

# LICENSE

to operate a

## PRIVATE POSTSECONDARY EDUCATIONAL INSTITUTION

in the

## STATE OF NEVADA

### SCHOOL NAME

**ACADEMY FOR PROFESSIONAL DEVELOPMENT/668**

3160 S Valley View, Suite 106  
Las Vegas, Nevada 89102

### LICENSE TYPE

Extended- Provisional

### TERM

June 1, 2022 through February 28, 2023

### OWNING ENTITY

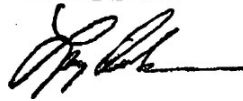
Academy for Professional Development, Inc.  
3421 Tully Road, Suite H  
Modesto, CA 95350

### AUTHORIZED PROGRAM

**Diploma:** Physical Security Specialist, Executive Protection.

## NEVADA COMMISSION ON POSTSECONDARY EDUCATION

ISSUES THIS LICENSE PURSUANT TO CHAPTER 394 OF THE NEVADA REVISED STATUTES AND REGULATIONS THEREUNDER.



Issued: May 5, 2022

Chair, Commission on Postsecondary Education

RAISED SEAL  
REQUIRED



To: Academy for Professional Development/668  
Jerame Ayers, CEO

From: Maricris Wu, Postsecondary Education Specialist

Date: May 5, 2022

Subject: CPE Approved Programs – Extended nine-month Provisional License

---

The following are programs approved by the Nevada Commission on Postsecondary Education (CPE) for licensure. Please contact this agency if the programs or clock hours have changed. No other programs are authorized.

**Approved Programs:**

Diploma:

Executive Protection (80 clock hours)  
Physical Security Specialist (216 clock hours)

EMPLOYMENT SECURITY  
DIVISION

Commission on Postsecondary  
Education

KELLY D. WUEST  
Commission Administrator



STEVE SISOLAK  
Governor

ELISA CAFFERATA  
DIRECTOR

LYNDA PARVEN  
ADMINISTRATOR

May 5, 2022

Academy for Professional Development/668  
Jerame Ayers  
3160 S Valley View, Suite 106  
Las Vegas, NV 89102

Dear Mr. Ayers

On May 5, 2022, the Nevada Commission on Postsecondary Education granted Academy for Professional Development/668 an extended nine-month provisional license to operate as a private postsecondary education under the provisions of the Nevada Revised Statutes and Nevada Administrative Code, Chapters 394. Enclosed is the extended provisional license # 668 to operate as a private postsecondary education institution and the "Student Grievance Procedure". Both it and the license must be conspicuously posted at the institution pursuant to NRS 394.443. Please take a moment to review the license to verify its accuracy and contact CPE if any changes are required.

Approximately one month prior to the expiration date of the license, you will be notified to schedule the second provisional audit pursuant to NAC 394.445 to determine if the institution has operated in compliance with the minimum standards of the state. The review and its results will be the basis for the Commission to determine whether to grant the institution full-term licensure, extend your provisional license, or terminate your license. Included in those items that will be audited during the on-site review include student file contracts, receipts, student progress reports, attendance records, instructors' qualifications, advertisements, student transcripts, and an audit of the quarterly fees.

Pursuant to, NRS 394.540, a four-dollar fee for each student Academy for Professional Development/668 enrolls must be paid on the first day of each quarter. You will receive a courtesy letter reminder approximately 15 days prior to the due date. However, the fees are due even if the card is not received. I mention this because failure to pay the fees within 15 days of the due date will result in an automatic \$250 fine. CPE recommends placing a quarterly calendar reminder to track and pay the related fees.

Upcoming Quarterly Reports:

April 1, 2022 – June 30, 2022	Due no later than July 16, 2022
July 1, 2022 – September 30, 2022	Due no later than October 16, 2022
October 1, 2022 – December 31, 2022	Due no later than January 16, 2023
January 1, 2023 – March 31, 2023	Due no later than April 16, 2023

At the end of each calendar year, all licensed postsecondary institutions are required to complete a year-end report concerning student enrollment, completion, outcomes, student funding, and tuition income. This report is due to CPE by April 30 each year.

Additionally, the institution is required to maintain the surety bond and must remain active.

As a reminder, the institution is required to contact this agency prior to any change in status of the institution's location, name, ownership, curriculum, or personnel. Please be advised, as a new institution to be familiar with the NRS and NAC Chapters 394. The laws can be obtained at <https://www.leg.state.nv.us/NRS/NRS-394.html> and <https://www.leg.state.nv.us/NAC/NAC-394.html> . If you have any questions, please contact this agency.

Sincerely,



Maricris Wu  
Postsecondary Education Specialist

Cc: Kelly Wuest, Administrator Commission on Postsecondary Education  
Enclosures

**NRS and NAC Chapters 394 can be obtained at:**

<https://www.leg.state.nv.us/NRS/NRS-394.html>

<https://www.leg.state.nv.us/NAC/NAC-394.html>

**NAC 394.445 Provisional licenses: Compliance with standards; extension; on-site review of institution before expiration; action by Commission. (NRS 394.411, 394.460)**

1. An institution that operates pursuant to a provisional license must, during the term of the provisional license specified by the Commission, demonstrate its ability to comply with the provisions of [NRS 394.383](#) to [394.670](#), inclusive, and [NAC 394.300](#) to [394.685](#), inclusive.

2. If students are not enrolled within the term of the provisional license, an additional period may be requested in writing by the institution.

3. The Administrator shall conduct an on-site review of the institution at least 30 days before the expiration of the provisional license and file with the Commission a report of the review and the Administrator's recommendation concerning the licensure of the institution.

4. At a regularly scheduled meeting of the Commission at which the termination of a provisional license is considered, the Commission will:

(a) Extend the provisional license, if the institution has substantially met the required standards and the Commission considers any deficiencies to be minor;

(b) Terminate the provisional license, if the Commission determines that the institution is unable to meet required standards; or

(c) Grant a license.

[Comm'n on Postsecondary Educ., §§ 8.525 & 8.530, eff. 2-28-80] — (NAC A 6-23-86; 4-2-90; R042-11, 5-30-2012)

**NAC 394.640 Student's records: Contents; maintenance; inspection. (NRS 394.411, 394.421, 394.441)**

1. An institution's records concerning a student must include the following verified information:

(a) A completed and signed copy of the contract or agreement of enrollment.

(b) A record of all payments made by the student to the institution and all refunds made by the institution to the student, including evidence that the student received receipts for the payments.

(c) A record of attendance.

(d) Copies of all correspondence with the student pertinent to his or her education.

(e) A list of the appointments made by the institution to assist the student to find employment, if applicable.

(f) Evidence that the student met the requirements for entrance to the institution.

(g) Evidence that a student receiving an associate's or bachelor's degree has passed an examination upon the constitutions.

2. The student's complete record must be retained for 5 years after the end of the student's training or his or her withdrawal or dismissal from the institution. After 5 years, only the file required by subsection 3 must be maintained for each student.

3. In addition to the files maintained pursuant to subsections 1 and 2, each licensed institution shall establish a separate file for each student who enrolls in the institution which contains only the transcript of the student. These files must be maintained in alphabetical order separate from all other files.

4. The records described in this section must be kept in this State and made available for inspection by the Administrator during the institution's regular business hours unless, for good cause shown, the Commission provides otherwise.

[Comm'n on Postsecondary Educ., §§ 7.510-7.540, eff. 2-28-80] — (NAC A 11-28-83; 6-23-86; 9-1-93)

**NRS 394.441 Information provided to students before enrollment; educational credentials for students; maintenance of records; copy of agreement to enroll provided to student; posting of certain information at institution.** A postsecondary educational institution shall:

1. Provide students and other interested persons with a catalog or brochure containing information describing the programs offered, objectives of the program, length of the program, schedule of tuition, fees and all other charges and expenses necessary for completion of the course of study, policies concerning cancellations and refunds, an explanation of the Account for Student Indemnification and other material facts concerning the institution and the program or course of instruction that are likely to affect the decision of the student to enroll therein, together with any other disclosures specified by the Administrator or defined in the regulations of the Commission. The information must be provided before enrollment.

2. Provide each student who satisfactorily completes the training with appropriate educational credentials indicating:

(a) That the course of instruction or study has been satisfactorily completed by the student; and

(b) If the training does not lead to a degree, the number of hours of instruction or credits required of the student to complete the training.

3. Unless otherwise authorized by the Commission, maintain adequate records at the licensed facility to reflect the attendance, progress and performance of each student at the facility.

4. Provide each student with a copy of the agreement to enroll, dated and signed by the student or the student's guardian and an officer of the institution.

5. For each program offered at the institution that does not lead to a degree, collect and maintain information concerning:

(a) The number of students enrolled in the program and the number and names of students who have obtained employment in related fields, with their locations of placement;

(b) The number of:

(1) Students enrolled in the program;

(2) Students who have graduated from the program; and

(3) Graduates who have obtained employment in fields related to the instruction offered in the program, with the average compensation of such graduates; or

(c) For each such program offered to prepare students for a licensing examination:

(1) The number of students enrolled in the program;

(2) The number of such students who have graduated from the program; and

(3) The number of such graduates who have passed the examination.

6. Select, from the information collected pursuant to subsection 5, the information relating to any 6-month period within the 18-month period preceding its next date for enrollment. The information for the period selected must be set forth in written form and posted conspicuously at the institution.

(Added to NRS by [1985, 989](#); A [1989, 1459](#); [1995, 324](#))



# Student Grievance Policy

**NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE PER NRS 394.443**

Students enrolled in licensed, private postsecondary educational institution, have the right to register a legitimate complaint with the Commission on Postsecondary Education.

Prior to filing a complaint, you must attempt to resolve the issue with school officials according to the policies of the school which you are attending. If you are unable to reach a solution, you may contact the Commission (see below) and we will attempt to resolve the issue.

If a resolution cannot be reached, you will be required to complete a formal complaint form; Formal complaints are investigated by staff and a decision by the administrator of the Commission. If either party does not agree with that decision, an appeal to the full Commission may be requested:

NRS 394.520 allows for the following:

1. A full refund can be ordered if it is determined that the school substantially failed to furnish the education agreed to in the enrollment contract;
2. One-half of all monies paid can be ordered if it is determined that the school substantially furnished the education stated in the enrollment contract but the conditions were substandard to the point the student could not be expected to complete the training.

More information, including complaints forms, can be found at [www.cpe.nv.gov](http://www.cpe.nv.gov). Or contact:

**Commission on Postsecondary Education**

**2800 E. St. Louis**

**Las Vegas, NV 89104**

**702-486-7330 (Ph)**

**702-486-7340 (Fax)**

## CPE Licensed Institutions General Guidelines

### Student Files

Each institution is required to maintain student files for each student enrolled. This information will be reviewed at the provisional audit and subsequent audits. Files may be maintained in paper, electronic format or both and be accessible to the Nevada Director. The complete student record must be retained for a minimum of 5 years after the end of the student's training. Only the student transcript is a permanent record.

The principle governing action or procedure	Applicable Regulation
Enrollment Agreement completed and signed by both parties	NAC 394.640(1)(a) NAC 394.381(5)
Evidence students meet entrance requirements	NAC 394.640(1)(f) & NRS 394.607
Receipts and financial tracking of monies paid by or on behalf of the student	NRS 394.441 NAC 394.640(1)(b)
Evidence of refund when appropriate	NAC 394.640(1)(b)
Student Attendance Records and evidence of discipline when a student violates	NAC 394.640(1)(c)
Progress records/ grades maintained and evidence of discipline when a student violates	NRS 394.441(3)
Documentation of career services/placement in the student file.	NAC 394.640(1)(e)
Copy of Diploma issued to the student to include the number of training hours.	NRS 394.441(4)

### Student Transcript

The licensed institution shall establish a separate file for each student who enrolls in the institution which contains only the transcript of the student. These files must be maintained in alphabetical order separate from all other files. Files may be maintained in paper, electronic format, or both.

The principle governing action or procedure	Applicable Regulation
Completed student transcripts with required information maintained in a separate file	NAC 394.640(3) NAC 394.353

### Nevada Student Catalog & Enrollment Agreement

For CPE licensed postsecondary institutions, the catalog and enrollment agreement together is a legal contract between the institution and student. Institutions are required to follow published policies and procedures outlined in the catalog. In the case of a student complaint or dispute, the Commission will evaluate whether the institution followed the applicable policy. Updated catalogs and enrollment agreements submitted to CPE must be accompanied by the catalog checklist (70) and/or enrollment agreement checklist (70a) to ensure policies and regulations are included.



<b>The principle governing action or procedure</b>	<b>Applicable Regulation</b>
Each institution must maintain a catalog with current policies, procedures, and statutory requirements	NRS 394.441 NAC 394.381
Refund policy complies with the required pro-rata policy	NRS 394.449
Students receive a complete and current catalog prior to enrollment. Students must be provided the opportunity to ask questions prior to signing the agreement.	NRS 394.441
Enrollment agreement must provide at a minimum 3-day cancellation and process for cancellation	NRS 394.441(d)(3)

### **Operation**

The following are requirements pertaining to the advertisement and reporting requirements of all institutions.

<b>The principle governing action or procedure</b>	<b>Applicable Regulation</b>
Institutional advertisements in compliance with regulations	NAC 394.585 NAC 394.590
Quarterly fees are tracked and paid correctly by the due date	NRS 394.540
Completed the Year-End Report by the due date	NRS 394.443
Grievance notice conspicuously posted	NRS 394.443(1)
Current licensed conspicuously posted	NAC 394.453
Include a disclosure page on the institution's website	NRS 394.441(g)
Statement for complaint policy on the website or in catalog	NRS 394.441(h)

### **Instructors/Personnel/Background Investigation**

Institutions are required to maintain personnel files on instructors and required administrative staff.

<b>The principle governing action or procedure</b>	<b>Applicable Regulation</b>
Nevada Director Submission of evidence regarding full-time director- Resides in this State. <ol style="list-style-type: none"> <li>1. Demonstrates knowledge of NRS and NAC Chapter 394.</li> <li>2. Is responsible for the daily operation of the institution.</li> <li>3. At least 2 years of managerial experience or at least 2 years of managerial experience and training.</li> </ol>	NAC 394.480(1)
Academic Director- <ol style="list-style-type: none"> <li>1. Responsible for the development, accuracy, and applicability of the program; and</li> <li>2. Qualified pursuant to NAC 394.485 to provide instruction in the program.</li> </ol>	NAC 394.480(2)

Instructor- personnel file demonstrating qualification for assigned courses.	NAC 394.485(3)
Substitute Instructor - Each institution shall ensure that a substitute instructor is provided if the regular instructor for a course is unable to complete the scheduled training. The substitute instructor must possess the same qualifications required of the regular instructor pursuant to this section.	NAC 394.485(4)
Evidence instructors and required staff have completed the background investigation forms 40c.	NRS 394.465
Agent Files must include documents of agent application and CPE approval. This is required for any individual who recruits students off-campus or can indenture a student to an enrollment agreement offsite	NRS 394.470

<b>Secure upload of documents to CPE</b>
--

<p>CPE Website at <a href="http://cpe.nv.gov">http://cpe.nv.gov</a>  Document Submission Portal link <a href="https://ft.nvdetr.org/form/CPE">https://ft.nvdetr.org/form/CPE</a></p>
--

<b>NRS and NAC Chapters 394 can be obtained at:</b>
---

<p><a href="https://www.leg.state.nv.us/NRS/NRS-394.html">https://www.leg.state.nv.us/NRS/NRS-394.html</a>  <a href="https://www.leg.state.nv.us/nac/nac-394.html">https://www.leg.state.nv.us/nac/nac-394.html</a></p>
---