

SECURITY ACADEMY & TRAINING CENTER

**955 S. E. ST. UNIT "B". SAN BERNARDINO, CA 92408
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Course Catalog

**Catalog of Courses
January 1, 2025 to December 31, 2026**

Institutional Mission and Objectives	1
Instructional Location	1
Description of the Facilities & Type of Equipment Used for Instruction	1
Library Resources	1
NOTICE CONCERNING TRANSFERABILITY OF CREDITS	1
Admissions Policies & Recognition of Credits	2
Visa Related Services	2
Language Proficiency	2
Language of Instruction	3
English as a Second Language Instruction	3
Accreditation Status	3
STRF Disclosure	3
Privacy Act	4
Student Conduct	4
Nondiscrimination Policy	4
Academic Freedom	4
Sexual Harassment	5
Student's Right to Cancel	5
Policies and Procedures Regarding Financial Aid	6
Financial Aid Disclosures	6
Grades and Standards for Student Achievement - Satisfactory Progress	6
Evaluation Policies	7
Attendance Policy – All Programs	8
Academic Probation and Dismissal Policies	8
Leaves of Absence	8
Student Grievance Procedures – Student Rights	8
Student Services	9
Placement Services	9
Student Housing	9
Student Records and Transcripts	9
Professions – Requirements for Eligibility for Licensure	9
Charges: Tuition & Fees	10
Faculty	10
Programs	11
REQUIRED DISCLOSURES	13

Institutional Mission and Objectives

It is our mission to provide quality training for those who seek a career in the professional security industry, developing the necessary skill sets in our students to make them highly skilled and sought-after graduates once on the job market. Our primary objective is to provide rigorous and valuable training to our students on their path of lifelong learning and skills development.

Instructional Location

The instructional location of the institution is 201 Hillcrest Avenue, San Bernardino, CA 92408.

Description of the Facilities & Type of Equipment Used for Instruction

The instructional location is a single story stand-alone building with a large empty warehouse connected on the back. The office/classroom areas are approximately 1200 square feet. At the present time the classroom is equipped with modern and currently in use systems including laptops, on which the students will have access to all lessons, and standard classroom peripherals such as dry erase boards and a large screen for viewing videos and PowerPoint presentations.

The shooting range to be used is
Magnum Range
766 S. Lugo Ave, San Bernardino Ca 92408

The following equipment and supplies are all owned by the institution:

American Red Cross Defibrillator Training Devices	CPR Prompt Manikins	disposable plastic gloves
face guards	Bandages	training pepper spray canisters
pepper spray belt holders	Motorola 2 Way Radios	100 Rounds of Ammo
B27 Paper Targets	Disposable ear protection	Safety goggles
Belts with holsters and magazines	Springfield XD 9mm and .40 calibers	26 inch form practice baton, foam striking bag
handcuffs with keys, handcuff cases		

Library Resources

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. Learning resources provided include access to books, periodicals, videos, and access to specially selected internet sources of information which support the learning objectives of the programs offered. Student may access learning resources by asking any staff member during normal business hours. Staff members are also available to provide research assistance. Materials are also available to students at any time on the BSIS website, <https://www.bsis.ca.gov/>.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Security Academy & Training Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Security Officer Career program is also at the complete discretion of the institution to which you may

seek to transfer. If the diploma 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 Security Academy & Training Center to determine if your certificate will transfer.

Admissions Policies & Recognition of Credits

Criteria for consideration for admission:

1. Student must have graduated from high school, or earned a GED.
2. Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into 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.
4. This institution does not award credit for experiential learning.
5. This institution has not entered into an articulation or transfer agreement with any other institution.
6. Ability to Benefit students will be admitted with the following guidelines:

For English speaking students

All applicants must be at least 18 years of age at the start of their first class and have graduated from high school, or possess a high school equivalency diploma (GED), or take and pass an independently proctored "Ability to Benefit" (ATB) test to satisfy enrollment requirements. The ATB test used by the institution is the Wonderlic Basic Skills Test Verbal forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2, with passing scores of 200 in Verbal and 210 in Quantitative; this exam is approved by the US Department of Education. The test fee is paid by check, charge, or cash by the student prior to testing. If the test is failed, the prospective student must wait 60 days to re-test. Re-testing fee is paid by the student prior to testing.

For students who are English speakers but Spanish is their first language

Applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate will be administered the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test. This test is administered by an independent third party administrator and the cost of the test is paid by the student. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score is 97.

Visa Related Services

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

Language Proficiency

The following apply to students for whom English is not their primary language and will be taught in English.

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This 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, this requirement does not apply to students who have completed coursework, in English, at the college level.

Language of Instruction

Instructions will be given in no language other than English.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

STRF Disclosure

Student Tuition Recovery Fund Disclosures.

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

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

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

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.
- 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 Chief Executive Officer 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

Security Academy & Training Center is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty

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.

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

Sexual Harassment

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 confront this subject and express our strong disapproval of sexual harassment. 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.

Student's Right to Cancel

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. A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office. Cancellation is effective on the date written notice of cancellation is sent to the school administrative office at 201 Hillcrest Avenue San Bernardino, CA 92408 or by email to info@securityacademy.jobs. 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.

A withdrawal for the current term or from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable registration fee.

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 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.

Refund Policy

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

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

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Policies and Procedures Regarding Financial Aid

This institution does not participate in any federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Financial Aid Disclosures

The school does not provide either State or Federal financial aid nor does it provide financial aid directly to its students.

Grades and Standards for Student Achievement - Satisfactory Progress

Pass/fail scores are utilized for all skills examinations, quizzes, and the written final examination. Students must receive passing grades on all skills examinations and achieve an 80% or better on the final exam to successfully pass the program. The grading policy includes: skills, quizzes, final exam, participation and attendance. Students will be evaluated throughout the program. The student's final grade will be calculated by the following grading scale.

Students who receive less than 80% on the final exam may retake the exam at the consent of the instructor. Students who are permitted to retake an exam will receive a maximum grade of 80% on the exam.

A student will be warned that they are in jeopardy of failing the program if their cumulative score falls below 80%. If a student is dropped from a program for low grades or for failing the final exam, the student **will not** be allowed back to class will not be eligible to take the state licensing exam and **will not** be entitled to a refund.

GRADING SCALE	
Participation/Attendance	20%
Quizzes/Tests	20%
Skills	20%
Final Exam	40%
	100%

PASS/FAIL SCALE		
Type	Grade Scale	Grade
Quizzes/Tests/Final	80 and Above	Pass
	79 & Below	Fail
Skills Assessment	90 and Above	Pass

	89 & Below	Fail
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Evaluation Policies

Grades are awarded on a pass / fail basis. Students must achieve a “pass” rating on all quizzes and skill demonstrations.

Grading Policy for Pass/Fail Standards on Quizzes: All students will be required to achieve a cumulative score of pass on all quizzes in order to qualify to take the final exam.

Grading Policy for Pass / Fail Standard on Final Exam: All students will be required to score a pass on the final exam to qualify for a completion certificate.

Grading Policy for Pass / Fail Standards on Skills Examinations: All students will be required to hand in a completed weekly skills course evaluation sheet prior to taking the final skills exam. All students must have passing marks on all skills in order to qualify to take the final skills exam. The weekly skills course evaluation sheets must be signed and dated by an instructor for each skill attempted. Passing or failing marks on weekly skills are evaluated by the student’s cognitive understanding of the skills and achievement of the skills psychomotor objectives. All students will be required to pass the final skills examinations with 90% proficiency. The standard of 90% proficiency will be graded by evaluation and monitoring of skill time limits and critical criteria for each skill.

Grading Policy for Pass / Fail Standards on Attendance/Participation: Students are required to attend at least 90% of the scheduled hours of didactic instruction. It is important for the school to be notified when a student is not able to attend class. It is the student’s responsibility to inquire about make-up work for both classroom lectures and laboratory sessions.

If the student has not completed the coursework and earned a grade at the end of the program, the instructor may issue one of the following grades.

I Incomplete If the program has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any program before the end of the term. At the end of the term, the instructor may withdraw the student from the program and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Grading System Standard

Evaluation of student achievement will be based on meeting the objectives for each program.

Attendance Policy – All Programs

Due to the short and fast-pace of the program, students must complete 100% of the scheduled hours of instruction. Absences must be approved by instructors prior and arrangements for make-up must be made.

Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's academic progress will be monitored at the end of each module as the grades are posted. Should the student's pass/fail percentage fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

Security Academy & Training Center
201 Hillcrest Avenue
San Bernardino, CA 92408

After the completion of the current module, the student will have two additional modules to bring his or her pass/fail percentage up to or in excess of the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the Faculty may take disciplinary action, including administrative withdrawal from the University. A student who has become subject to disciplinary action may submit an appeal to the Chief Academic Officer per the University's Grievances policy.

Leaves of Absence

It is the policy of the school to not grant a Leave of Absence to students.

Student Grievance Procedures – Student Rights

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: Security Academy & Training Center, 201 Hillcrest Avenue San Bernardino, CA 92408. 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. The COO will verify that the student has made an attempt to resolve the incident or complaint. If the student has followed the above three steps, the COO will call a grievance session and include all of the concerned parties. Each party involved may be asked to present their version of the incident prior to all parties being present. The person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses and evidence. Each party involved may be asked to present their version of the incident prior to all parties being present. The COO will then issue a statement to all parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must, within 48 hours, send written copies of all

documents and a cover letter to the COO explaining why they believe the decision is unacceptable. The school has the right to suspend the student until the problem is resolved if the student does not follow the proper grievance procedures.

Continued unresolved complaints may be directed to:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (916) 574-8900

Web site: www.bppe.ca.gov

Student Services

This institution does not provide 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.

Placement Services

This institution does not represent to the public, in any manner, or by any means, that it offers job placement assistance.

Student Housing

This institution has no responsibility to find or assist a student in finding housing.

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. (www.apartmentguide.com)

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. Copies of the official transcript are provided at no charge. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature.

Professions – Requirements for Eligibility for Licensure

Licensure is a goal of this program. Current students will be eligible for Security Guard Registration (their "Guard Card") from the Bureau of Security and Investigative Services (BSIS) after the first 8 hours of instruction (Powers of Arrest). Graduates will be eligible to apply for a variety of security guard license types from the Bureau of Security and Investigative Services (BSIS), such as Firearms Permit, Tear Gas Permit and Baton Permit.

Charges: Tuition & Fees

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

Program Name	Tuition	Registration Fee*	STRF*	Other Fees*	Total Program Charges
Security Officer Career	\$1,944	\$0	\$2.5/M	\$381	\$2,325

* non-refundable

Other Fees Description

State BSIS Fees for Levels I & II, and LiveScan Fees \$381

Program Name: Security Officer Career

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$2,325
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$2,325
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$381

Faculty

Martin Vasquez

Martin Vasquez has over 20 years of experience in Security Management as the owner/operator of a security firm, POST instructor, Taser Instructor, and DOJ Instructor.

Bobby Hawkins

Bobby Hawkins holds a BA in Public Administration from California Baptist University, and has over 20 years of experience in Security Management and as a POST Instructor and FBI Instructor.

Programs

Name of Program	Security Officer Career
Program Description	<p>The Security Officer Career program trains civilians to achieve the highest level of knowledge and preparation available in Southern California, in the field of private security. Students will learn via lecture, interaction, quizzes and written exams. Students will also benefit from hands-on practice shooting their firearm in the gun range with live rounds, and use the baton, handcuffs, pepper spray, and stun gun. Upon completion of the 125 hour program, students will be qualified to work in professions including but not limited to security officers, armed security officers, body guards and or executive protection agents, associate private investigators, security directors, consultants, loss prevention, vehicle patrol and alarm response officers, among others.</p> <p>(SOC Code 33-9032. Related SOC Codes: 33-0000, 33-1000, 33-1010, 33-1090, 33-1091, 33-1099, 33-3000, 33-3020, 33-3021, 33-3040, 33-3041, 33-3050, 33-9000, 33-9020, 33-9021, 33-9030, 33-9090, 33-9099.)</p>
Program Mission and Objectives	<p>Upon completion of this program the student will have the ability to perform the following:</p> <ul style="list-style-type: none"> - Identify legal aspects of security guard work - Learn and master techniques useful in multiple aspects of security guard work - Define and explain liability matters as affect security guards and company requirements relating to the arrest of an individual - Demonstrate basic skills and an understanding of the common body of knowledge in the performance of security guard work - Possess a functional and working understanding of all BSIS elective course topics - Achieve sufficient training to qualify for permits such as baton, firearms - Complete BSIS required course for School Campus security guard
Total Clock Hours	125
Is an Externship or Internship Required?	No.
Graduation Requirements	To complete this program a student must complete all prescribed modules of the program and earn a grade of pass.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.

Module Name	Module Description	Hours
Level I	This module covers the core training students need to find success as a security guard, beginning with the 8 hours of training required by the BSIS for a Guard Card followed by additional required mandatory training to maintain Guard Card. Topics include powers to arrest & weapons of mass destruction awareness, communication & report writing, legal matters & liability, first aid training and pepper spray.	40
Level II	This module covers Firearms, Taser, and Baton training as per BSIS guidelines and requirements for baton and firearms permits. The Taser Training portion of the module will teach students how to effectively utilize a Taser as a non-lethal method of self-defense. The Baton portion of the module will train students in the carrying and usage of the baton, resulting in eligibility for a Baton Permit	28

	from BSIS, and the firearms portion of the module trains students in the appropriate handling and use of a firearm, resulting in eligibility for a Firearm Permit from BSIS.	
Level III	This module includes the Campus Security guard training program from BSIS that enables students to find employment as a security guard on a school campus, as well as additional topics designated as elective by BSIS which will differentiate graduates from average to exceptional in their field.	57
Total Hours		125

REQUIRED DISCLOSURES

- The policy of this institution is to update the official school catalog annually, in January of each year.
- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.
- 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 preceding five years nor has 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.
- 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.
- 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.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 Fax (916) 263-1897.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.
- The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling 888-370-7589 or by visiting www.bppe.ca.gov.