



Main Campus

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

San Diego Branch

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

Catalog

01/01/18 – 12/31/18



U.S. State Department M25517
U.S. Department of Justice - Federal Firearms License – ATF
Bureau of Security & Investigative Services:
Private Patrol Operator - 14157 California
BSIS Firearms Training Facility TFF 1305
BSIS Baton Training Facility TFB 1250
BPPE (Bureau for Private Postsecondary Education) School Code 25448535
VA (Department of Veterans Affairs) school institution code 25-1902-05
iTrain ID 13932000 State ID 3129
Security License - 00012360 Tennessee
State Certified Handgun Training School - Tenn. Dept. of Safety

Revised 10_11_18

www.pacificwestacademy.com

Company Profile and Training Services Rendered

Advanced Security Concepts, Inc (ASC) is an elite Security Firm and the parent company of Pacific West Academy. ASC's business structure is a C Corporation. ASC provides excellent security to the Hollywood elite including Fortune 500, celebrity, and VIP clientele as well as Gated Community Security, Dignitary and Traveling Protection Details both domestic and abroad. ASC has several offices throughout the world including our headquarters in Van Nuys, CA as well as offices located near Nashville, TN and Lima, Peru.

ASC has established an outstanding reputation for its services in the training field and established Pacific West Academy for that purpose. Pacific West Academy was created with the objective to respond to the fast-paced, ever changing demands of global security needs, which require extensive instruction and training for individuals in the areas of anti-terrorism and novel battle tactics. The founders of the company were officers in one of the most respected special forces of the world. They are experts in anti-terrorist tactics, multiple firearms and electronic monitoring. With more than 40 years combined experience in implementation and management of complex special operations, project planning, instruction of personnel, training and maintenance of top-level client relationships, private investigation, consulting, customer service and import/export of security equipment with the highest technology available.

The personnel of the company are comprised of a team of multilingual instructors who adapt specifically to the necessities of the client. The concept of instruction and military training developed by Pacific West Academy is based on the total of antecedents of security accordingly to the diverse necessities. This instruction and training incorporate all the essential elements according to the individual necessities of each type of terrorism or other threats of security. The objective is to assure that any organization of military can operate independently and simultaneously work with other units and agencies to maximize the probabilities of success.

As a Veteran centric business that draws upon the skill sets and professionalism of Military Veterans, Pacific West Academy's focus is on the hiring of honorably discharged veterans who already possess through their military service, the foundation, experience and discipline to provide exemplary service in the security industry. Having provided proof of honorable discharge the applicants are then interviewed and assessed by Pacific West Academy management and put through a thorough background investigation including credit history, job history, criminal background investigation, driving record and personal references. The applicants are also evaluated on their social skills, communication skills, and customer service skills as work of this nature is high visibility and requires positive interaction with the public.

Pacific West Academy is a BSIS training provider and BPPE (Bureau for Private Postsecondary Education) approved school and is on the iTrain provider list, thereby insuring the best in training and follow up with its agents. The training academy has extensive practical studies in security and safety disciplines all built in house based on the extensive experience of the management team and in house instructors.

All of our officers and agents are trained in-house allowing us to train beyond the BSIS standards. Agents and officers are required to update and maintain their training via our online proprietary software system, 'Valor' and the Pacific West Academy. Agents have access to all the courses free of charge allowing them to further their knowledge in the different aspects of the security. ASC is constantly reassessing its agents that show initiative and quality performance for advancement in to supervisory positions. We are industry competitive as to compensation and benefits but we excel in our treatment and development of our personnel. Our agents are committed to ASC because they know that ASC is committed to them.

Unlike many of our competitors ASC's experienced management team is active in the field from our CEO down. The ASC management team is constantly in the field and working with our agents to ensure both client and employee satisfaction. Our team concept is that we can ask nothing of our employees that we ourselves are unwilling to do. This fosters a cohesive bond with both our clients and our employees that insures not only a safe environment but furthers our ONE TEAM concept. Just as our agents are part of our business family we strive to make sure that our clients feel that we are part of their business family.

The next few pages will highlight more information about what sets ASC apart from any other security company in the area and highlight why we are simply the best in the industry.

Kindest regards,

Oded Krashinsky
President & CEO

Enc.

Table of Contents

4 SCHOOL LOCATION, MISSION, STAFF	1-3
4 APPROVALS	4
5 QUESTIONS	4
6 REVIEW DOCUMENTS	4
7 COMPLAINTS	4
8 ADDRESS OF INSTRUCTIONAL LOCATION	4
9 PROGRAMS AND COURSE DESCRIPTION.....	5-15
10 PROFESSIONS – REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE.....	14
11 INSTRUCTORS	14
9 ADMISSIONS POLICIES & RECOGNITION OF CREDITS.....	16
12STUDENT’S RIGHT TO CANCEL AND WITHDRAWAL POLICY	16
14ACADEMIC PROBATION AND DISMISSAL POLICIES	19
15ATTENDANCE POLICY – ALL PROGRAMS	19
16 LEAVES OF ABSENCE.....	19
17CHARGES: TUITION & FEES.....	19-18
18POLICIES AND PROCEDURES REGARDING FINANCIAL AID.....	19
19LOAN REPAYMENT/DELINQUENT TUITION.....	19
20 FINANCIAL STABILITY – BANKRUPTCY HISTORY	19
21PLACEMENT ASSISTANCE SERVICES	20
24STRF DISCLOSURES	21-220
23 NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION ..	21
25-1 BEGINNING AND END DATES FOR TIME PERIOD COVERED BY THIS CATALOG	22
25-2 TRAINING OUTCOMES	22
25-3VISA RELATED SERVICES.....	22
25-4LANGUAGE	22
PROFICIENCY	22
25-5LANGUAGE OF INSTRUCTION	22
25-6FINANCIAL AID.....	22
25-7EXPERIENTIAL CREDIT.....	23
25-8GRADES AND STANDARDS FOR STUDENT ACHIEVEMENT - SATISFACTORY PROGRESS	23
25-9DESCRIPTION OF THE FACILITIES & TYPE OF EQUIPMENT USED FOR INSTRUCTION.....	23
25-10LIBRARY RESOURCES	27
25-12STUDENT SERVICES	27
25-13STUDENT HOUSING.....	28
25-14STUDENT’S RIGHTS &STUDENT GRIEVANCE PROCEDURES	28
25-15 STUDENT RECORDS AND TRANSCRIPTS.....	28
PRIVACY ACT.....	29
35STUDENT CONDUCT	29
NONDISCRIMINATION POLICY	29
ACADEMIC FREEDOM.....	29
SELF MONITORING POLICY	30
SEXUAL HARASSMENT PREVENTION.....	30
ENGLISH AS A SECOND LANGUAGE INSTRUCTION.....	30
DISTANCE EDUCATION.....	30
ACADEMIC CALENDAR	30
PROGRESS POLICY	30

REFUND POLICY	30
COPY INFRINGEMENT	30
ADVISORY BOARD	30
ACCET COMPLAINT PROCEDURES	30
VETERAN INFORMATION BULLETIN ACKNOWLEDGEMENT	34

4 School Location & Information

Los Angeles Main

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

San Diego Branch (CST Program only)

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

Mission Statement:

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

Oded Krashinsky – CEO

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

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

Jacob Lupton –Lead Instructor

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

Donald Kuehner - Director of Training

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

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

Ian Nelson –Lead Instructor

Mr. Nelson joined ASC's team in 2013. Using his expertise in Executive Protection he actively participated in advance preparations logistical support and personal protection. Mr. Nelson, a former U.S. Special Forces Sergeant, commonly referred to as the "Green Berets", completed tours in Afghanistan and Iraq as Head Combative Instructor for his team. Ian brings a variety of specialized training to ASC, including battle tested experience, master level shooting/sniper training, S.E.R.E and Ranger qualification. He has technically and tactically proven himself as an effective leader with students excelling in weapon safety, handling, tactics and operations.

Mark Treston - Chief Academic Officer

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

Andrea Monrroy – Director of Administration

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

Christina Gulasarian – Student Services Coordinator

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

George Rodriguez –San Diego Operations Manager

Since 1992, George Rodriguez has been a Corporate Security Director for a \$600M sport memorabilia corporation and for a 1B worldwide sport equipment manufacturer. At both companies, Mr. Rodriguez successfully developed security departments which worked closely with Human Resources & legal to protect employee, executives, and inventory assets in multiple US states and Mexico. In addition, Mr. Rodriguez managed multiple narcotic and theft investigations, including, covert employees, interviews and law enforcement involvement. After leaving the corporate sector Mr. Rodriguez managed State of CA certified security company, serving numerous high profile businesses and individual clients throughout Southern California.

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

Charlotte Krashinsky– Accounting Manager

Mrs. Krashinsky is responsible for ASC's financial planning, record keeping and financial reporting. She works closely with the companies Certified Public Accounts and bookkeepers. Her decades of diverse corporate background span a broad spectrum of disciplines including organization management, corporate development and business planning, debt and equity financing and mergers and acquisition.

4 Approvals & Mission

Pacific West Academy DBA Advanced Security Concepts is a private unaccredited institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) “Approved” means the school operates in compliance with state standards as set forth in Chapter 8, Part 59, Division 10, Title 3 of the California Education Code.

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

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

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

5 Questions

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

6 Review Documents

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

7 Complaints

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.

8 Address of Instructional Location

PWA Los Angeles
16117 Covello Street
Van Nuys, CA 91406

PWA San Diego (CST Program only)
3333 Midway Ave
San Diego, CA 91220

(Practical firearms is held Burro at Canyon at 22100 E Fork Rd, Azusa, CA 91702)

9 Programs and Course Description

Program Name	Clock Hours	Weeks	Maximum students per program
Certified Executive Security Specialist (CESS)	266	7	16
Certified Protection Specialists (CPS)	168	5	16
Comprehensive Security Training (CST)	104	3	16
Administrative Professional Certificate (APC)	104	3	16

Name of Program	Certified Executive Security Specialists SOC: 33-9032
Program Description	<p>The Certified Executive Security Specialist (CESS) Course is a 33-day/7 weeks security course. The CESS program is ideal for individuals wishing to break into the static security industry by receiving the training and certificates in numerous high end security and security related courses. The CESS program comprehensive and in depth training, handgun shooting tactics and tactical Emergency casualty care. The CESS qualifications elevate students towards employment in security and law enforcement. The CESS program offers more comprehensive executive protection training geared towards employment in high end security positions such as Executive Protection, Residential Protection, Executive Drivers, VIP Security, Asset Protection, Technical Surveillance Countermeasure, intelligence and information services and undercover operations.</p> <p>This course includes the following courses:</p> <ul style="list-style-type: none"> • CA BSIS Guard Card • CA BSIS Exposed Firearms Permit • CA BSIS Baton Permit • Arrest and Control • Behavior Analysis • Supervision • School Security Agent • Executive Protection Fundamentals • Advanced Executive Protection • Handgun Shooting Tactics • Advanced Handgun Shooting Tactics • CPR • Tactical Emergency Casualty Care • ‘Taser’ • Chemical Agents • Sexual Harassment Prevention • Job skills/ Resume Writing • Emergency Vehicle Operations
Special Admission Requirements	<ul style="list-style-type: none"> • Must be 18 or older • Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers) • Pass a fingerprint check through the Federal Bureau of Investigations and Department Of Justice

Graduation Requirements	To graduate, a student must complete cumulative grade of 70.0% or higher and be in good financial standing with PWA.
Certification and Licenses	<ul style="list-style-type: none"> • California Guard Card Permit issued by the BSIS • California Exposed Firearms Permit issued by BSIS • California Baton Permit issued by BSIS • ‘Taser’ International Certificate • American Heart Association (AHA) 2 Year Certification • PWA Certificate of Completion • National Association of Emergency Medical Technicians (NAEMT) 4 Year Certification • Emergency Vehicle Operator (EVOC)
Total Clock Hours	This program is 266 hours in length
Final Tests or Exams	Final Exam
Maximum Enrollment per cohort	16

Certified Executive Security Specialists:

Program Duration: 266 Hours

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

Day	Course	Hours
Day 1	CA BSIS Guard Card	8(7L,1H)
Day 2	CA Exposed Firearms Permit I	8(7L,1H)
Day 3	Arrest and Control	6(4L,2H)
Day 4	School Security Agents SB1626 I	12(11L,1H)
Day 5	CA Exposed Firearms Permit II	8(8H)
Day 6	Executive Protection Fundamentals I	8(6L,2H)
Day 7	CA BSIS Baton Permit	8(6L,2H)
Day 8	CPR	6(4L,2H)
Day 9	School Security Agents SB1626 II	12(11L,1H)
Day 10	‘Taser’ / Chemical Agents	8(6L,2H)
Day 11	Executive Protection Fundamentals II	8(6L,2H)
Day 12	Job Placement/Resume Writing	6(6L)
Day 13	Supervision/Advance I	8(6L,2H)
Day 14	Supervision/Advance II	8(4L,4H)

Day 15	Supervision/Advance III	8(2L,6H)
Day 16	Behavior Analysis I	8(7L,1H)
Day 17	Behavior Analysis II	8(4L,4H)
Day 18	Behavior Analysis III	8(4L,4H)
Day 19	Tactical Emergency Casualty Care I	8(7L,1H)
Day 20	Tactical Emergency Casualty Care II	8(4L,4H)
Day 21	Tactical Emergency Casualty Care III	8(2L,2H)
Day 22	Emergency Vehicle Operator I	8(7L,1H)
Day 23	Emergency Vehicle Operator II	8(8H)
Day 24	Firearms III	8(8H)
Day 25	Firearms IV	8(8H)
Day 26	Firearms V	8(8H)
Day 27	Firearms VI	8(8H)
Day 28	Firearms VII	8(8H)
Day 29	Executive Protection III	8(4L,4H)
Day 30	Executive Protection IV	8(8H)
Day 31	Executive Protection V	8(8H)
Day 32	Executive Protection VI	8(8H)
Day 33	Final Training Exercise	8(8H)
Total:		266

Name of Program	Certified Protection Specialist SOC: 33-9032
Program Description	<p>The Certified Protection Specialist (CPS) Course is a 21-day/6 weeks security course. The CPS program is ideal for individuals wishing to break into the static security industry by receiving the training and certificates in numerous high end security and security related courses.</p> <p>This course includes the following courses:</p> <ul style="list-style-type: none"> • Aggression Management for Security Professionals • Executive Protection Fundamentals • Advanced Executive Protection • Handgun Shooting Tactics • Advanced Handgun Shooting Tactics • Tactical Emergency Casualty Care • Behavior Analysis • Supervisory Skills • Tactical Emergency Casualty Care
Special Admission Requirements	<ul style="list-style-type: none"> • Must be 18 or older • Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers)
Graduation Requirements	To graduate, a student must complete cumulative grade of 70.0% or higher and be in good financial standing with PWA.
Certification and Licenses	<ul style="list-style-type: none"> • PWA Certificate of Completion • National Association of Emergency Medical Technicians (NAEMT) 4 Year Certification • Emergency Vehicle Operator (EVOC)
Total Clock Hours	This program is 168 hours in length
Final Tests or Exams	Final Exam
Maximum Students per cohort	16

Certified Protection Specialists:

Program Duration: 168 Hours

Course Itinerary:

Day	Course	Hours
1.	Supervision/Advance I	8
2.	Supervision/Advance II	8
3.	Supervision/Advance III	8
4.	Behavior Analysis I	8
5.	Behavior Analysis II	8
6.	Behavior Analysis III	8
7.	Tactical Emergency Casualty Care I	8
8.	Tactical Emergency Casualty Care II	8
9.	Tactical Emergency Casualty Care III	8
10.	Emergency Vehicle Operations I	8
11.	Emergency Vehicle Operations II	8
12.	Firearms III	8
13.	Firearms IV	8
14.	Firearms V	8
15.	Firearms VI	8
16.	Firearms VII	8
17.	Executive Protection III	8
18.	Executive Protection IV	8
19.	Executive Protection V	8
20.	Executive Protection VI	8
21.	Final Training Exercise	8
Total:		168

Name of Program	Comprehensive Security Training SOC: 33-9032		
Program Description	<p>The Comprehensive Security Training (CST) Course is a 104/3 hours/weeks security course. The CST program is ideal for individuals wishing to break into the static security industry by receiving the training and certificates in numerous high-end security and security related courses. CST is offered at both Los Angeles and San Diego Locations</p> <p>This course includes the following courses:</p> <ul style="list-style-type: none"> • CA BSIS Guard Card • CA BSIS Exposed Firearms Permit • CA BSIS Baton Permit • Arrest and Control • Executive Protection Fundamentals • CPR • ‘Taser’ • Sexual Harassment Prevention • Chemical Agents • School Security Guard SB1626 • Job Placement/ Resume Writing 		
Instructors Needed	<ul style="list-style-type: none"> • 4 		
Instructor Qualification Needed	<ul style="list-style-type: none"> • CA BSIS Firearms Certified Instructor permit • CA BSIS Baton Certified Instructor permit • American Heart Association Certified Instructor permit • Taser Certified Instructor permit • PWA Instructors training 		
Special Admission Requirements	<ul style="list-style-type: none"> • Must be 18 or older • Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers) • Pass a fingerprint check through the FBI and California DOJ 		
Graduation Requirements	To graduate, a student must complete cumulative grade of 70.0% or higher and be in good financial standing with PWA.		
Certification and Licenses	<ul style="list-style-type: none"> • California Guard Card Permit issued by the BSIS • California Exposed Firearms Permit issued by BSIS • California Baton Permit issued by BSIS • ‘Taser’ International Certificate • American Heart Association (AHA) 2 Year Certification • PWA Certificate of Completion 		
Total Clock Hours	This program is 104 hour.		
Final Tests or Exams	Final Exam		
Required Internship or Externship	None		
Enrollment Projection	2016 120260	2017 420	2018

Comprehensive Security Training:

Program Duration: 104Hours/3weeks

Course Itinerary:

Day	Course	Hours
Day 1	CA BSIS Guard Card	8
Day 3	Arrest and Control/Conflict Resolution	8
Day 4	School Security Agents SB1626 I - II	12
Day 5	School Security Agents SB1626 II -III	12
Day 6	CA Exposed Firearms Permit I/ Hand Gun Shooting Tactics I	8
Day 7	CA Exposed Firearms Permit II / Hand Gun Shooting Tactics II	8
Day 8	Executive Protection Fundamentals I	8
Day 9	'Taser' / Chemical Agents	8
Day 10	Executive Protection Fundamentals II	8
Day 11	CA BSIS Baton Permit	8
Day 12	CPR	6
Day 13	Sexual Harassment Prevention/ Job Placement	10
		104

Name of Program	Administrative Professional Certificate (APC) SOC: 43-6011								
Program Description	<p>The APC Certificate is a 104 hour/3 week program designed to prepare graduates for the administrative and executive environment. Learn the practical skill sets to be a successful administrative professional, preparing, and reviewing to pass APC test. This course may help you prepare for the internationally-recognized Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®).*</p> <p>IAAP Website http://www.iaap-hq.org</p> <p>Courses are designed to satisfy all sections of the Administrative Professional Certificate Examination in theory and practice.</p> <p>In this program, students will learn and best tested on the following skills:</p> <ul style="list-style-type: none"> • Communication • Information Technology • Organization and Planning • Information Distribution • Records Management • Physical and Information Resources • Document Production • Financial Functions • Human Resources • Review courses and practice test 								
Special Admission Requirements	<p>Admissions Requirements: At a minimum, all students must have a high school diploma or its equivalent.</p> <p>Students applying for the CAP exam:</p> <p>Students will be required to have the minimum level of administrative based on his/her prior level of postsecondary education as follows:</p> <p>Eligibility Requirements for CAP Exam. Before applying for the CAP exam, students must have administrative experience. All experience must have been earned in the past 10 years. Of that, twelve consecutive months of experience must have been with the same employer in the past 5 years.</p> <table border="1" data-bbox="381 1606 1485 1837"> <thead> <tr> <th data-bbox="381 1606 933 1680">Education</th> <th data-bbox="933 1606 1485 1680">Experience Required</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 1680 933 1732">No college degree</td> <td data-bbox="933 1680 1485 1732">4 years</td> </tr> <tr> <td data-bbox="381 1732 933 1785">Associate degree</td> <td data-bbox="933 1732 1485 1785">3 years</td> </tr> <tr> <td data-bbox="381 1785 933 1837">Bachelor's degree or higher</td> <td data-bbox="933 1785 1485 1837">2 years</td> </tr> </tbody> </table> <p><i>If you choose to use education as a way to meet the experience requirement, your college degree must be from an accredited institution.</i></p>	Education	Experience Required	No college degree	4 years	Associate degree	3 years	Bachelor's degree or higher	2 years
Education	Experience Required								
No college degree	4 years								
Associate degree	3 years								
Bachelor's degree or higher	2 years								

Graduation Requirements	To graduate, a student must complete all prescribed course work, score the section quizzes with a pass grade both practice, and theory sections and be in good financial standing with PWA.		
Learning Outcomes	<p>In this program, student will be able to:</p> <ol style="list-style-type: none"> 1. To evaluate, create and communicate professional and effective oral and written means of communication (memorandums, letters, fax cover sheets, reports, PowerPoint, spreadsheets, agendas/itineraries). 2. To apply appropriate critical thinking skills and analyze effective strategies for solving various situations that arise in today's office workforce (including ethical practices and procedures, telephone/customer service etiquette, as well as demonstrating chain of command and effective time management strategies) 3. To receive and transcribe from oral dictation letters, reports, statistical data and calculations into a mail-ready format (stressing grammatically correct and professional formatted documents from such dictation; involving entering in data from a variety of sources, filling in missing pieces, meeting with others to gain critical info.) 4. To learn how to better communicate in an office environment 5. To become familiar with human resources and financial policies and procedures pertaining to an office environment 6. To review and prepare for the Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®).* <p><i>*Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals® (IAAP®).</i></p>		
Certification	PWA Certificate of Completion		
Total Clock Hours	This program is 108 Clock hours, 10 weeks, 36 days in length (see attachment)		
Final Tests or Exams	Administrative Professional Certificate Examination (Theory and Practice)*		
Required Internship or Externship	None		
Enrollment Projection	2016 30	2017 60	2018 120

10 Professions – Requirements for Eligibility for Licensure

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

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

11 Instructors

Include name and full bio for each instructor

Instructor Name	Years of experience	Education – Degrees, Licenses or Certifications held.	Courses taught/Work Experience – position held, name of employer, number of years.
Steve Burkett	8	NRA Instructor, Licenses BSIS Firearms Instructor #2197 Certified Taser Instructor and BLS Healthcare Provider CPR, NRA Safety Range Officer.	Gun Enthusiast and long time NRA gun Instructor joined PWA after becoming a Licensed BSIS firearms Instructor and CPR Instructor.
Ian Nelson	8	NRA Instructor Licenses BSIS Firearms Instructor #2338	“Green Beret” Special Forces Weapons Sergeant, U.S. Trained in all aspects of Security. Trained on the world’s most advanced weaponry. Martial Arts Instructor Head combative instructor for Special Forces team, Experienced in “hands on” conflicts (Iraq and Afghanistan). Executive Protection Specialist 2 years with ASC.

Jacob Lupton	15	Certified 'Taser' Instructor	U.S. Marine Veteran Sergeant, with three deployments and Extensive Operations in the Middle East. Director of Operations. Executive Protection Specialist 10 years with ASC.
Max Youell	10	BA Criminal Justice	Retired U.S. Armed Forces Calvary scout.
Mark Treston	20	MA International Relations, Eddy Education (In progress), BA International Relations.	Fifteen years as an instructor and administration in higher education. Teaches job skills/resume writing.
Paul Granda	8	Security Guard, Firearms and Stun Gun instructor state of TN License #931562	Instructor for Tennessee Branch. Eight years experience in the military.
Ryan Bulfin	5	MBA with concentration in Marketing. BA Communications. Job Skills/Resume.	Two years of graduate assistant teaching experience at Lewis University. Three years teaching Sexual Harassment Prevention, Career and interview skills at PWA.
George Rodriguez	5	BSIS Baton Instructor #1842	Instructor and student coordinator for San Diego. Five years experience in criminal justice.
Donald Kuehner	5	BA in Business Administration	CESS, CST/82nd Airborne Division from the position of rifleman to Squad Leader.
Tomer Israeli	20	Former Israeli Special Forces.	Tactical Training/Served as Captain & team leader in a special recon unit - YACMAM
Joshua Nygaard	5	Instructor	A veteran of the Navy Hospital Corps, serving as a Field Medic with the United States Marine Corps
Benjamin Rosenfeld	10	Instructor	Combative, Arrest and Control, Executive Protection. 10 years of EP experience.
Raz Klingoffer	10	Instructor	Advanced Handgun shooting tactics. Former Israeli Navy Seal. Firearms instructor.
Bradley Thompson	6	Instructor NRA Certified, EMT, CPR, Mountain Rescue Tech.	CESS/Lead Teacher. Six years of Executive Protection experience.
David Paladini	15	Instructor Credentials in BLS CPR, ACLS, and PALS disciplines	TECC/Paramedic with over 15 years' service in a Southern California based 911 systems. 18 years military veteran.

12 Admissions Policies & Recognition of Credits

The general criteria for admission are:

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

Admissions Process:

1. All prospective students must complete an application, the medical declaration form and certificate of eligibility form (Only for those that plan to use their GI Bill funds).
2. Students that meet the requirements for admissions receive a catalog and review the catalog with a staff member at PWA.
3. Local students receive a tour of the facilities.
4. Students receive the School Performance Fact Sheet (SPFS) and a description of placement statistics.
5. Student review the enrollment agreement (EA), at which time the refund, cancellation and other pertinent policies are discussed with them.
6. Students sign the enrollment agreement and are given a copy of the EA.
7. Students attend orientation on the first day of the program, at which time student services are discussed and classroom expectations are discussed.

13 Student's Right to Cancel and Withdrawal Policy

A notice of cancellation either in writing, email and/or in person is recommended. A withdrawal may be effectuated by the student's notice to the school administrative office, 16117 Covello St. Van Nuys, CA 91406 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

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

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

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

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

Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60.1% of the clock hours of instruction in any given period of attendance.

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

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 10 days of the student's withdrawal or cancellation. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 10 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA95798-0818. www.bppe.ca.gov (916) 431-6959 (fax) (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (800)370-7589 or (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

14 Academic Probation and Dismissal Policies

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

15 Attendance Policy – All Programs

This institution requires that a student attend all scheduled classes and any other specially assigned hours of instruction. If a student has a valid excuse for missing a class, they must submit in writing to the Director of Training as to why they missed class. If the absence is excused, the student must make up the course as a later scheduled date with the permission of the Director of Training and instructor if the students wish not receive a failing grade for the day (Note, all courses at PWA are short, therefore attendance is crucial. Excused absences include, but not limited to, doctor's note and work scheduling issue.

Attendance Calculation towards the grade

Attendance counts as 8% of the grade

Absence

Greater than five unexcused absences (>15% of the total program) constitutes a fail grade for the program.

Tardiness/Early Departure

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

Probation

Students will be placed on probation if they do not meet the requirements for Satisfactory Academic Progress at the mid-point of the program and/or program completion. The probation may cover a period no less than thirty days or the duration of the class of study. If by the end of their period the probation conditions are met, then probation will be removed. Otherwise, the student will be ineligible to complete and terminated.

16 Leaves of Absence

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

17 Charges: Tuition & Fees

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

Program Name	Tuition	Supplies & Materials	Other Fees	STRF	Total Program Charges	Estimate Schedule of Charges
Certified Executive Security Specialist (CESS)	\$8,684	\$3,113	\$1,150	\$0	\$12,947	Due on the first day of class
Certified Protection Specialists (CPS)	\$7,419	\$2,988	\$740	\$0	\$11,147	Due on the first day of class
Comprehensive Security Training (CST)	\$1,415	\$125	\$410	\$0	\$1,950	Due on the first day of class
Administrative Professional Certificate (APC)	\$2000	\$1500	\$0	\$0	\$3,500	Due on the first day of class

Charges for Period of Attendance:

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

Payment Method:

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

18 Policies and Procedures Regarding Financial Aid

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

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

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

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

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

Please contact Mark Treston, the Chief Academic officer at (818) 906-3754 or by email at office@aboutasc.com

For further information visit <http://www.sbwib.org/> or register on Cal Jobs at: <https://www.caljobs.ca.gov/vosnet/Default.aspx?plang=E>

19 Loan Repayment/Delinquent Tuition

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. Student must be in good financial standing with PWA prior to graduation.

20 Financial Stability – Bankruptcy History

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

21 Placement Assistance Services

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

24 STRF Disclosures

76215. Student Tuition Recovery Fund Disclosures

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans,
and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

23 NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

“The transferability of credits you earn at Pacific West Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Pacific West Academy to determine if your certificate will transfer.”

Transfer of Credit to PWA

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

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

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

January 1, 2018 through December 31, 2018

25-2 Training Outcomes

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

25-3 Visa Related Services

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

25-4 Language

Proficiency

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

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

25-5 Language of Instruction

Instructions will be given in no language other than English.

25-6 Financial Aid

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

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

Military Aid Programs

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

To learn more about these military aid programs, visit www.benefits.va.gov

Military Tuition Assistance Top-Up

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

Montgomery GI Bill and other VA Programs

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

Post-9/11 GI™ (CHAPTER 33)

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

25-7 Experiential Credit

This institution does not award credit for prior experiential learning.

25-8 Grades and Standards for Student Achievement - Satisfactory Progress

Student achievement is measured using a percentage system of 0 – 100%. Students must have a cumulative grade of 70.0% in order to maintain satisfactory academic progress and graduate. Students are monitored, assessed and the grades are recorded daily. Students falling below the 70.0% mark at any point of the programs will be notified verbally by their instructor. Students that maintain a grade lower than 70% at 50% of the program's completion will be notified in writing by the Director of Training that they will not graduate from the program unless they can pull up their grade by 75% of the program completion. Due to the shortness of the program, students that fail to maintain satisfactory academic progress will be notified in person by the director of training or branch manager in week two and weekly thereafter.

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

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

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

Course Name	Equipment	Equipment to Student Ratio
CPR – First Aid – AED (Defibrillator)	Adult CPR Practice Dummies Child CPR Practice Dummies Infant CPR Practice Dummies Defibrillator Sanitation Masks Supplemental Instructional Videos Power Point Presentation Projector / Screen Student Desks/Chairs Heartsaver DVD Set Heartsaver First Aid CPR AED Instructor Manual with Lesson Maps and Instructor CD Heartsaver First Aid CPR AED Student Workbook with Heartsaver First Aid Quick Reference Guide Heartsaver CPR AED Adult, Child & Infant Reminder Card Instructor Computer	1:1 1:1 1:1 1:4 1:1 --- --- --- 1:1 --- --- 1:1 1:1 ---
Job Placement Training/ Sexual Harassment Prevention Course	Power Point Presentation Instructor Computer Course Syllabus/Curriculum Book – BLR’s California Guide to Preventing Sexual Harassment Prevention Supplemental Instructional Videos Exam Materials Student Desks/Chairs Student Computers	--- --- --- 1:1 --- 1:1 1:1 1:1
California Guard Card Certification	Course Syllabus/Curriculum Exam Materials Supplemental Instructional Videos Power Point Presentation Projector / Screen Handcuffs Student Desks/ Chairs Instructor computer	--- 1:1 --- --- --- 1:2 1:1 ---
California Exposed Firearms (FA 1&2)	Course Syllabus/Curriculum Instructor Computer Exam materials Supplemental Instructional Videos Power Point Presentation Projector / Screen Firearm Safety Posters Firearms (PWA will provide unless student has their own firearm they wish to use) Ammunition Safety Glasses Hearing Protection	--- --- 1:1 --- --- --- --- 1:1 100rnds:1 1:1 1:1

	Emergency trauma Kit Qualification targets Firearm Holsters Magazine Holsters Firearm Magazines Dummy Firearms Simulator Simulator Firearm Shooting Range (PWA rents range time from a local range)	1:16 1:1 1:1 1:1 2:1 1:2 --- 1:16 ---
Taser Training/ OC Spray	Projector/Screen Instructor Computer Course Syllabus/Curriculum PowerPoint Presentation Exam Materials Student Desks/Chairs Simulator Simulator X26 Taser Simulator Pepper Spray X26 Taser and Training Cartridges C2 Taser and Training Cartridges Practice Pepper Spray Canisters (water)	--- --- --- --- 1:1 1:1 --- 1:16 1:16 1:1 1:1 1:1 1:4
California Baton	Course Syllabus/Curriculum Exam materials Supplemental Instructional Videos Power Point Presentation Projector / Screen Baton Padded Baton Strike Pads Student Desks/Chairs	--- 1:1 --- --- --- 1:8 1:16 1:8 1:1
Tactical Emergency Casualty Care	Adultmanikins SanitationMasks SupplementalInstructionalVideos Power Point Presentations Projector / Screen Training Videos Fully loaded medical aid bag Emergency Application Tourniquets Airway Simulator Nasopharyngeal Airway Surgical lubricant Needle decompression simulator Emergency Ready Clamps	1:1 1:1 --- --- --- --- 1:16 1:1 1:1 1:1 1:1 1:1 1:1
Executive Protection Fundamentals (EP 1&2)	Power Point Presentation Instructor Computer Projector / Screen Course Syllabus/Curriculum	--- --- --- ---

	Supplemental Instructional Videos	---
	Student Desks/Chairs	1:1
	Demonstration Vehicle	1:16
	Simulator	---
	Simulator Firearm	1:16
	Simulator X26 Taser	1:16
Advanced Executive Protection (EP 3-6)	Course Syllabus/Curriculum	---
	Firearms	1:1
	Safety Glasses	1:1
	Hearing Protection	1:1
	Emergency Trauma Kit	1:16
	Shooting targets	1:1
	Ammunition	300rnds:1
	Shooting Range	---
	Firearm Holster	1:1
	Magazine Holster	2:1
	Firearm Magazines	4:1
	Dummy Firearms	1:2
	Orange Barrel Block Safety Rods	1:1
	Mock Building – materials	---
	Range Trailer	1:16
	Knee pads	1:1
	Company Vehicle	1:16
	Executive Protection vehicles	3:16
Advanced Handgun Shooting Tactics (FA 3-7)	Course Syllabus/Curriculum	---
	Firearms	1:1
	Safety Glasses	1:1
	Hearing Protection	1:1
	Emergency Trauma Kit	1:16
	Shooting targets	1:1
	Ammunition	600rnds:1
	Shooting Range	---
	Firearm Holster	1:1
	Magazine Holster	2:1
	Firearm Magazines	4:1
	Dummy Firearms	1:2
	Orange Barrel Block Safety Rods	1:1
	Mock Building – materials	---
	Range Trailer	1:16
	Knee pads	1:1
	Company Vehicle	1:16
School Security Guard SB 1626	Power Point Presentation	---
	Supplemental Instructional Videos	---
	Exam Materials	1:1
	Projector / Screen	---
	Course Syllabus/Curriculum	---
	Student Desks/ Chairs	1:1
	Simulator	---
	Simulator Firearm	1:16

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

25-10 Library Resources

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

25-12 Student Services

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

25-13 Student Housing

This institution does not operate dormitories or other housing facilities. The institution provides housing for the CESS and CPS programs based on the following criteria:

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

There are many apartment buildings within a five mile radius of the school, and the average monthly rental for a studio apartment is about \$1,200. While the subject of housing is not apropos to the needs of our students enrolled in very short programs of study, this information is provided herein because it is required by the education code and regulations.

25-14 Student's Rights & Student Grievance Procedures

As a student you have certain rights. See the Section entitled Privacy Act on page 16 which identifies your rights to have your student records remain private.

You have rights regarding cancellation, withdrawals, and refunds as set forth in the student's right to cancel and refund policy which appears on pages 19-21 this catalog.

You may have rights pertaining to your eligibility for compensation under the Student Tuition Recovery Fund. See Section 22 in this catalog which sets forth your rights under the STRF.

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Pacific West Academy
16117 Covello Street
Van Nuys, CA 91406

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

25-15 Student Records and Transcripts

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

Privacy Act

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

Student Conduct

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

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

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

Nondiscrimination Policy

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

Academic Freedom

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

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

Self Monitoring Policy

PWA's administration, staff and instructors work on all matters of school business, student affairs, curriculum, course offerings and content. This Institutional Review's agenda is driven by weekly staff and quarterly instructors' meetings with meeting minutes and agenda issues to be addressed. Student evaluations of each program are held prior to the completion of the program. The evaluations are of the school's services, curriculum, instructors and student outcomes. The primary purpose is to ensure that the institution is maintaining all requirements determined by the BPPE, maintaining all ethical standards mandated by the management of the institution, and ensuring that the institution remains student-centered in all areas. The Director of Training regularly updates the school materials and resources based on the recommendations from staff, advisory board and instructors at the quarterly policy meeting. The instructors at this institution implement technology and are trained to use it in their classes. Staff attend BPPE and or regulatory workshops on an annual basis. Files are internally audited on a monthly basis by the CAO and Director of Administration.

Sexual Harassment Prevention

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

English as a Second Language Instruction

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

Distance Education

PWA does not offer any instruction through distance education.

Academic Calendar

An updated academic calendar is available on Pacific West Academy's Website:

www.pacificwestacademy.com

Observed Holidays (No Classes)

New Years Day	January 1 st
Martin Luther King Day	January 15 th
Presidents Day	February 19 th
Memorial Day	May 28 th
Independence Day	July 4 th
Labor Day	September 3 rd
Veterans Day	November 12 th
Thanksgiving Day	November 22 nd
Christmas Day	December 25 th

Credit Evaluation Policy

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

Progress Policy:

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

Conditions for Reentrance:

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

Maximum and Minimum Timeframe:

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

Refund Policy:

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

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

Copy Infringement Policy:

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

Advisory Board Members:

Joseph Paoella: Former Secret Service and CEO of Paoella and Associates, founder of Los Angeles Polygraph Institute.

John Deonarine: Former Special Agents of the United States Secret Service and the United States Dept. Of Justice. Founder and CEO of Savage Security. Former Criminal Justice Department Chair at ITT and Westwood Colleges.

Anthony Jacobo: Director at Managed Care Solutions Work Source Center Los Angeles. Jacobo is a former student of PWA, has worked for ASC, the parent company, as an executive protection agent and is extensively familiar with the security and employment community of Southern California.

Richard Lopez: Director of Recruitment at Allied Universal. Mr. Lopez has worked in HR and recruitment for over 20 years. He has been at Allied Universal in the role of recruitment for eleven years.

**NOTICE TO STUDENTS:
ACCET COMPLAINT PROCEDURE FOR INSTITUTIONS APPLYING FOR ACCET
ACCREDITATION**

This institution is seeking initial accreditation with the Accrediting Council for Continuing Education & Training (ACCET). To this end, the institution has submitted an Application for Accreditation to ACCET and will subsequently submit a self-study and have an on-site team visit to determine whether the institution meets ACCET's Standards for Accreditation. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided.

When issues arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required by ACCET and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented; however, the complainant will be requested to subsequently submit the complaint in writing.

2. The written complaint must contain the following information:
 - a) Name and location of the institution;
 - b) A detailed description of the alleged problem(s);
 - c) The approximate date(s) that the problem(s) occurred;
 - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
 - g) The status of the complainant with the institution (e.g. current student, former student, etc.).

3. In addition to the written complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. SEND TO:

ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW Washington, DC 20036
Telephone: (202) 955-1113
Email: complaints@accet.org
Website: www.accet.org Note:

Complainants will receive an acknowledgement of receipt within 15 days.

End of Document

Veteran Information Bulletin Acknowledgement

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

Print Name: _____

Signature: _____

Social Security: _____

Enrolled By: _____

Date: _____