

Catalog Verification of Exempt Status-Application 251104110179

		Review #1	Review #2
Item No.	Catalog Minimum Requirement	Catalog Page Number	Catalog Page Number
1	N/A		
2	Catalog is updated annually, next update is 07/01/2026. Catalog pursuant to section 94909-Empower Training Institute School Catalog. Is available to all prospective students and any interested person. The catalog is available for public review downloadable at https://empowertraining.org . Printed or digital copies may also be requested by contacting the administrative office at gaylegordon@empowertraining.org or 747-744-7869. Each student receives a copy of the catalog before enrollment to ensure full understanding of the institution's programs, policies, and student rights.		
3.	Each student receives a copy of the catalog before enrollment to ensure full understanding of the institution's programs, policies, and student rights. Catalog is available to the public and posted on the website.		
4.	Institution Information: Empower Training Institute Inc. 13955 Vanness Avenue, Gardena 90249 747-744-7869 https://empowertraining.org		
5.	Class Sessions held: 13955 Vanness Avenue, Gardena 90249		
6	Catalog period: 06/01/2025-06/30/2026		
7.	Empower Training Institute Inc is a private institution, and does not receive State of Federal Government funding.		
8.	Empower Training Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition for bankruptcy within the preceding five (5) years, and has not had a petition in bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.		
9.	Students are encouraged to review this catalog prior to signing an enrollment agreement. Students are also encouraged to review school profile, class syllabus, and school governance and which prior to signing an enrollment agreement.		

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10.	<p>Empower Training Institute Inc. is a non-accredited educational institution dedicated to providing avocational and educational enrichment programs. Our mission is to equip individuals with knowledge, practical life skills, and ethical foundations that support personal growth, community engagement, and lifelong learning.</p> <p>As a private technical educational resource center, we are committed to delivering innovative, culturally responsive, and experiential learning opportunities that empower participants to increase awareness, build confidence, and contribute positively to their families and communities. Programs are offered for educational enrichment only and are not intended to prepare individuals for employment, licensure, or vocational practice.</p> <p>Program specific are indicated in Item 21, identified by Articles.</p>		
11.	<p>In person, classrooms are set up in Descriptive Version (U Shape) The U-shaped classroom layout features tables and chairs arranged in the shape of the letter “U,” with the open end facing a presentation area or instructor. This configuration promotes interaction, discussion, and visibility between participants and the facilitator, making it ideal for collaborative learning environments. equipment includes laptop computers, audio visual and television for display. Laptops are available and course material is explained in the specific courses.</p>		
12.	<p>Empower Training Institute Inc. (ETI) provides students with a variety of learning resources designed to support academic success, personal growth, and professional development across all educational programs. ETI maintains access to both physical and digital learning resources. Students have access to laptops and digital equipment.</p>		
13.	<p>Students or any member of the public that have questions about this institution with Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste. 225, Sacramento California 95834 Website: www.bppe.ca.gov Fax: 916-263-1897 Telephone: 888-370-7589</p>		
14.	<p>Students or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste. 225, Sacramento California 95834 Website: www.bppe.ca.gov Fax: 916-263-1897 Telephone: 888-370-7589</p>		
15.	N/A		
16.	N/A		
17.	N/A		
18.	<p>Admissions policies vary by program and are described in each course description in Item 21. Empower Training Institute Inc. is a non-accredited institution; therefore, no academic credit is awarded, accepted, or articulated with any college, university, or degree-granting institution.</p>		

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19.	Empower Training Institute Inc. is a non-accredited institution. The institution does not award academic credit, does not result in the award of credits, degrees, diplomas, or certificates that are transferable or articulated to any college, university, or degree-granting institution.		
20.	Empower Training Institute Inc. does not provide visa services and does not issue or endorse documentation for student visa status. The institution does not vouch for or certify student immigration status, nor is it responsible for any associated immigration-related fees or charges. All courses are taught in the English language only. Students must be proficient in speaking, reading, understanding, and writing English in order to successfully participate in programs.		
21	<p>Courses are listed by Articles. Programs are for Personal Development and do not provide vocational training or lead to employment</p> <p>Article I. Communication is Key Program Length: 6 weeks (18) hours Instructional Method: Interactive workshop, Role Play Topics: Active Listening * Assertiveness * Conflict Resolution Communication Delivery * Cross-Cultural Communication * Effective Text and Email Negotiation * Nonverbal Communication * Styles of Communication</p> <p>Program Description: This workshop introduces participants to fundamental concepts in personal development, communication strategies, and self-management techniques. Participants explore approaches for improving clarity, confidence, and interpersonal effectiveness. The content is intended for self-improvement and general enrichment.</p> <p>Program Objective: To enhance personal communication abilities and self-awareness in non-professional, everyday contexts.</p> <p>Cost: \$544.00</p>		

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	<p>Article II. Wellness, Mindfulness & Emotional Awareness Program Length: 8 weeks (24) hours Instructional Method: Guided instruction and experiential practice, gamification Topics: Boundaries * Breathing * Boundaries * Compassion * Emotional Reflection * Gratitude * Journalling * Resilience * Self Reflection Program Description: This program offers an overview of mindfulness practices, stress-management tools, and emotional awareness strategies intended to support personal well-being. Emphasis is placed on practical application for daily life and personal balance. Program Objective: To promote individual wellness and emotional awareness through non-vocational, enrichment-based instruction.</p> <p>Cost: \$720.00</p> <p>Article III. Community Awareness & Prevention Program Length: 6 weeks (18) hours Instructional Method: Lecture and facilitated discussion Topics: Bullying * Community Building * Cultures * Domestic Violence * Mental Health Relationships * Social Issues Program Description: This series provides general information related to community awareness, prevention concepts, and social issues relevant to personal understanding. The curriculum supports educated decision-making in personal settings and enhances general community awareness. Program Objective: To broaden personal understanding of community-related topics for personal enrichment. Cost: \$544.00</p>		
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	<p>Article IV. Leadership & Personal Development Program Length: 8 weeks (24 hours) Instructional Method: Group activities and applied exercises, Assessments, Role Play Topics: Adapting Leadership Styles * Accountability and Trust * Collaborative Leadership Ethical Use of Technology * Growth Mindset & Integrity Program Description: This program focuses on developing personal leadership qualities such as self-confidence, decision-making, accountability, and goal-setting. Activities are designed to support personal insight and individual growth. Program Objective: To enhance individual leadership qualities for personal use, not professional application.</p> <p>Cost: \$720.00</p> <p>Article V. Black Table Talk Program Length: 6 weeks (18 hours) Topics: Self Awareness * Communication * Career Opportunities * Financial Literacy Introduction to Human Trafficking and the Traffickers Instructional Method: Group activities and applied exercises, open discussions Program Description: Black Table Talk is an empowering group experience created to thrive socially, emotionally, and academically. Meeting in small, supportive circles, this program fosters a safe space where every participant is heard, respected, and valued. Black Table Talk highlights the beauty, strength, and resilience of the attendee. Black Table Talk is more than a program. Program Objective: To develop sisterhood's, to enhance individual leadership qualities for personal use. Fee: \$544.00</p>		
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	<p>Article VI: Human Trafficking Awareness & Personal Safety Education Program Length: 6 weeks (18 hours) Instructional Method: Lecture, discussion, multimedia presentations, gamification, role play Topics: Abuse * Healthy and Unhealthy Relationships * Self Advocacy * The Traffickers *What is Human Trafficking? Program Description: This program provides participants with foundational knowledge related to human trafficking awareness and personal safety considerations. Content is designed to enhance general understanding, promote informed decision-making, and strengthen situational awareness in daily life. The program is educational in nature and offered solely for personal enrichment. Program Objective: To increase personal awareness and understanding of human trafficking indicators and safety strategies for everyday environments.</p> <p>Cost: \$544.00</p>		
22.	Empower Training Institute Inc. is a non-accredited institution. Programs offered are not designed to prepare students for employment, do not have vocational intent, and do not lead to professional licensure, certification, or license eligibility at the local, state, or federal level.		
23.	Non accredited or recognized by the United States Department of Education		
24.	<p>Charges/Fees</p> <p>Article 1: Communication Skills Cost: \$544.00</p> <p>Article II: Wellness, Mindfulness and Emotional Awareness Cost: \$720.00</p> <p>Article III: Community Awareness & Prevention Cost: \$544.00</p> <p>Article IV: Leadership & Personal Development Cost: \$720.00</p> <p>Article V: Black Table Talk Cost: \$544.00</p> <p>Article VI: Human Trafficking Awareness & Personal Safety Education Cost: \$544.00</p>		

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25.	<p>Students enrolled at Empower Training Institute Inc. are entitled to the following rights in accordance with applicable California Bureau for Private Postsecondary Education (BPPE) standards for exempt institutions:</p> <p>1. Right to Clear Disclosures</p> <p>Students have the right to receive accurate and complete information regarding:</p> <ul style="list-style-type: none">• The institution's non-accredited and non-credit status• Program descriptions, objectives, and duration• Tuition, fees, and refund policies• Attendance expectations (if applicable)• The institution's non-vocational and avocational nature <p>2. Right to Non-Discrimination</p> <p>Students have the right to be treated fairly and without discrimination on the basis of race, color, national origin, sex, gender identity, disability, age, religion, or any other protected status under applicable law.</p> <p>3. Right to a Safe and Respectful Learning Environment</p> <p>Students have the right to participate in programs in an environment that is respectful, inclusive, and free from harassment or intimidation.</p> <p>4. Right to Privacy and Confidentiality</p> <p>Students have the right to the reasonable protection of their personal information and educational records in accordance with applicable privacy laws.</p> <p>5. Right to Program Participation Without Misrepresentation</p> <p>Students have the right to assurance that:</p>		
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	<ul style="list-style-type: none">• Programs do not award academic credit• Programs do not prepare students for employment• Programs do not lead to licensure, certification, or license eligibility• Completion does not guarantee employment, income, or career advancement <p>6. Right to Voluntary Participation</p> <p>Enrollment in any program is voluntary. Students may withdraw from a program in accordance with the institution's published withdrawal and refund policies.</p> <p>7. Right to Fair Complaint Resolution</p> <p>Students have the right to:</p> <ul style="list-style-type: none">• File a grievance or complaint with the institution without retaliation• Receive information on the institution's internal grievance procedure• Contact the Bureau for Private Postsecondary Education to submit a complaint if institutional resolution is not achieved <p>BPPE Contact Information: Bureau for Private Postsecondary Education 1747 N. Market Blvd., Suite 225 Sacramento, CA 95834 Telephone: (888) 370-7589 Website: www.bppe.ca.gov</p> <p>8. Right to Transparency Regarding BPPE Exemption</p> <p>Students have the right to be informed that Empower Training Institute Inc. operates as a BPPE-exempt institution and is not subject to the same approval or oversight requirements as approved vocational institutions.</p>		
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26.	<p>Empower Training Institute Inc. is a private, non-accredited institution pursuant to applicable provisions of the California Education Code. As an exempt institution, Empower Training Institute Inc. is not required to participate in the Student Tuition Recovery Fund (STRF).</p> <p>Student Right to Cancel Enrollment Students have the right to cancel an enrollment agreement and obtain a refund in accordance with the policy outlined below. A student may cancel their enrollment for any reason by providing written notice to Empower Training Institute Inc. within the applicable cancellation period.</p> <p>Cancellation Period (Right to Cancel)</p> <ul style="list-style-type: none"> • Three (3) Business Days Right to Cancel A student may cancel the enrollment agreement within three (3) business days after signing the agreement. If cancellation occurs within this period, all monies paid shall be refunded, less any non-refundable enrollment or registration fee, if applicable and disclosed in advance. • Cancellation Prior to Program Start Date If a student cancels after the three (3) business-day period but before instruction begins, the student will receive a refund of all monies paid minus the non-refundable enrollment/registration fee, if applicable. <p>Withdrawal After Program Begins A student is considered withdrawn when any of the following occurs:</p> <ul style="list-style-type: none"> • The student fails to attend or participate in scheduled instruction • The institution determines that the student is no longer actively participating <p>Refund Calculation After Instruction Begins</p> <ul style="list-style-type: none"> • Once instruction has begun, refunds are not guaranteed and will be evaluated on a case-by-case basis. • Refunds, if issued, are calculated proportionally based on the amount of instruction provided, materials distributed, and administrative costs incurred. • No refunds will be issued once a student has completed 50% or more of the instructional hours or program content. <p>Non-Refundable Fees The following fees, if applicable, are non-refundable once incurred:</p>		
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	<ul style="list-style-type: none">• Enrollment or registration fees• Materials fees (including manuals, digital content, workbooks, supplies, or online access)• Administrative processing fees• Fees for services already rendered <p>All non-refundable fees are clearly disclosed prior to enrollment.</p> <p>Cancellation and Withdrawal Procedures</p> <p>To cancel or withdraw, the student must submit a Cancel Request form located on https://empowertraining.org by one of the following methods:</p> <ul style="list-style-type: none">• Email: gaylegordon@empowertraining.org• Mail: Empower Training Institute Inc. Attn: Student Services, Kevin Sheppard 13955 Vanness Avenue, Gardena, California 90249 <p>The cancellation or withdrawal request must include:</p> <ul style="list-style-type: none">• Student's full name• Program title• Date of enrollment• Clear statement of intent to cancel or withdraw• Student's signature and date (electronic signature accepted) <p>The effective date of cancellation or withdrawal is the date the written notice is received by the institution.</p> <p>Refund Processing Timeline</p> <ul style="list-style-type: none">• Approved refunds are processed within 45 days of the institution's receipt of the written cancellation or withdrawal request.• Refunds are issued using the same method of payment when possible. <p>No STRF Participation Disclosure</p> <p>Because Empower Training Institute Inc does not participate in the Student Tuition Recovery Fund (STRF). Students are not eligible to make STRF claims.</p> <p>Program Modifications or Cancellations by the Institution</p>		
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	<p>Empower Training Institute Inc. reserves the right to cancel or reschedule a program due to low enrollment, instructor availability, or unforeseen circumstances. In such cases:</p> <p>Acknowledgment</p> <p>By enrolling, students acknowledge that they have read, understood, and agreed to this Cancellation, Withdrawal, and Refund Policy.</p>		
27.	<p>Executive Director-</p> <p>Gayle Gordon: Master of Arts in Education</p> <p>Pepperdine University, Graduate School of Education and Psychology</p>		
28.	Institution does not participate in federal and/or state financial aid programs.		
29.	Student loans are not available by the institution		
30.	No financial aid is received, therefore no disclosure required financial aid		
31.	<p>Empower Training Institute Inc. (ETI) is committed to supporting each student's educational journey by providing access to academic, personal, and professional services that enhance learning and promote success.</p> <p>Students receive ongoing guidance from instructors to enhance the progress, and identify areas for improvement. ETI offers assistance, and preparation workshops for select programs.</p>		
32.	<p>Empower Training Institute Inc. is a non-accredited institution offering avocational and educational enrichment programs. Attendance is encouraged to support student engagement and successful completion of program content. Students are responsible for reviewing program-specific attendance expectations prior to enrollment. Make-up sessions or alternative assignments may be offered.</p> <p>Certificates of Completion is issued and are based on attendance of all sessions: however, Certificate of Participation is issued upon 80 %6 of attendance.</p>		
33.	There is no probationary period, the dismissal policy indicates failure to adhere to attendance policy, gross misconduct after review of the Student Services committee.		
34.	Leave of Absence is not allowed		
35.	<p>Students enrolled at Empower Training Institute Inc. are entitled to the following rights in accordance with applicable California Bureau for Private Postsecondary Education (BPPE) standards for exempt institutions:</p> <p>1. Right to Clear Disclosures</p> <p>Students have the right to receive accurate and complete information regarding:</p> <ul style="list-style-type: none"> • The institution's non-accredited and non-credit status 		

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	<ul style="list-style-type: none">• Program descriptions, objectives, and duration• Tuition, fees, and refund policies• Attendance expectations• The institution's non-vocational and avocational nature <p>2. Right to Non-Discrimination</p> <p>Students have the right to be treated fairly and without discrimination on the basis of race, color, national origin, sex, gender identity, disability, age, religion, or any other protected status under applicable law.</p> <p>3. Right to a Safe and Respectful Learning Environment</p> <p>Students have the right to participate in programs in an environment that is respectful, inclusive, and free from harassment or intimidation.</p> <p>4. Right to Privacy and Confidentiality</p> <p>Students have the right to the reasonable protection of their personal information and educational records in accordance with applicable privacy laws.</p> <p>5. Right to Program Participation Without Misrepresentation</p> <p>Students have the right to assurance that:</p> <ul style="list-style-type: none">• Programs do not award academic credit• Programs do not prepare students for employment• Programs do not lead to licensure, certification, or license eligibility• Completion does not guarantee employment, income, or career advancement <p>6. Right to Voluntary Participation</p> <p>Enrollment in any program is voluntary. Students may withdraw from a program in accordance with the institution's published withdrawal and refund policies.</p> <p>7. Right to Fair Complaint Resolution</p> <p>Students have the right to:</p> <ul style="list-style-type: none">• File a grievance or complaint with the institution without retaliation• Receive information on the institution's internal grievance procedure• Contact the Bureau for Private Postsecondary Education to submit a complaint if institutional resolution is not achieved <p>BPPE Contact Information: Bureau for Private Postsecondary Education 1 747 N. Market Blvd., Suite 225 Sacramento, CA 95834 Telephone: (888) 370-7589 Website: www.bppe.ca.gov</p>		
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36.	<p>Empower Training Institute Inc. provides student services offering avocational and educational enrichment programs. Student services are designed to support participation and engagement only and are not intended to prepare students for employment, licensure, or vocational outcomes.</p> <p>The institution may provide the following services:</p> <ul style="list-style-type: none"> • Program Information & Orientation General information regarding course structure, schedules, learning objectives, and participation expectations. • Administrative Support Assistance with enrollment, tuition payments, receipts, attendance records and general program inquiries. • Instructional Support Access to instructors or facilitators during scheduled class sessions for clarification of course content. • Learning Resources Course materials, handouts, or recommended resources relevant to program content. • Certificates of Completion (if applicable) Issued upon participation in program activities. Certificates do not represent academic credit, licensure, certification, or employment qualification. <p>Services Not Provided</p> <p>Empower Training Institute Inc. does not provide the following services:</p> <ul style="list-style-type: none"> • Academic advising or degree planning • Career placement, job placement, or employment services • Internships, externships, or apprenticeships • Visa or immigration services • Counseling, mental health, or therapeutic services • Housing, transportation, or financial aid assistance • Licensure preparation or certification testing <p>Non-Vocational Disclosure</p> <p>Student services do not imply or guarantee:</p> <ul style="list-style-type: none"> • Employment readiness or placement • License eligibility or professional certification • Academic credit or transferability • Income or career advancement <p>Accessibility and Accommodations</p>		
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	<p>The institution makes reasonable efforts to provide basic accessibility accommodations upon request, when feasible, for students with documented needs. Requests must be submitted in advance and are evaluated on a case-by-case basis.</p> <p>Changes to Student Services</p> <p>Student services may vary by program and are subject to change. Any material changes will be communicated to enrolled students in a timely manner.</p>		
37.	N/A		
38.	Housing is not available		
39.	<p>Empower Training Institute Inc. maintains student records in a secure and confidential manner in accordance with applicable California Bureau for Private Postsecondary Education (BPPE) recordkeeping standards and general best practices for exempt institutions.</p> <p>The institution may maintain the following student records, as applicable:</p> <ul style="list-style-type: none"> • Student enrollment and registration information • Signed enrollment agreements or acknowledgments • Attendance or participation records (if applicable) • Tuition payment records and receipts • Certificates of Completion issued (if applicable) • Student correspondence and administrative documents <p>Retention Period</p> <ul style="list-style-type: none"> • Student records are retained for a minimum of five (5) years from the student's last date of enrollment or participation. • Records are maintained in electronic and/or physical format. <p>Access to Records</p> <ul style="list-style-type: none"> • Students may request copies of their records by submitting a written request to the institution. • Requests will be processed within a reasonable timeframe. • The institution may charge a reasonable duplication fee, where permitted by law. 		

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	<p>Confidentiality and Security</p> <ul style="list-style-type: none"> • Student records are treated as confidential and are not released to third parties without written authorization, except as required by law. • Reasonable safeguards are used to protect records from unauthorized access, loss, or misuse. <p>Records Not Maintained</p> <p>As a non-credit, non-vocational institution, Empower Training Institute Inc. does not receive:</p> <ul style="list-style-type: none"> • Academic transcripts or credit hour records • Grade point averages (GPAs) • Degree, diploma, or licensure documentation <p>Institution Closure Disclosure</p> <p>In the event of institutional closure, Empower Training Institute Inc. will make reasonable arrangements for the retention and access of student records in accordance with applicable BPPE guidance.</p>		
40.	N/A		
41.	Distance education is not available		
42.	Pending application		