Job Site Inspections – 1 hour Worksite Analysis – 1 hour Accident 4 Investigations – 1 hour How to Conduct Safety Meetings – 1 hour Supervisory Communication – 1 hour Respiratory Protection - 1 hour Component/Module #2: LEAN Continuous Improvement 7.5hours Lesson 1: LEAN and Safety Support Each Other (60 minutes) Component/Module #4: Principles of OSHA Ergonomics – 18 hours Component/Module #5: American Red Cross CPR/First Aid/AED 4.5 hours Component/Module #6: Introduction to OSHA Public Warehousing Safety - 7.5 hours Component/Module #7: Introduction to OSHA Health & Safety Programs – 5.5 Hours Component/Module #8: Introduction to OSHA Accident Investigation – 7.5 hours Component/Module #9: Conducting OSHA Safety Audits – (22.5 hours, 3 days) 7.5 hours per day. Component/Module #10: Soft Skills Presentation, Resume Review, Interview Preparation 6.5 hours Component Module #11 Graduation 1 hour Component Module #12: Interviewing Event and Networking with Employers 3 hours
Methods of Instruction:	Written test; observation of student participation, performance, and interaction in exercises. Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD. Power Point Projector for Instruction, Demonstration Aids for OSHA Courses including helmets, harnesses, safety glasses, and gloves; Butcher Paper or Dry Erase Board for in-class LEAN Projects; CPR dummies for CPR class, Defibrillator for AED class.
Total Clock Hours	110

Final Exam & Graduation Requirements:	Completion of all modules is required, and **s**tudent achievement is measured using a Pass/Fail system of 70% to pass all tests, quizzes, or projects for OSHA classes in Modules 1, 4, 6, 7, 8 and 9; satisfactory performance (pass or fail) for the LEAN Value Stream Map, A3, Kaizen, and 5S in Module 2; demonstrated ability to perform CPR, First Aid and AED per applicable certification standard in Module 5. Students must participate in and understand all exercises to maintain satisfactory progress. There is no extra credit and makeup must be recommended by the instructor.
Internship or Externship:	None

Program Title # 17 Program Description: SOC CODE # 29-9010	**LEAN Continuous Improvement Certification** LEAN Continuous Improvement Certification -- 40 Hours
Program Objective: Purpose: Outcomes:	Students taking part in the LEAN Continuous Improvement Certification will further develop their skills in the following areas. Will enhance Deep Observation, Value Stream Mapping, A3 Corrective Action Reports, Kaizen Group Improvement Events, 5S Organization Methods, Standard Work, Job Instruction, and Job Relations.
Components of Instruction:	Module 1: LEAN Focuses on Elimination of Waste 2 hours Module 2: Work versus Waste, 8 Wastes, and 7M's Causes of Waste 2 hours Module 3: Deep Observation class project 2 hours Module 4: Deep Observation class project review 2 hours Module 5: Value Stream Mapping (VSM) 2 hours Module 6: A3 Corrective Action Reports and in-class project 2 hours Module 7: A3 Corrective Action Reports class presentations 2 hours Module 8: Kaizen Group Improvement with in-class project 2 hours Module 9: Kaizen Group Improvement Project reviews with photos 2 hours Module 10: 5S Workplace Organization and Sustainment 2 hours Module 11: 5S Workplace Organization in-class group project 2 hours

	Module 12: Standard Work Overview and in class project 2 hours Module 13: Standard Work class presentations 2 hours Module 14: 4 Step Job Instruction 2 hours Module 15: Job Instruction in-class presentation of Standard Work Projects 2 hours Module 16: Building LEAN People 2 hours Module 17: Shaping Desired Behavior 2 hours Module 18: LEAN Leadership 2 hours Module 19: Job Relations People Problem hand-outs and in-class presentations 2 hours Module 20: LEAN Certification Course Review 2 hours Test: (3 hours)
Methods of Instruction:	Written test; observation of student participation, performance, and interaction during in-class exercises. Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD. Power Point Projector for Instruction; Butcher Paper or Dry Erase Board for in-class LEAN Value Stream Map and Kaizen Projects; Black, Red, Green, and Blue markers; drawers and office supplies for 5S Organization; Bread, Peanut Butter, and Jelly for Standard Work project.
Total Clock Hours:	40
Final Exam & Graduation Requirements:	Completion of all modules is required, and **s**tudent achievement is measured using a Pass/Fail system of 70% to pass a test at the end of the class and satisfactory performance (pass or fail) of a Deep Observation project, a Value Stream Map, an A3 Corrective Action Report, a Kaizen Group Improvement Event, a 5S Organization project, a Standard Work project, and demonstration of Job Instruction. Students must participate in and understand all exercises to maintain satisfactory progress. There is no extra credit and makeup must be recommended by the instructor.
Internship or Externship:	None

CHARGES: 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
1: Private Security Officer Unarmed	40	456.00	.00	0	144.00	600.00
2: Private Security Officer Armed	44	470.00	.00	75.00	365.00	910.00
3: Private Security Officer Armed & School Security Officer	122	1776.00	.00	94.00	365.00	2235.00
4: School Security Officer	24	235.00	.00	0	0	235.00
Private Security Officer Individual Certifications 5:						
5A: Guard Card Only or Annual	8	41.00	.00	0	144.00	185.00
5B: Chemical Agents***	2-4	45.00	.00	5	0	50.00
5C: Firearms Certification***	16	206.00	.00	55.00	189.00	450.00
5D: Firearms Requalification (Student's Gun/Ammo)	2-4	40.00	.00	5.00	40	85.00
5E: Baton Certification***	8	100	.00	0	50.00	150.00
5F: Baton Refresher***	4-8	50	.00	0	0	50.00
5G: First Aid & CPR AED	8	45.00	.00	30.00	0	75.00
6: Customer Service 8 hour	8	120.00	.00	30.00	0	150.00
7: Customer Service 40 Hour	40	575.00	.00	25.00	0	600.00
8: Small Business Enterprise / Entrepreneurship	40	537.50	.00	63.50	0	600.00

9: QuickBooks Fundamentals	24	550.00	.00	0	0	550.00
10: OSHA 10 Hour General Industry Safety Card	10	465.00	.00	0	0	465.00
11: OSHA 30 Hour General Industry Safety Card	30	810.00	.00	0	0	810.00
12: Logistics and Supply Chain Professional	120	2000.00	.00	550.00	0	2550.00
13: Industrial Safety & Risk Management Technician	70	1490.00	.00	500.00	0	1990.00
14: Construction Health and Safety Technician (CHST) Examination, Preparation, Lean Certification, & CPR/First Aid	40	1100.00	.00	0	0	1100.00
15: Logistics and Warehouse Technician	120	1750.00	.00	150.00	0	1900.00
16: Advanced Industrial Safety & Risk Management	110	2560.00	.00	700.00	0	3260.00
17: LEAN Continuous Improvement Certification	40	1400.00	.00	0	0	1400.00

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

Private Security Officer (Armed) & School Security Officer 112 hour	*California Peace Officers' Penal Code* 2016 (QWIK CODE); LawTech Publishing Group, Ltd, 2015. **$20.00** *Emergency Response Book* Standard Edition ERG0019 (2012). Printed and distributed by LabelMaster. Chicago, IL. **$15.00**
Customer Service 40 Hour	Text: *Customer Service for Dummies, 3rd. Edition,* 2006. (Leland, K. & Bailey, K) John Wiley & Sons, Inc. (ISBN 978- 047-1768692) **$25.00**
Small Business Enterprise / Entrepreneurship	Texts: *Small Business for Dummies*, 4th. Edition, 2012. (Tyson, E., & Schell J.); John Wiley & Sons, Inc. (ISBN 978-1-118- 08372-7) **$25.06** *Business Plans Kit for Dummies*, 4th Edition, 2014. (Peterson, S.D., Jaret, P., & Schenck, B. F.); John Wiley & Sons, Inc. (ISBN 978-1-118-72562-7) **$38.44**

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 with regard to 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 Charges above, 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

Customer Service and Small Business Enterprise/Entrepreneurship:

Specific Supplies/Materials: None

****Local and State Fees include, where applicable:**

State of California Guard Card Application processing: $50.00
State of California Firearms Application processing: $80.00
State of California Numbered Baton Card: $50.00
Fingerprinting Background Check no Firearms: $69.00
Fingerprinting Background Check for Guard Card & Firearms Certification: $107.00
Fingerprint Rolling Fee: $20
Gun Range fees for Firearms Certification: $50
American Red Cross, American Heart Association for First Aid CPR AED Training Certification cards: $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
Program tutoring available at no extra charge, talk to your instructor or any staff member.

The Student Enrollment Registration Agreement will itemize your refundable and nonrefundable charges.

CLASSROOM EQUIPMENT

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

The Center loans all necessary equipment to be used in all programs, including:

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.

1: Private Security Officer Unarmed	No program specific equipment required.
2: 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
3: 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)
4: School Security Officer	No program specific equipment needed
5: Private Security Officer Individual Certifications: 2-16 hours	
5A: Guard Card Only or Annual Refresher	No program specific equipment needed
5B: Chemical Agents	Chemical Agent Practice Spray (Water)
5C: Firearms Certification	Classroom: Practice Weapons (Blue Guns) Firearms: 9 MM, 45 caliber, 40 caliber, 38 caliber firearms
5D: Firearms Requalification	Classroom: Practice Weapons (Blue Guns) Firearms: 9 MM, 45 caliber, 40 caliber, 38 caliber firearms
5E: Baton Certification	Classroom: Batons Straight, Side Handle PR24, Expandable
5F Baton Refresher	Classroom: Batons Straight, Side Handle PR24, Expandable
5G First Aid **CPR** AED	Classroom: CPR Mannequins, Practice AED Equipment
6: Customer Service 8 hour	No program specific equipment needed.

7: Customer Service 40 Hour	No program specific equipment needed.
8: Small Business Enterprise / Entrepreneurship	No program specific equipment needed; however, computers are available in Student Computer Lab.
9: QuickBooks Fundamentals	Classroom: computers are available in Student Computer Lab
10: OSHA 10 Hour General Industry Safety	Reference Material: Intro to OSHA Student Handout Packet. (2014).
11: OSHA 30 Hour General Industry Safety	Reference Material: Intro to OSHA Student Handout Packet. (2014).
12: Logistics and Supply Chain Professional	Power Point Projector, OSHA Demonstration Aids including helmets, harnesses, safety glasses, and gloves; Butcher Paper or Dry Erase Board, markers, and drawers with office. supplies for in-class LEAN Projects; CPR dummies for CPR class, Defibrillator for AED class. *LEAN Made EZ.* (2016) Russell Levy, JD, ISBN #978-1-68418-635-8. Intro to OSHA Student Handout Packet. (2014). Directorate of Training and Education (24 pages).
13: Industrial Safety & Risk Management Technician	Power Point Projector for Instruction, Demonstration Aids for OSHA Courses including HAZWOPER PPE, helmets, harnesses, safety glasses, and gloves; Butcher Paper, Dry Erase Board, markers, and drawers with office supplies for in-class LEAN Projects; CPR dummies for CPR class, Defibrillator for AED class. REFERENCE MATERIAL: *Intro to OSHA Student Handout Packet*. (2014). Directorate of Training and Education (24 pages). *LEAN Made EZ.* (2016) Russell Levy, JD, ISBN #978-1-68418-635-8.
14: Construction Health and Safety Technician (CHST) Examination, Preparation, Lean Certification, & CPR/First Aid	Power Point Projector; Butcher Paper or Dry Erase Board and drawers with office supplies for LEAN Projects; CPR dummies for CPR class, Defibrillator for AED class. REFERENCE MATERIAL: *Intro to OSHA Student Handout Packet*. (2014). Directorate of Training and Education (24 pages). *LEAN Made EZ.* (2016) Russell Levy, JD, ISBN #978-1-68418-635-8.

15: Logistics and Warehouse Technician	Power Point Projector, OSHA Demonstration Aids including helmets, harnesses, safety glasses, and gloves; Butcher Paper or Dry Erase Board, markers, and drawers with office supplies for in-class LEAN Projects; CPR dummies for CPR class, Defibrillator for AED class. REFERENCE MATERIAL: *Intro to OSHA Student Handout Packet*. (2014). Directorate of Training and Education (24 pages). *LEAN Made EZ.* (2016) Russell Levy, JD, ISBN #978-1-68418-635-8.
16: Advanced Industrial Safety & Risk Management	Power Point Projector for Instruction, Demonstration Aids for OSHA Courses including helmets, harnesses, safety glasses, and gloves; Butcher Paper or Dry Erase Board for in-class LEAN Projects; CPR dummies for CPR class, Defibrillator for AED class.
16: (Continued)	REFERENCE MATERIAL: *Intro to OSHA Student Handout Packet***.** (2014). Directorate of Training and Education (24 pages). *LEAN Made EZ.* (2016) Russell Levy, JD, ISBN #978-1-68418-635-8.
17: LEAN Continuous Improvement Certification	Power Point Projector for Instruction; Butcher Paper or Dry Erase Board for in-class LEAN Value Stream Map and Kaizen Projects; Black, Red, Green, and Blue markers; drawers and office supplies for 5S Organization; Bread, Peanut Butter, and Jelly for Standard Work project. *LEAN Made EZ.* (2016) Russell Levy, JD, ISBN #978-1-68418-635-8.

FINANCIAL AID & LOAN POLICIES & DISCLOSURES

The Center does not participate in federal and state financial aid programs.
Loans: If a student obtains a loan from a financial institution in order 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. 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 are allowed to pay for the tuition and fees by check, cash, or credit card (MasterCard or Visa only) before class begins. The Center does not offer loans or a payment plan or accept partial payments. Students who pay for their training in advance receive a receipt for their payment. STRF will be paid to BPPE for students.

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 in order 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 elect to **not** hold classes during Summer Break (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. However, each spring, 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 reasonably near the Center's main office and the approximate cost or range of housing varies depending on the size and location. The price range for a one-bedroom apartment on April 15, 2016 in Pasadena, California ranged between $995 and $1500 per month.

LEAVE OF ABSENCE POLICY

Only written requests for a 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. If more than one leave of absence is granted within a twelve (12) month period. The combined time of the leave of absences may not exceed 30 calendar days. 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.
Principles of OSHA Ergonomics Completion of Training Certificate.
Introduction to OSHA Public Warehousing Safety Completion of Training Certificate.
Introduction to OSHA Health and Safety Programs Completion of Training Certificate.
Introduction to OSHA Accident Investigation Completion of Training Certificate.
Conducting OSHA Environmental Health and Safety Audits Completion of Training Certificate.
LEAN Continuous Improvement Certificate for the following LEAN Tools: Value Stream Mapping, A3 Corrective Action Reports, Kaizen Group Improvement Events and 5S Organization Methods.
Advanced Industrial Safety and Risk Management Specialist Certificate.

LIBRARY & LEARNING RESOURCE CENTER
The Center does not offer a post-secondary degree or graduate degree; however, a Library is provided to meet the instructional needs of the students by providing access to any optional reading resources recommended by faculty. The Library is located in the Classroom and the students may utilize the reading resources by requesting them from their instructor or the Office Technician. There is no charge passed on to the student for access or utilization of the resources in the Library. The Library is open Monday through Friday from 12 Noon until 1:00 p.m.

NOTICE OF NON-DISCRIMINATION POLICY
The Center admits students of any race, color, sex, national and ethnic origin, or physical handicap to all the rights, privileges, programs, and activities generally accorded or made available to students at the Center. The Center does not discriminate based on race, color, sex, national and ethnic origin, or physical handicap in the administration of its educational policies, admission policies, and other Center administered student programs.

The Center does not discriminate based on race, color, sex, national and ethnic origin, or physical handicap in its administration of employee policies as relating to hiring, promotion, and application of benefits accorded to such employees.

OFFICE EQUIPMENT
Students are not to use any of the office equipment as this is reserved for office staff only.

JOB PLACEMENT SERVICES
Limited placement assistance is provided to graduates at no additional charge. However, there is no guarantee of employment or any level of wages. Graduates may take advantage of placement assistance. Placement assistance is provided through on-site employer interviews; job leads sent via email and telephone to all graduates who wish to receive them. Job Leads are posted on Bulletin Boards at the Center. Employers conduct interview on location at the Center.

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.

SMOKING
Smoking is not permitted anywhere inside the Center facility, building, or within 20 feet of the entrances to the building.

STUDENT RECORDS
The Center maintains student records for a minimum of five years. Student records at a minimum will include: Electronically Scanned and hard copies of Certificates earned (example: Program Certificate, Baton Card, First Aid CPR AED Card, Chemical Agent (OC/Mace) Card. Students may inspect and review their training records. To do so, a student should submit a written request to the Administrative Office, identifying the specific information to be reviewed. Should a student find, upon review, 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 students file will contain progress reports and test results.

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 $10.00 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 959 E. Walnut St., Suite 112, Pasadena, CA 91106.

STUDENT SERVICES
Advising is available to all students. Instructors or Administrators will meet with each student to discuss any personal, classroom, academic, or financial problem when needed. Each student will have a review of his / her progress each month. 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. Tutoring may be available after class hours by at no additional charge, check with your instructor.

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 Parking: Student parking is available at The Salvation Army on Mentor in the southwest corner of the lot. Enrolled and registered students should request a placard from the Clerical Support staff. The Center is not responsible for parking violations, property theft, property damage, etc. Please keep vehicle locked at all times. Any parking fees to use any other lot are the sole responsibility of the student however this fee may be covered by a third-party payer.

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 student or staff's personal property.

USE OF IMAGES

Students acknowledge that during the course of your program, there may be photographic, or video images taken of you. You understand 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.

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."

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

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

To be eligible for STRF, you must be a California resident or 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."

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

TELEPHONES

The Receptionist Desk will only take emergency calls for students. School phones are not intended for personal use by students.

STUDENT CONDUCT AND DISCIPLINE STANDARDS

Student Dress Code: Students are expected to meet the following dress code standards.

- Clothing must be in good repair, free from tears and holes.
- Clothing must cover undergarments, the top of the shoulders, the back, and the midriff.
- Shoes must be worn at all times.
- Clothing must be size-appropriate, e.g. **oversized baggy pants are not acceptable**.
- Clothing must be free of crude, violent, vulgar, profane, prejudicial, or obscene remarks, sexually explicit, express racial, gender, ethnic or religious messages, promotes the use of alcohol, drugs or tobacco
- Hats of any kind, bandanas or head coverings are not to be worn in the classroom or on campus.
- Belts must not be oversized and not show any letters or logos.
- Clothing and jewelry, which are potentially dangerous, may not be worn.
- Chains, spikes, handcuffs, and generally heavy-metal type accessories are unacceptable.
- 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.
- Follow the dress code rules specific to the course.

Mobile/Cell Phone Usage - Cell phone usage is not permitted in class, nor is texting. Students may make phone calls and send texts during scheduled class breaks.

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.

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.

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.

a. Definition of Sexual Harassment

Prohibited sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic or work performance or of creating an intimidating, hostile or offensive educational or work environment for students or employees.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

Examples of conduct, which may constitute sexual harassment and would therefore be prohibited, include:

1. Unwelcome leering, staring, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, and derogatory comments or sexually degrading descriptions.
3. Unwelcome graphic verbal comments about an individual body or overly personal conversation.
4. Unwelcome sexual jokes, stories, drawings, pictures, or gestures.
5. Unwelcome spreading of sexual rumors.
6. Unwelcome teasing or sexual remarks about any student.
7. Unwelcome touching of an individual's body or clothes in a sexual way.

b. Discipline/Consequences

- Any student who engages in the sexual harassment of anyone in class may be subject to disciplinary action up to and including being dropped from the class. All disciplinary actions taken against students from any of referring agencies will be carried out in conjunction with the agency that referred the student.
- Any employee who permits or engages in sexual harassment of students may be subject to disciplinary action up to and including dismissal.
- Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to his or her supervisor shall be disciplined appropriately.

c. 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 good 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.

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.

PROCESS FOR VIOLATION OF ANY OF THE ABOVE
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
3. Written problem report sent to referring agency
4. Suspension of student
5. Drop from the program

COMPLAINT & GRIEVANCE PROCEDURE
The student grievance procedure provides every student with a prompt and equitable means of seeking an appropriate resolution for any alleged violation to 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 complainant should first approach the instructor or other Center representative and try to resolve the issue verbally and informally.
2. If the complainant's issue is not resolved at Level 1, the complainant needs to submit a written complaint as early as possible to the Center CHIEF EXECUTIVE OFFICER or designee at: ESSC, Inc., 959 E. Walnut St., #112, Pasadena, CA 91116, or may leave a telephone message at CENTER to speak to the Chief Executive Officer, or any administrator at: 626/765-9589
3. If complaint is not resolved in a timely manner, please contact:

DCA/Bureau of Security and Investigative Services
Mailing Address:
2420 Del Paso Road, Suite 270

Sacramento, CA 95834
916-322-4000

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of CREDITS) you earn at Employed Security Service Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in the_____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 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 the Employed Security Service Center to determine if your certificates will be accepted for transfer.

CATALOG QUESTIONS: QUESTIONS REGARDING THE CATALOG

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone: (888) 370-7589 (916) 431-6959 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_____