School Catalog

Academy for Professional Development

Catalog of Courses
January 1, 2026 – December 31, 2027

3600 Sisk Rd Suite 3B, Modesto, CA 95356
Office (209) 300-7822
www.afpdus.com

Welcome from the President

Dear Prospective Student and Family,

Welcome to the Academy for Professional Development. Since 2014, AFPD has served students who seek careers in emergency medical services, executive protection, physical security, and supply chain management. Many of our students are veterans using GI Bill education benefits, service members transitioning to civilian careers, or working adults pursuing vocational certification. Our instructors bring decades of operational experience from military, law enforcement, emergency medicine, and industry leadership.

We exist to deliver rigorous training that leads to employment. The programs described in this catalog lead to nationally recognized certifications and professional credentials. Our role is to prepare you to meet the external standards set by certification bodies including the National Registry of Emergency Medical Technicians, the Bureau of Security and Investigative Services, and APICS. We equip you with the skills employers in California and nationally need.

AFPD is approved to operate by the California Bureau for Private Postsecondary Education. We are approved by the United States Department of Veterans Affairs to accept GI Bill education benefits under chapters 31 and 33 of Title 38 of the United States Code. We are a certified Disabled Veteran Business Enterprise and a Service-Disabled Veteran-Owned Small Business. These approvals carry obligations, and we take them seriously.

This catalog is the institution's complete disclosure to you. It describes every program we offer, every policy that affects your enrollment, and every right you have as a student. We want you to read it. If any part is unclear, please contact us before signing an enrollment agreement.

We look forward to the opportunity to train you.

Sincerely,

Jerame Ayers
President and Founder
Academy for Professional Development

About the Academy for Professional Development

Institutional Profile

Established: 2014

Bureau Institution Code: 87449530

VA Facility Code: 25-1943-05

DVBE Certification Number: 1800803

Approval to Operate: Issued by the California Bureau for Private Postsecondary Education. Current approval expires December 5, 2027.

Federal Approvals: United States Department of Veterans Affairs, for GI Bill education benefits under chapters 31 and 33 of Title 38 of the United States Code.

Business Classifications: Service-Disabled Veteran-Owned Small Business (SDVOSB); Disabled Veteran Business Enterprise (DVBE); Tribal citizen-owned institution.

Contact Information

Address: 3600 Sisk Road, Suite 3B, Modesto, CA 95356

Phone: (209) 300-7822

Email: info@afpdus.com

Website: www.afpdus.com

Instructional Location

All class sessions are held at 3600 Sisk Road, Suite 3B, Modesto, CA 95356. Firearms-related training sessions for the Executive Protection Specialist and Physical Security Specialist programs are conducted at contracted firearms training ranges (Linden Gun Range and California Shooting Sports). Clinical skills training for the Emergency Medical Technician program is conducted at contracted clinical sites.

Institutional Status Disclosure

The Academy for Professional Development is a private institution. It is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the California Education Code and Title 5 of the California Code of Regulations. This approval does not mean that the Bureau endorses the programs offered by AFPD, nor does it mean that AFPD exceeds minimum state standards.

CEC §94909(a)(2); CEC §94897(l)(1)-(2).

Bankruptcy Disclosure

AFPD has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition for bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

CEC §94909(a)(12).

Catalog-to-Checklist Map

This table cross-references each of the 42 minimum catalog content requirements established by the California Bureau for Private Postsecondary Education with the location in this catalog where each requirement is addressed. The table is provided as a reference aid for prospective students, family members, regulatory auditors, and any other reader who wishes to locate a specific required disclosure.

The statutory authorities listed are taken from the Bureau's own Catalog Checklist, effective March 2025, which references the California Private Postsecondary Education Act of 2009 (California Education Code §94800 et seq.) and Title 5, Division 7.5 of the California Code of Regulations.

Item	Topic	Statutory Authority	Located In Catalog
1	Minimum font size for required disclosures	*CEC §94908*	Applied throughout
2	Annual catalog update and supplements policy	*5 CCR §71810(a)*	School Policies and Catalog Updates
3	Catalog distribution to prospective students and public	*CEC §94909(a); §94909(c)*	Distribution of Catalog and Program Brochures
4	Institution name, address, phone, website	*CEC §94909(a)(1)*	About AFPD: Contact Information
5	Address of class sessions	*CEC §94909(a)(4)*	About AFPD: Instructional Location
6	Catalog time period (beginning and ending dates)	*5 CCR §71810(b)(1)*	Cover page and effective date
7	Private institution; approval; endorsement disclaimer	*CEC §94909(a)(2); §94897(l)(1)-(2)*	About AFPD: Institutional Status Disclosure
8	Bankruptcy disclosure	*CEC §94909(a)(12)*	About AFPD: Bankruptcy Disclosure
9	Encouragement to review catalog and SPFS (verbatim)	*CEC §94909(a)(3)(B)*	Student Right to Review Disclosures
10	Mission, purposes, objectives	*5 CCR §70000(q), (r); §71810(b)(2)*	Mission Statement; program objectives
11	Facilities, equipment, materials	*5 CCR §71735; §71810(b)(9)*	Facilities and Equipment Used for Instruction
12	Library and learning resources	*5 CCR §71740; §71810(b)(10)*	Library and Learning Resources
13	Unanswered-questions language (verbatim)	*CEC §94909(a)(3)(A)*	Student Right to Review Disclosures
14	Complaint-filing language (verbatim)	*CEC §94909(a)(3)(C)*	Grievance and Complaint Procedures
15	OSAR referral (verbatim)	*CEC §94909(a)(3)(D)*	Office of Student Assistance and Relief
16	Transferability Notice (verbatim)	*CEC §94909(a)(15)*	Notice Concerning Transferability of Credits
17	Notice to Prospective Degree Program Students	*5 CCR §71775(c)(1); §71775.5(c)(1)*	N/A (AFPD does not offer degree programs)
18	Admission policies, transfer, articulation	*CEC §94909(a)(8)(A); 5 CCR §71770*	Admission Standards; Transfer of Credits Policy
19	Credit for prior experiential learning	*5 CCR §71810(b)(7); §71770(c)*	Credit for Prior Experiential Training
20	International students; language proficiency	*5 CCR §71810(b)(3), (b)(4), (b)(5)*	International Students disclosure
21	Program descriptions and completion requirements	*CEC §94909(a)(5)*	Program-specific sections
22	Licensure eligibility requirements	*CEC §94909(a)(6)*	Program-specific sections; licensure disclosures
23	Accreditation status	*CEC §94909(a)(16); §94897(p)*	Accreditation Status
24	Schedule of total charges	*CEC §94870; §94909(a)(9)*	Tuition and Fees
25	STRF statement (verbatim)	*CEC §94909(a)(14); 5 CCR §76215(a); §76215(b)*	Student Tuition Recovery Fund (STRF) Disclosure

26	Cancellation, withdrawal, and refund policies	*CEC §94909(a)(8)(B); §94919; §94920; 5 CCR §71750*	Cancellation; Withdrawal; Refund Policies
27	Faculty qualifications	*CEC §94909(a)(7); 5 CCR §71720*	Faculty Qualifications and Continuing Education
28	Financial aid program participation statement	*CEC §94909(a)(10)*	Financial Aid Program Participation
29	Loan repayment disclosure	*CEC §94909(a)(11)*	Student Loan Repayment Disclosure
30	Institutional financial aid disclosures	*5 CCR §71810(b)(6)*	Financial Aid Program Participation
31	Standards for student achievement	*5 CCR §71810(b)(8)*	Standards for Student Achievement
32	Attendance policies	*CEC §94909(a)(8)(O)*	Attendance Policy
33	Probation and dismissal policies	*CEC §94909(a)(8)(C)*	Probation and Dismissal Policies
34	Leave-of-absence policies	*CEC §94909(a)(8)(E)*	Leave of Absence Policy
35	Student rights and grievance procedures	*5 CCR §71810(b)(14)*	Grievance and Complaint Procedures
36	Description of all student services	*5 CCR §71810(b)(12)*	Student Services
37	Placement services nature and extent	*CEC §94909(a)(13)*	Placement Services
38	Housing information	*5 CCR §71810(b)(13)(A), (B), (C)*	Student Housing
39	Student records retention	*CEC §94900; 5 CCR §71810(b)(15); §71920*	Student Records and Transcript Retention
40	SOC codes for gainful employment reporting	*5 CCR §74112(d)(3)*	Program-specific SOC code listings
41	Distance education response time	*5 CCR §71810(b)(11)*	N/A (AFPD does not offer distance education)
42	Website requirements (catalog, SPFS, brochures, links)	*CEC §94913; 5 CCR §74117*	Archiving and Website Disclosure of BPPE Documents

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General Catalog 2026

SCHOOL NOTICE

Effective Dates: January 1, 2026 – December 31, 2027

This catalog is the official publication of the Academy for Professional Development (AFPD). It contains current information about the institution's policies, procedures, programs, and student services in effect during the stated period.

Notice to Students

This catalog is provided in compliance with the ***California Private Postsecondary Education Act of 2009 (as amended January 1, 2026)*** and the ***Title 5, California Code of Regulations, Division 7.5, Private Postsecondary Education (5 CCR §70000–76245)***.

A copy of this catalog is provided to each prospective student **prior to enrollment**, pursuant to **CEC §94909(a)**. Students enrolling at AFPD are subject to all terms, conditions, policies, and requirements stated in this catalog. By signing the enrollment agreement and attending classes, students agree to be bound by the policies, rules, and procedures outlined herein.

Students may request a replacement copy of this catalog or any addenda at any time, either in print or electronically, pursuant to **CEC §94909(c)**.

Failure to read this catalog does not exempt students from compliance with any of its provisions.

Right to Revise

Academy for Professional Development reserves the right to change, modify, discontinue, or revise any institutional policy, academic program, course, tuition, fee, or regulation described in this catalog without prior notice, in accordance with applicable laws and regulations. Changes will be effective on the date determined by the institution and may apply to both prospective and currently enrolled students.

Clarification of Student Rights:

No catalog change, policy revision, or program modification shall be applied in a manner that materially diminishes or impairs a student's vested contractual rights without the student's written consent. All changes will be implemented in accordance with applicable law, including the California Education Code and due process principles.

This catalog is updated at least annually, or more frequently if needed, to reflect regulatory changes and school policy updates, in accordance with **CEC §94909(a)** and **5 CCR §71810(a)**.

PRESIDENT'S MESSAGE

Dear Students,

Welcome to the Academy for Professional Development (AFPD). I want to personally congratulate you on taking a significant step toward advancing your career. We are honored that you have chosen us to be part of your professional journey.

At AFPD, we are dedicated to delivering a training experience that is **engaging, rewarding, and industry-relevant**. Our mission is to **exceed expectations** and deliver the highest level of training for professionals in the fields of Emergency Medical Services (EMS) and Security.

Our faculty includes highly experienced professionals who bring **real-world knowledge** into the classroom. This practical experience ensures that your training is aligned with the demands of the workforce and will prepare you to confidently enter or advance in your field.

AFPD is committed to continuous improvement and maintains an **environment of operational excellence**, where programs are competently supervised, regularly evaluated, and adapted to meet evolving industry standards.

You are entering a profession that requires **discipline, sacrifice, and unwavering integrity**. Whether you serve as an EMT, security professional, or in any related role, the community and agencies you support will depend on your professionalism, respect, and dedication.

Remember, completing a program is just the beginning. These fields demand **lifelong learning and continuing education**, and we encourage you to rise above minimum standards. Strive for excellence—**never settle.**

We look forward to seeing you grow and succeed. On behalf of our entire team, I wish you the very best in your training and in your chosen career.

Warm regards,
Jerame Ayers
CEO/President
Academy for Professional Development

SCHOOL INFORMATION

General Overview

The **Academy for Professional Development (AFPD)** is a private institution located in California's Central Valley. We serve students pursuing careers in **Emergency Medical Services (EMS)** and **Professional**

Security, offering vocational programs that meet California's regulatory standards for postsecondary education.

AFPD was officially established in 2014 and builds upon instructional foundations first developed by Spec Group in 2009. Our current program offerings include **Executive Protection Specialist**, **Physical Security Specialist**, **Emergency Medical Technician (EMT)**, **APICS CPIM**, **APICS CSCP**, and **APICS CLTD**. These programs are designed to equip students with the skills and knowledge required to pursue and excel in high-demand fields.

Institutional Approval

Academy for Professional Development is a **private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE)**, as required by the **California Private Postsecondary Education Act of 2009 (CEC §94886)**.

This approval indicates compliance with minimum operating standards set forth in:

- **California Education Code (CEC) §94885–94887**
- **California Code of Regulations, Title 5 (5 CCR) §70000–76245**

Note: As required by **CEC §94909(a)(2)** and **CEC §94897(l)**, approval to operate **does not constitute Bureau endorsement**, nor does it imply that the institution or its programs exceed minimum state standards.

Mission and Commitment

AFPD's mission is to train and educate future **healthcare providers and security professionals** who are capable of making meaningful contributions in their respective industries. Instruction is delivered by experienced faculty members with professional backgrounds in their fields, in alignment with **5 CCR §71710 (Educational Program Objectives)** and **§71720 (Faculty Qualifications)**.

AFPD is committed to:

- Providing quality, industry-relevant training consistent with CEC §94885 and 5 CCR §§71710, 71720(b), and 71770
- Developing leadership, ethics, and professionalism in every student
- Forming partnerships with local universities, health care facilities, and employers to enhance learning outcomes

Through these initiatives, AFPD promotes not just professional readiness, but also a commitment to lifelong learning and community contribution.

MISSION AND GOALS STATEMENT

Institutional Mission

The mission of the Academy for Professional Development (AFPD) is to provide **outstanding, quality training** in **specialized career-track professional programs** in the fields of **Emergency Medical Services**

(EMS) and **Security Protection**. Our purpose is to educate and prepare individuals for immediate entry into the workforce and to become ethical, skilled professionals who serve their communities with distinction.

In accordance with **5 CCR §71810(a)(1)(D)**, AFPD is committed to:

- Delivering instruction in realistic, hands-on learning environments that reflect real-world conditions
- Instilling the values of **professionalism, honor, integrity, and ethics** in every student
- Supplying the local and regional workforce with **trustworthy, competent, and well-trained professionals**

Institutional Goals

In line with **CEC §94885** and **5 CCR §71710**, AFPD sets forth the following institutional goals:

1. **To deliver rigorous, industry-aligned training** that meets professional standards and prepares students for immediate entry into their chosen fields.
2. **To prepare students to competently enter specialized professions**, including EMS and physical security fields.
3. **To integrate both theory and practical skills**, while developing students' critical thinking, communication, and problem-solving capabilities.
4. **To provide both historical foundations and modern applications** of the subject matter relevant to each career track.
5. **To support lifelong learning and cultural diversity**, promoting ongoing professional development and inclusion.
6. **To continuously evaluate and improve all training programs**, ensuring alignment with industry expectations and regulatory requirements.

AFPD's mission and goals serve as the cornerstone of our academic planning and student success strategies, in full compliance with California's private postsecondary education framework.

ACCREDITATION AND APPROVALS

Regulatory Approval

Academy for Professional Development (AFPD) is a **private institution approved to operate** by the **California Bureau for Private Postsecondary Education (BPPE)**.
BPPE Contact Information:
Bureau for Private Postsecondary Education
1747 N. Market Blvd., Suite 225
Sacramento, CA 95834
Phone: (916) 574-8900 | Website: www.bppe.ca.gov

Important Notice:
"Approval to operate" means the institution has been reviewed and deemed to be in compliance with the minimum state standards set forth in the **California Private Postsecondary Education Act of 2009 (CEC §94909(a)(2))** and **5 CCR §70000–76245**.

This **does not imply BPPE endorsement or that the institution exceeds minimum regulatory standards**, as required under **CEC §94897(l)** and **CEC §94909(a)(2)**.

Program and Professional Affiliations

- **Stanislaus County Emergency Medical Services Agency (SCEMSA)**
  3705 Oakdale Road, Modesto, CA 95357
  Phone: (209) 552-3600
  Email: SCEMSA@stanoes.com
- **National Association of Emergency Medical Technicians (NAEMT)**
  PO Box 1400, Clinton, MS 39060-1400
  Phone: (601) 924-7744 | Toll Free: 1-800-34-NAEMT
  Fax: (601) 924-7325

Government Listings and Authorizations

- **U.S. Department of Veterans Affairs**
  VA Facility Code: **25-1943-05**
- **Disabled Veteran Business Enterprise (DVBE)**
  California Supplier Number: **#1800803**
- **Service Disabled Veteran Owned Small Business**

Accreditation Disclosure (Required by Law)

This institution is not accredited by an accrediting agency recognized by the United States Department of Education.

This institution does **not offer degree programs**, whether accredited or unaccredited.

(Required per **CEC §94909(a)(16)** and **5 CCR §71810(a)(2)**)

DISCLAIMER

This catalog and student handbook describe the programs, policies, and procedures of **Academy for Professional Development (AFPD)** in effect at the time of publication. The institution reserves the right to make changes as needed and in accordance with applicable laws and regulatory guidelines.

Changes to tuition, program content, academic policies, schedules, or institutional rules may occur at any time. Students will be notified in writing prior to the effective date of any material change. When applicable, such changes will be made with the approval of regulatory or licensing agencies.

AFPD makes every effort to maintain the accuracy of the information contained in this publication and updates the catalog annually, as required by **CEC §94909** and **5 CCR §71810(a)**. Nevertheless, students and other users are advised that **laws, rules, and policies may be amended**, and those changes may supersede information contained herein. This catalog is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, services, procedures, or policies are implemented before the issuance of the annually updated catalog, those changes will be reflected at the time they are made in supplements or inserts accompanying the catalog."

AFPD maintains clear and conspicuous links on its website homepage (www.afpdus.com) to the current school catalog, School Performance Fact Sheets for each program, student brochures, a link to the Bureau for Private Postsecondary Education's website (www.bppe.ca.gov), and the institution's most recent annual report submitted to the Bureau. **Website Links Requirement (CEC §94913, 5 CCR §74117)**

Note:
"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA).

BANKRUPTCY DISCLOSURE

(CEC §94909(a)(12))

Academy for Professional Development has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition for bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

FINANCIAL AID PROGRAM PARTICIPATION

(CEC §94909(a)(10); 5 CCR §71810(b)(6))

Academy for Professional Development does not participate in federal or state student financial aid programs. Students are not eligible for federal student loans, grants, or other Title IV financial aid at this institution. All tuition and fees must be paid directly by the student, a third-party sponsor, or through the institution's approved payment plan options.

STUDENT LOAN REPAYMENT DISCLOSURE

(CEC §94909(a)(11))

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. 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.

FACILITIES AND EQUIPMENT USED FOR INSTRUCTION

In compliance with **5 CCR §71735**, AFPD maintains all necessary classroom, training, and instructional equipment to ensure students achieve program objectives.

Campus Location

Main Campus:
3600 Sisk Road, Suite 3B, Modesto, CA 95356
Classrooms are equipped with modern **audio-visual systems**, **instructional aids**, and **hands-on tools** appropriate for the subject matter of each course.

Specialized Training Sites

AFPD maintains active training agreements with clinical, tactical, and EMS partner facilities. Clinical sites allow students to apply skills in real-world patient care environments using **medical simulation tools** and **industry-standard equipment**.

Firearms and tactical training occurs at the following certified off-site locations:

- **Linden Gun Range**: 828 S. Hewitt Road, Linden, CA 95236
- **California Shooting Sports**: 2045 W. Briggsmore Avenue, Modesto, CA 95350

Firearms proficiency training includes **basic to advanced firearms safety** and skills development using **airsoft weapons**, in accordance with safety and state regulations.

Inventory and Software Compliance

To ensure instructional consistency and administrative oversight:

- All AFPD-owned instructional equipment is inventoried and maintained by the **Chief Financial Officer**.
- The institution follows a strict **software licensing policy**, ensuring that all programs used by faculty, staff, and students are fully licensed. No pirated or unauthorized software is permitted on any campus system.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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:

Bureau for Private Postsecondary Education (BPPE)
1747 N. Market Blvd., Suite 225
Sacramento, CA 95834
Phone: (888) 370-7589 or (916) 574-8900
Fax: (916) 263-1897
Website: www.bppe.ca.gov

REVIEW THIS CATALOG AND SCHOOL PERFORMANCE FACT SHEET

In accordance with CEC §94909(a)(3)(B) and 5 CCR §71810(b)(1),"Students must review the School Performance Fact Sheet prior to signing an enrollment agreement, as required by CEC §94902(a) and 5 CCR §71810.". "As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement."

CATALOG TIME PERIOD

This catalog is effective from January 1, 2026 – December 31, 2027, unless it is amended and replaced prior to the expiration date. Any updates or addenda issued during this period will be published and distributed in accordance with 5 CCR §71810(a). This catalog is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, services, procedures, or policies are implemented before the issuance of the annually updated catalog, those changes will be reflected at the time they are made in supplements or inserts accompanying the catalog."

MANAGEMENT INFORMATION SYSTEM (MIS)

In accordance with **5 CCR §71920 and §71930**, AFPD maintains all student and faculty records electronically. Stored data includes:

- Personal and contact information
- Enrollment dates, course completions, and withdrawals
- Grades and performance outcomes

No hard copies are maintained; records are secured in a password-protected database with controlled access to authorized administrative staff.

VIDEO AND AUDIO SURVEILLANCE NOTICE

Privacy and Data Limitation Notice. Video and/or audio surveillance is used solely for safety, security, and facilities protection purposes. Surveillance recordings are not used for instructional evaluation, academic assessment, or student discipline unless related to a documented safety incident. Recordings are retained for a limited period unless required for an active investigation and are not part of a student's educational record. Access is restricted to authorized personnel only.

To support safety and facility security, **video and audio surveillance** may occur in public areas on AFPD premises. By entering the campus, all individuals consent to such recording and waive any right to inspect or approve the use of recordings.

- Surveillance is strictly prohibited in private areas (e.g., restrooms).
- Recordings are used solely for safety, disciplinary, and property protection purposes.
- All use complies with applicable California laws.

DRUG AND ALCOHOL ABUSE POLICY

Academy for Professional Development maintains a **drug- and alcohol-free environment** in compliance with local, state, and federal regulations, including the Drug-Free Schools and Campuses Act.

- **Unlawful possession, use, or distribution** of controlled substances or alcohol on school property or at school events is strictly prohibited.
- Violations may result in **disciplinary action** and/or referral to law enforcement.
- Students under the influence and subject to complaint or concern may be immediately dismissed from class and referred for administrative review.

AFPD considers the dangers of drug and alcohol abuse a **critical concern** for both student success and institutional safety.

CAMPUS SURVEILLANCE DISCLOSURE

In order to maintain a secure learning environment, **Academy for Professional Development (AFPD)** utilizes **video surveillance systems** across the main campus. Surveillance cameras are installed in:

- Classrooms
- Interior hallways
- Exterior walkways and entrances

These systems are in place to **enhance safety** for students, faculty, staff, and visitors. Surveillance footage is monitored and stored in accordance with applicable privacy laws. No cameras are placed in private areas such as restrooms.

AFPD encourages students and faculty to take personal responsibility for their health and safety while on campus.

LIBRARY AND LEARNING RESOURCES

Compliant with 5 CCR §71740

AFPD maintains a resource library that includes a variety of educational texts and reference materials related to each of its programs. The library is accessible to students and faculty during normal classroom hours.

In addition to physical resources, students are provided with:

- Personal **usernames and passwords** to access multimedia and digital libraries
- **Online subject matter resources** directly tied to program learning objectives
- Access to internet-based tools and materials necessary for coursework

Proprietary Material Policy:
Some educational content is proprietary to AFPD. Student acknowledgment of AFPD's proprietary content policy is included in the enrollment agreement. Unauthorized copying, printing, or distribution of proprietary instructional materials is prohibited and may result in disciplinary or legal action.

EQUIPMENT INVENTORY AND MAINTENANCE POLICY

Compliant with 5 CCR §71735

AFPD maintains all instructional and administrative equipment in working condition to support student success. To guard against loss and ensure operational readiness:

- All equipment is **inventoried and logged** by AFPD Staff members.
- Equipment is maintained on a regular schedule

Software Use Policy

AFPD follows strict guidelines to ensure that **all software used on campus is legally licensed**.

- No pirated or unlicensed software is permitted on institutional systems
- All programs used by instructors, students, or staff must be acquired and installed through authorized channels
- This policy supports **legal compliance**, **instructional integrity**, and **system security**

STUDENT SERVICES

Student Housing

Academy for Professional Development does not provide dormitory facilities under its control, nor does it offer housing assistance. Housing can be located within a five-mile radius of the institution’s facilities in Modesto, CA, with approximate monthly rental costs ranging from $800 *to* $3,000 for apartments, depending on size and location (based on local market estimates as of the effective date of this catalog; costs may vary). AFPD has no responsibility to find or assist a student in finding housing, and students are solely responsible for securing their own accommodations."However, students may independently locate housing options near the campus. Rental housing within a **five-mile radius** includes:

- One- to three-bedroom apartments and single-family dwellings
- Average rental costs range from approximately **$900 to $3,000 per month**

This disclosure is provided in accordance with 5 CCR §71810(b)(13).

HOLIDAYS OBSERVED

AFPD observes the federal holidays listed below, during which no classes, administrative functions, or student services are conducted. AFPD also observes an institutional Winter Break during which the campus is closed.

Federal Holidays (5 U.S.C. §6103). New Year's Day (January 1); Martin Luther King Jr. Day (third Monday in January); Washington's Birthday/Presidents Day (third Monday in February); Memorial Day (last Monday in May); Juneteenth National Independence Day (June 19); Independence Day (July 4); Labor Day (first Monday in September); Columbus Day (second Monday in October); Veterans Day (November 11); Thanksgiving Day (fourth Thursday in November); Christmas Day (December 25).

Institutional Winter Break. AFPD observes an institutional Winter Break from approximately December 24 through December 30 each year. Exact dates of the Winter Break may be adjusted and are published on AFPD's website prior to the closure.

Class schedules vary by program. Students enrolled in a program receive the schedule for that program through the enrollment process.

INSTITUTIONAL HOURS AND ACCESS

Student Instruction Hours. Classes are conducted on program-specific schedules, which may include daytime, evening, and weekend sessions depending on the program. Each enrolled student receives the schedule applicable to the student's program. Student Instruction Hours are the hours during which scheduled instruction is conducted for enrolled students. They are not hours during which the institution is open to the public or to unscheduled visitors.

Prospective Student Services. AFPD does not maintain walk-in hours for prospective students. Prospective student consultations, campus tours, and enrollment discussions are conducted by appointment only. Prospective students may schedule appointments by calling the Admissions Office at (209) 300-7822 or emailing info@afpdus.com.

Administrative Office Hours (Normal Business Hours). AFPD is a small institution operated by a limited administrative staff who also deliver instruction. Neither the California Education Code nor Title 5 of the California Code of Regulations defines "normal business hours" or prescribes a minimum schedule an institution must maintain. AFPD therefore establishes and publishes the following as its normal business hours:

Monday through Friday, 10:00 AM to 4:00 PM Pacific Time, excluding the federal holidays and the institutional Winter Break listed in this catalog.

During these hours, the administrative officers are present at 3600 Sisk Road, Suite 3B, Modesto, CA 95356. Current records AFPD is required to maintain under CEC §94900 and 5 CCR §§71920 and 71930 are immediately available for inspection and copying, as required by 5 CCR §71930(e). No advance notice or fee is required for an inspection or records review during these hours. The Bureau, and any entity authorized by law to conduct investigations, may visit during these hours without prior appointment.

Records that are no longer current under 5 CCR §71930(c) are produced within two business days of a request. Duplicate records maintained at a secondary location under 5 CCR §71930(d) are made available during normal business hours. If the primary records custodian is unavailable, the alternate custodian provides access to the records.

AFPD is not staffed outside these hours. Requests made outside normal business hours may be sent to (209) 300-7822 or info@afpdus.com, and AFPD will respond at its next normal business hours or at an earlier time agreed with the requesting party.

If the administrative office must close during normal business hours because of an emergency, AFPD will post notice of the closure at the office entrance and at www.afpdus.com. The alternate custodian will provide access to the records where possible. If neither custodian can attend, AFPD will make the records available at the earliest possible time.

Student educational records are confidential. AFPD maintains them consistent with the Family Educational Rights and Privacy Act, the California Consumer Privacy Act, and Article I, Section 1 of the California Constitution, and does not disclose them to private parties or other third parties without the student's written consent. Access provided to the Bureau and entities authorized by law to conduct investigations is provided as authorized by 5 CCR §71930(e) and applicable law.
The administrative office is open during these hours for review of AFPD's public records (the catalog, School Performance Fact Sheets, and annual report). Student educational records remain confidential and are not open to the general public.
Regulatory Agency Access. The Bureau for Private Postsecondary Education and any other entity authorized by law to conduct inspections and investigations may present at the institution during AFPD's normal business hours, and AFPD will additionally accommodate access by reasonable advance coordination at other times, including by appointment. Records required to be maintained under the California Private Postsecondary Education Act of 2009 and Title 5 of the California Code of Regulations are made immediately available for inspection and copying during normal business hours, and otherwise by appointment or on-site copying, consistent with 5 CCR §71930(c) and (e).
Regulatory agency personnel seeking access to classrooms during instruction, firearms-training ranges, clinical-skills training areas, or other program-specific instructional spaces are requested to coordinate with AFPD administration in advance of any site visit. Advance coordination supports student privacy, compliance with firearms-facility access requirements imposed by the operators of contracted firearms training ranges (Linden Gun Range and California Shooting Sports), compliance with clinical-site access protocols imposed by AFPD's EMS clinical partners, and the continuity of instruction for actively enrolled students. AFPD will receive regulatory personnel promptly during Administrative Office Hours for all purposes within administrative offices.
Contact for Regulatory Inquiries. Academy for Professional Development, 3600 Sisk Road, Suite 3B, Modesto, CA 95356. Phone: (209) 300-7822. Email: info@afpdus.com.
This provision is maintained consistent with 5 CCR §71930(e) and CEC §94932.5.

Student Orientation

Orientation is held prior each course. AFPD may also schedule additional follow-up sessions as needed.

Orientation is designed to:

- Collect necessary documents from potential students
- Distribute and explain school policies and procedures
- Answer questions regarding the Bureau for Private Postsecondary Education (BPPE) and other state requirements
- Introduce students to general local area information (e.g., transportation, housing awareness)
- Issue student ID cards and assign official ID numbers

Important Notice Regarding Orientation Attendance

Attendance at orientation or an informational session **does not constitute enrollment** at the Academy for Professional Development (AFPD).

- Students participating in orientation or other preliminary activities **are not yet considered enrolled**.
- **No institutional charges are collected during orientation.**
- Attendance at these sessions is designed solely to inform potential students and assist them in making an informed decision about enrollment.

Prior to formal enrollment, each prospective student will be provided with the following documents:

- The school catalog (5 CCR §71810)
- A School Performance Fact Sheet (CEC §94902(a); §94910; §94929.5) containing the student performance data (completion rate, placement rate, license examination passage rate, salary/wage data, and three-year cohort default rate) required to be reported under CEC §94929.5
- An Enrollment Agreement for review and signature (5 CCR §71800)

Student Right to Review Disclosures

Prospective students are provided **ample opportunity** to review these documents, to ask questions, and to seek clarification **before** making any decision to enroll.

Specifically:

- Under **California Education Code (CEC) §94902(a)**, prospective students must be given a **"reasonable opportunity"** to read and understand the catalog, School Performance Fact Sheet, and enrollment agreement before signing.
- Under **Title 5 California Code of Regulations (5 CCR §71800(c))**, institutions must provide students **"ample opportunity"** to read and understand the enrollment agreement prior to signature.
- **There is no specified minimum timeframe** (e.g., no law requires 24 hours or 3 days). However, students must not be rushed, pressured, or required to immediately sign documents without time for thoughtful review.

1. Under CEC §94903 (Waiving Provisions Prohibited), a student may not waive any term or the receipt of any disclosure required by Article 11 (Enrollment Agreements and Disclosures) of the California Private Postsecondary Education Act. AFPD does not offer, request, or accept any waiver of the disclosures required by CEC §§94902, 94906, 94908, 94909, 94910, 94911, or 94912, or of the statutory cancellation and refund rights established by CEC §§94919 and 94920.

Enforceability of the Enrollment Agreement

CEC §94902(b), as amended by Stats. 2025, Ch. 592, §42 (SB 861).

California Education Code §94902(b) provides that an enrollment agreement is not enforceable unless all of the following conditions are met at the time of execution:

2. The student has received AFPD's current catalog and School Performance Fact Sheet prior to signing the enrollment agreement;
3. AFPD holds a valid approval to operate issued by the California Bureau for Private Postsecondary Education at the time of execution; and
4. Prior to execution, the student and AFPD have signed and dated the information required to be disclosed in the School Performance Fact Sheet pursuant to CEC §94910(a) through (d), with each of these items also initialed and dated by the student, as required by CEC §94912 and §94911(i).

AFPD's integrated Enrollment Agreement, authorized by CEC §94911(i)(2), satisfies these conditions when executed. A student may request a copy of the signed enrollment agreement in writing or electronically as provided in CEC §94902(c).

- AFPD ensures that all prospective students are given meaningful and sufficient time to read, understand, and inquire about the documents provided, consistent with applicable law.

No obligation to enroll is created by participating in orientation activities. Students are encouraged to carefully consider all information before signing any enrollment agreement.

Student Advising and Support

While personal counseling services are not offered, AFPD staff is available during Administrative Office Hours and by appointment to assist students with academic or procedural questions, to identify external community resources where personal matters interfere with coursework, and to refer students to qualified professionals in their local area when needed.

- Answer academic or procedural questions
- Assist with identifying **external community resources** if personal matters interfere with coursework
- Refer students to qualified professionals in their local area when needed

AFPD discloses the scope of student services and advising consistent with 5 CCR §71810(b)(12).

REQUIRED DISCLOSURE - COMPLAINT FILING (CEC §94909(A)(3)(C))

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 website www.bppe.ca.gov."

REQUIRED DISCLOSURE - UNANSWERED QUESTIONS (CEC §94909(A)(3)(A))

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 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897.

Placement Services

Academy for Professional Development **does not offer job placement assistance** or guarantees of employment. This information is disclosed in accordance with **CEC §94909(a)(13)**.

Educational Assistance and Transfer Planning

While AFPD does not assist with job placement, it does provide **educational support services** for students seeking to further their education. These services may include:

- Brochures and catalogs from partner or local colleges/universities
- Transfer information and admissions materials
- Scheduling of meetings with academic counselors at other institutions

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Office of Student Assistance and Relief (OSAR)

REQUIRED DISCLOSURE - OFFICE OF STUDENT ASSISTANCE AND RELIEF (CEC §94909(A)(3)(D))

Students may also receive independent guidance and support from the **Office of Student Assistance and Relief (OSAR)**. OSAR helps **current and former students** of private postsecondary institutions understand their rights, resolve complaints, and access relief options. 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."

Contact OSAR:
Phone: (888) 370-7589
Website: https://www.osar.bppe.ca.gov

(California Education Code §§94949.7–94949.73)

Note: OSAR provides independent assistance and support services but does not replace or override the Bureau for Private Postsecondary Education's complaint process or regulatory authority. Students who wish to file a formal complaint against the institution should contact the Bureau directly at (888) 370-7589 or www.bppe.ca.gov.

Governance Clarification:
Internal committees, quality review boards, or oversight mechanisms described in this catalog are institutional governance tools adopted at the discretion of the institution. They are not required by statute or regulation and do not create enforceable rights beyond those provided under applicable state or federal law.

Compliant with 5 CCR §71150 (Governing Board)

Current Members:

- **Jerame Ayers** – CEO/President
- **Vince Inaudi** – Chief Academic Officer (CAO)
- **David Hunter** – Paramedic, Program Director
- **Darrin Holliday** – Paramedic

Purpose and Function:

The **Quality Review Board** is responsible for overseeing the quality and integrity of all programs and services provided by the institution. Its primary functions include:

- Reviewing student satisfaction surveys and implementing **quality improvement measures** as needed
- Ensuring compliance with **regulatory and licensing agency standards**
- Acting as a **neutral third-party** in the event of disputes or grievances between students and the institution
- Convening as needed to conduct institutional reviews and support continuous improvement

The board includes the **President, Program Director, Chief Academic Officer, and Senior Leadership** and functions in accordance with **5 CCR §71150**, which defines the responsibilities and composition of a governing board.

Classes Calendar

Program or Course Title	Program Name	Office	Course Days	Course Hours	Program Start Date	Didactic/Clinical End Date	Program End Date	Application Deadline	Approximate Course Days
APICS Certified in Logistics, Transportation and Distribution		Modesto	TBA	42	TBA	N/A	TBA	Due first day of class	5
APICS Certified in Production and Inventory Management		Modesto	TBA	82	TBA	N/A	TBA	Due first day of class	10
APICS Certified Supply Chain Professional		Modesto	TBA	42	TBA	N/A	TBA	Due first day of class	5
Emergency Medical Technician (EMT-B)		Modesto	TBA	200	TBA	N/A	TBA	Due first day of class	39
Executive Protection Specialist		Modesto	TBA	54	TBA	N/A	TBA	Due first day of class	7
Physical Security Specialist		Modesto	TBA	216	TBA	N/A	TBA	Due first day of class	27

Program Scheduling and VA Certification Policy

Academy for Professional Development (AFPD) schedules courses based on program-specific minimum enrollment requirements. While we strive to offer one new class per month per program, actual start dates are confirmed only when the required number of students have completed the enrollment process.

If a scheduled program does not meet minimum enrollment, students will be offered the option to defer their enrollment and roll into the next available course.

Integrated Enrollment Agreement and School Performance Fact Sheet Attestation Method. AFPD uses the integrated enrollment agreement attestation method authorized by California Education Code §94911(i)(2). Under this method, the School Performance Fact Sheet and the enrollment agreement are integrated into a single document. Before signing, the student initials each required disclosure, including completion rates, placement rates, license examination passage rates, salary or wage information, and cohort default rate where applicable, and the student and an authorized institutional representative sign and date the integrated document. This method is recognized as a valid compliance approach at Item 15 of the Bureau for Private Postsecondary Education's Enrollment Agreement Checklist.

Important Note on Enrollment and Instruction:
In accordance with **California Education Code §94902(a)**, **no student may begin attending class or receiving instruction until they have signed an enrollment agreement**. This includes students who are not paying tuition or using third-party funding such as VA benefits.

Veterans using Post-9/11 GI Bill® or other VA education benefits:
AFPD complies with **38 CFR §21.4203** and **§21.4135**. Veterans will **not be certified in the VA Enrollment Manager (the successor system to VA-ONCE)** until an official class start date has been scheduled and the student has completed and signed a valid enrollment agreement. This ensures accurate processing of benefits and compliance with both federal and state laws.

Students are never pressured to enroll early. In compliance with **CEC §94906**, prospective students are encouraged to take the time they need to review the catalog, School Performance Fact Sheet, and enrollment agreement prior to signing.

Staff Biographies

Jerame Ayers

Mr. Ayers has 15 years of experience in numerous capacities within the high-end security industry ranging from military, federal to private sector applications specializing in management, business functions, consulting and specialized instruction. Following his completion of service with the US Army, Mr. Ayers accepted a position with the United States Department of State and maintained his deployment overseas in counter terror functions. Mr. Ayers returned stateside after serving time with the regions Consulate General and staff of 2700 diplomatic employees and was responsible with his team for the overall protection of the diplomatic mission. Mr. Ayers returned stateside and obtained a position within the Department of Energy and was responsible with the protection of Special Nuclear Materials and related scientific programs regarding nuclear proliferation. Simultaneous to his Department of Energy service Mr. Ayers continued his experience in the high-end security arena. These pursuits for continued professional development lead to key roles in the realm of Executive Protection and evolutionary training efforts throughout California and Internationally. Jerame earned a Bachelor of Science in Criminal Justice Administration.

Vince Inaudi

Mr. Inaudi is recently retired law enforcement veteran of 25 plus years. He has extensive experience in the law enforcement which included, patrol, report writing, court room testimony, Field Training, impact weapons instructor, Firearms Instructor and defensive tactics. He was promoted to Sergeant where he was directly in-charge of all training, administration/budgeting, special investigations, internal affairs investigations, special operations/command post operations. He also helped develop and was responsible for, "Continuity of Operations Planning" for the City and was assigned to the County Wide Emergency Area Planning Board. During his career, Mr. Inaudi was assigned to a joint narcotics investigations unit which was supervised by the California Department of Justice, Bureau of Narcotic Enforcement. While assigned, he worked numerous high-profile narcotic cases/investigations which included, under-cover narcotic stings, investigations of, Mexican National Methamphetamine Drug Labs and Cartel. These cases were intensive requiring many hours of moving and stationary surveillance including infiltrations, still and video photography. Some of these cases were directly assigned to the United States Attorney General's Office for Prosecution in Federal Court, Fresno California Division.

Roger Gehring

20 Year Retired US Navy Seal, Multiple Instructions. Mr. Gehring Served 20 years as a USN SEAL and retired in September 2006. During his enlistment, Mr. Gehring traveled the world and gained tools of the trade & operational experience. A summary of his accomplishments is: Certifications in Applied Explosive Course, Mid-South Institute Shaw's Shooting School, Demolition Range Safety Officer, Diving Supervisor, Range Safety Officer, Advanced Operator Training, Basic Underwater Demolition SEAL Training, Master Training Specialist, Terrorist Level II Training, Small Arms instructor.

Roger was the lead Petty Officer Supervisor for Alpha & Delta platoons, JCET exercise to the Republic of Maldives & SEAL Delivery Vehicle Dive Supervisor for Rim Pac 98, supervising 8 complex Naval Special Warfare Diving Operations, & teach second nature response training and dexterity training, to name a few.

Larry Ayers

Casper Police Department, City of Myrtle Point. Chief Larry J. Ayers (ret.) is a native of Sacramento, California. He holds a Bachelor of Arts Degree in Criminal Justice from California State University-Sacramento. He attended the State of Wyoming Law Enforcement Academy, State of Oregon Department of Public Safety Standards and Training, Oregon Executive Development Institute and the U.S. Department of Interior Bureau of Indian Affairs Police Academy Certification.
Chief Ayers holds his Executive Certification issued by the State of Oregon Department of Public Safety Standards and Training. Chief Ayers began his law enforcement career with the Sacramento Police Department as a student trainee in Community Relations from 1972-1973. Casper Police Department, WY. From 1973-1993. He completed assignments as a Patrol Officer, Field Training Officer, Criminal Investigations/Intelligence Officer, Certified Police Instructor, Uniform Patrol Sergeant, Shift Training Sergeant, Asst. Criminal Investigation Division Commander. Was employed by Public School Districts in Wyoming and Oregon applying knowledge and experience in maintaining the safety security for the learning environment. From Nov. 1996 to Aug. 2000 he served as Chief of Police for the Coquille Indian Tribe, North Bend, Oregon and the City of Myrtle Point, Oregon.

Rodney Shockley

A twelve-year veteran of the US Navy, Rodney was honorably discharged following a distinguished career in naval aviation and shipboard intelligence. His hard work and dedication earned him several individual awards as well as the opportunity to attend officer candidate school to earn a commission as a naval officer. Rodney continued his government service with the US Secret Service where he distinguished himself by being designated a USSS firearms instructor in his rookie year, at the time, an unprecedented distinction. Rodney also served as shift lead on the Steve Forbes and senator Bill Bradley protective details during the 2000 Presidential campaign. Rodney's expertise in Advance Protective Security Surveys also earned him the distinction as one of three agents tasked to create the USSS's Counter Surveillance tactics program. Rodney also has over ten years' experience as an industry trainer having taught, various systems of self-defense and investigative based trainings to name just a few areas. Rodney holds a BA in Sociology from the University of West Florida.

Dave Hunter

Mr. Hunter grew up in the Martinez, CA. and has been in the Emergency Medical Field for 25 plus years. He graduated from Chabot College with his paramedic degree. During Mr. Hunter's 25 years of experience, he was employed by, American Medical Response as an Emergency Medical Technician, San Leandro, American Medical Response as a Paramedic, Contra Costa County, and American Medical Response as a Paramedic/Preceptor, Alameda County and Medi-Flight of Northern California, Modesto, Flight Medic, Medical Director, Pacific Dive and Rescue, Martinez CA. Mr. Hunter currently works as a flight paramedic with Mercy Air Modesto. Mr. Hunter has worked most of his years in the East Bay Area, Oakland and Fremont. For the past five years he has been working out of Memorial Medical Center Modesto as flight paramedic with MA. Mr. Hunter has a love for water and helping people. Mr. Hunter is an avid swimmer and is certified in dive and open water rescue. Mr. Hunter was one of the founders and Medical Director of, Pacific Dive Rescue. Mr. Hunter has worked offshore power boat races where he and his team were involved in several open water rescues. Mr. Hunter was directly involved with and invented a device which was placed inside rescue baskets which assists with stabilizing the patients head and neck. Mr. Hunter is currently the E.M.S. Program Director for, Franco Consulting Inc. D.B.A. Spec Group. We are pleased to have Mr. Hunter as part of our training team. He has a vision for the E.M.T and other medical programs that are being provided. His vision is to help build the training facility into a prestige's, number one training facility in the central valley.

Celeste Ayers

Mrs. Ayers has been working in the supply chain discipline for fourteen years. She is currently the Division Sourcing and Procurement Manager for Parker Hannifin Corporation, Racor Division based in Modesto, California. In addition to establishing and leading supply chain strategies she leads a team of supplier development and trade compliance specialists that manage the challenges of a dynamic global supply chain. Her experience in supply chain, materials, procurement and customer relationship management along with extensive expertise in United States trade compliance regulations has radically transformed supply chain operations within the Racor Division.
In addition to international trade management, Mrs. Ayers professional background includes inventory management, production planning/scheduling, procurement management and process change implementation. She has successfully used these skills to improve the profitability of not only Parker Hannifin Corporation, but two private businesses owned by herself and her husband.

As an entrepreneur and a believer in giving back to the community Mrs. Ayers is actively involved in local professional organizations such as APICS and manufacturing counsels. She has served on the APICS Gold Rush Chapter Board of Directors since 2009 as the Vice President of Education and as of 2011 she has filled the role of President. Under her direct the chapter has received several awards from the APICS Community for educational development and membership growth. It was through her involvement in APICS that Mrs. Ayers realized her passion for teaching. She continues to teach APICS Certification courses for APICS National the APICS Gold Rush Chapter in addition to undergraduate and graduate level operations management and logistics courses for Golden Gate University. In 2010, 2011 and 2012 Mrs. Ayers received the APICS Gold Rush Chapter "Instructor of the Year" award. In 2013, she also received recognition from Ceres High School's Manufacturing Academy as a student mentor and educator. In January 2014, Golden Gate University recognized Mrs. Ayers as the Ageno School of Business/Operations Management Department's Adjunct Professor of the Year.
Mrs. Ayers' educational background includes a Bachelor of Science degree in Management from California State University, Stanislaus in Turlock, CA and an MBA in Operations/Supply Chain Management from Golden Gate University. In addition to her formal education she maintains two APICS certifications in Certified Fellow in Production and Inventory Manager (CFPIM) and Certified Supply Chain Professional (CSCP).

Darrin Holliday

Darren Holliday has been a paramedic since March of 2013. He has worked 911 dispatch to 911 ambulance. During his career, not only has he worked 911 services and provided emergency medical care for patients, but Mr. Holliday was also involved with emergency operations. This included but is not limited to; Logistics Specialist with a National Disaster Medical Assistance Team under the Department of Health and Human Services. Mr. Holliday has responded to and has been directly involved in several natural disaster responses both in the State of California as well as Nationally.

SCHOOL POLICIES AND CATALOG UPDATES

Catalog Update Policy

Academy for Professional Development (AFPD) updates its official catalog annually in January, in accordance with **5 CCR §71810(a)**.

If changes in educational programs, services, procedures, or institutional policies occur **before** the next annual publication, those changes will be communicated through **supplements or inserts** distributed alongside the current catalog. These interim updates will be made available to students and staff in both print and digital formats.

Distribution of Catalog and Program Brochures

AFPD provides its current catalog and program brochures to the public at **no charge**, as required under **CEC §94909(a)(8)**.
Copies may be:

- Requested by phone or in person at the school's administrative office
- Accessed digitally via the official school website

Veteran Students: Satisfactory Academic Progress (SAP) Policy

Veteran students are subject to the same **Satisfactory Academic Progress (SAP)** standards as all other students. In accordance with **VA regulations (38 CFR §21.4253(d)(1)(ii))**:

- All approved programs are evaluated at **three (3) defined SAP checkpoints** per academic period.
- VA students who fail to meet SAP or attendance requirements during a probationary period will **not be recertified for benefits** until compliance is regained.
- Previous relevant training and coursework will be reviewed, and **credit will be granted** as appropriate. This may reduce program length and tuition obligations for the veteran, as required under **38 CFR §21.4253(c)(4)**.

For full details, see AFPD's Veterans SAP Policy page or speak with the Certifying Official.

Advertising and Public Representations Policy

All advertising content and marketing materials are reviewed for accuracy and compliance before publication, consistent with 5 CCR §74140 (Retention of Advertising) and CEC §94897(c) through (f) (Prohibited Advertising Practices).

- Only authorized individuals may create or approve promotional content.
- All advertisements must be submitted to the **Chief Executive Officer (CEO)** or **Records Officer** for documentation.
- AFPD ensures that all public statements are **truthful, non-deceptive, and free of misrepresentation**, in accordance with BPPE regulations and institutional policy.

Archiving of BPPE Documents

All documentation submitted to the Bureau for Private Postsecondary Education (BPPE) will be retained in original form. This includes:

- Applications, exhibits, supporting documentation, and correspondence
- All materials will be **dated** and archived by the **Chief Executive Officer** for institutional recordkeeping and audit preparedness

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Institutional Compliance Reviews

AFPD conducts an **internal compliance audit at least once per year**, initiated by the Chief Executive Officer.

- Audits are performed by the **Director of Compliance** or their designee.
- Each review will include a **Statement of Findings** and a **Statement of Proposed Remedies** addressing any negative findings.
- Recommendations may include revisions to policies, procedures, or training.
- The CEO is responsible for adopting the appropriate remedies and monitoring their effectiveness.

These audits support institutional self-monitoring as outlined in **5 CCR §71760** and help ensure continued regulatory compliance with state and federal standards.

COMPLIANCE TRAINING POLICY

Academy for Professional Development (AFPD) maintains a policy to ensure that all key personnel are thoroughly trained on the **California Private Postsecondary Education Act of 2009**, as amended, and the **California Code of Regulations (5 CCR §70000–76245)**.

Compliance training is provided at the time of hire and on an ongoing basis to ensure all staff understand their regulatory responsibilities.

Positions Required to Complete Compliance Training:

- Chief Executive Officer (CEO)
- Chief Financial Officer (CFO)
- Chief Academic Officer (CAO)
- Director of Compliance
- Records Officer / Registrar
- Admissions Counselors
- Faculty and Instructional Staff

The CEO is designated as the official responsible for ensuring institutional compliance and may appoint a Director of Compliance to assist with this responsibility.

Job descriptions for the above roles include specific compliance-related duties and are maintained by Human Resources. These documents are reviewed and updated periodically to reflect current expectations.

Training may be conducted by immediate supervisors, or in some cases, completed through self-study (e.g., CEO and CFO). Admissions personnel are trained in proper procedures to ensure that enrollment agreements, disclosures, and VA certifications (if applicable) are handled in full compliance with state and federal law.

Recruiter Status (CEC §94901). Consistent with California Education Code §94901, AFPD recruiters are employees of the institution. AFPD issues institutional identification to each recruiter identifying the recruiter and the institution, and recruiters carry the issued identification while recruiting. AFPD does not engage independent contractors, third-party lead generators, or paid referral agents to recruit students.

Institutional Compliance Methodology

5 CCR §71810(a); CEC §94909(a)(2).

Academy for Professional Development prepares this catalog, the School Performance Fact Sheet, and all Enrollment Agreements based on consultation of the following authoritative sources:

California Statutes and Regulations

5. California Private Postsecondary Education Act of 2009, California Education Code §94800 et seq., as in effect January 1, 2026
6. California Code of Regulations, Title 5, Division 7.5, §§71710 through 76215, as in effect January 1, 2026
7. California Administrative Procedure Act, California Government Code §11340 et seq.
8. Office of Administrative Law regulations governing underground regulations, 1 CCR §260

Bureau for Private Postsecondary Education Materials

9. BPPE Catalog Checklist, effective March 2025
10. BPPE Enrollment Agreement Checklist, effective March 2025
11. BPPE Sunset Review Report 2026
12. BPPE published compliance workshop materials
13. BPPE compliance workshops attended by AFPD personnel on four separate occasions during 2025 and 2026
14. BPPE Compliance Unit staff correspondence with AFPD administration, preserved in institutional records

Legislative Oversight Materials

15. Joint Sunset Review Oversight Hearing Background Paper, March 17, 2026, prepared for the Assembly Committee on Business and Professions, the Assembly Committee on Higher Education, the Senate Committee on Business, Professions and Economic Development, and the Senate Committee on Education

Federal Authorities

16. Title 38, United States Code, Chapters 31 and 33

17. 38 C.F.R. Parts 21 (VA educational benefits)
18. Section 504 of the Rehabilitation Act, 29 U.S.C. §794
19. Americans with Disabilities Act, 42 U.S.C. §12182
20. Supremacy Clause, U.S. Constitution Article VI, Clause 2

Scope of Enforceable Compliance Commitments. AFPD's compliance positions reflect the text of adopted statutes and regulations. Where guidance has been provided through BPPE compliance workshops or correspondence with BPPE Compliance Unit staff but has not been adopted through Administrative Procedure Act rulemaking and published in the California Code of Regulations, AFPD treats such guidance as informational pursuant to Government Code §11340.5 and California Education Code §94877(a), and does not incorporate unadopted guidance as enforceable institutional policy.

Compliance Documentation on File. AFPD maintains records of workshop attendance, Bureau correspondence, and statutory and regulatory research supporting each compliance position in this catalog. Such records are available for inspection during Administrative Office Hours consistent with 5 CCR §71930(e).

STAFF INFORMATION

Teaching Contracts

All instructional staff must sign a **written teaching contract** outlining their course assignments, dates and hours of instruction, and institutional expectations. These contracts:

- Are signed by both the instructor and a designated administrator
- Are stored in the instructor's personnel file
- Are provided in duplicate, with one copy retained by the institution and one provided to the instructor

Contracts may be returned by mail or in person. Copies are furnished for the instructor's records at the time of execution.

Faculty Qualifications and Continuing Education

In accordance with **5 CCR §71720–71730**, all instructors must:

- Possess a minimum of **three years of education, experience, or training** relevant to the subject they are teaching
- Or demonstrate **equivalent qualifications** (with documentation retained in the instructor's file)
- Not be currently subject to discipline or legal disqualification under **B&P Code §480** or the BPPE Act

Each instructor maintains continuing education in their subject area, classroom management, or other areas related to teaching, consistent with 5 CCR §71720(b)(2). Continuing education may include the following areas:

- Their subject area
- Classroom management
- Pedagogical or instructional methods

Faculty Evaluation

Faculty performance is assessed through:

- Student feedback gathered during and after courses
- Class observations conducted by the Chief Academic Officer as warranted
- **Informal feedback** gathered via student interviews
- Formal evaluations conducted periodically

If student complaints or quality concerns arise, evaluations may be conducted more frequently at the discretion of the CAO.

Faculty Involvement in Institutional Development

AFPD values faculty input and seeks feedback from instructors on:

- Course content
- Instructional methods
- Curriculum design and improvement

Despite the part-time status of many instructors, efforts are made to include faculty in school improvement initiatives and program development.

Outside Employment – Faculty

AFPD acknowledges that faculty members are often part-time and may maintain **external employment**. This is acceptable and does not conflict with their instructional responsibilities at the institution, provided that such employment does not interfere with the quality or integrity of instruction delivered at AFPD.

INSTITUTIONAL TECHNOLOGY AND DATA SECURITY POLICIES

Password Policy

No employee is permitted to create or apply a password to any file, directory, or system owned by the institution. Only the **Chief Executive Officer (CEO)** is authorized to assign or manage passwords for:

- Institutional databases
- Folders, directories, and sub-directories

- Workstations or programs used in daily operations

This policy ensures administrative oversight of data security and access.

Personal Computer Use

All institutional computers, whether networked or standalone, are subject to **inspection without notice** by authorized AFPD personnel. These systems are institutional property and intended strictly for **official business use**.

No expectation of privacy exists when using institution-owned devices.

Employees are strongly encouraged to avoid personal use of school computers and to comply with all institutional IT and data policies.

Software Security Policy

The **Data Management Supervisor** is responsible for ensuring that all software used on AFPD systems is:

- **Legally licensed and properly documented**
- **Stored securely**
- Protected from unauthorized copying or use

The institution maintains a zero-tolerance policy for unauthorized or pirated software, and all system use is governed by applicable intellectual property and data protection laws.

Proprietary Methods and Curriculum Non-Disclosure

CEC §94897(t) (nondisclosure agreement permitted solely to protect institution's intellectual property and trade secrets).

Academy for Professional Development has developed proprietary instructional methods, curriculum sequencing, assessment rubrics, and internally-developed training materials. As a condition of enrollment, students may be asked to sign a narrow non-disclosure agreement that protects these specific institutional assets.

Scope of the Non-Disclosure Agreement. The agreement covers only the following AFPD intellectual property and trade secrets:

21. AFPD-developed instructional methods, teaching techniques, and pedagogical approaches;
22. AFPD's curriculum sequencing, course outlines, lesson plans, and internal instructional design;
23. AFPD-authored training materials, assessment rubrics, scenario designs, and skills-evaluation instruments; and
24. Any other instructional content expressly identified by AFPD as proprietary to AFPD.

Express Exclusions. The non-disclosure agreement does not apply to, and does not restrict student use or discussion of, any of the following:

25. Commercially published textbooks, off-the-shelf training materials, and publicly available reference works;
26. Manufacturer-issued equipment manuals, safety data sheets, and product information provided by third parties;
27. Publicly available information about the professions the programs train for (EMT, security, supply chain management) and licensure requirements imposed by external certifying bodies;
28. Information in a student's own educational record, or about the student's own performance, progress, or experience at AFPD;
29. General knowledge and skills the student acquires through the program and may apply in professional practice; and
30. Communications with regulators, licensing authorities, complaint bodies, the Bureau for Private Postsecondary Education, the Office of Student Assistance and Relief, the Department of Veterans Affairs, or any court or law-enforcement agency.

Student Speech About AFPD Is Not Restricted. Consistent with CEC §94897(t), this non-disclosure agreement does not restrict any prospective, current, or former student from speaking about or disclosing the student's relationship with, or experience at, AFPD. Any provision of an AFPD non-disclosure agreement that would restrict such speech is void and unenforceable by law.

MODESTO CAMPUS

(Compliant with 5 CCR §71735 – Facilities and Learning Resources)

All classes and instruction are held at AFPD's main campus:

3600 Sisk Road Suite 3B Modesto, CA 95356

AFPD leases approximately **1,500 square feet** of instructional and administrative space from **Spec Group**, including:

- **Two classrooms**
- **Two administrative offices**
- Student break space with **microwave, refrigerator, and free bottled water**
- **ADA-compliant parking and access**

Classroom 1 accommodates up to 20 students; **Classroom 2** accommodates up to 20 students. Combined capacity for instructional activities is **40 students**. Classrooms are fully equipped with:

- Laptops and electrical hookups
- Overhead projectors and AV systems
- Internet connectivity for instructional use

This facility supports a **safe, modern, and accessible environment**, meeting state requirements for postsecondary institutions.

Student Access to Learning Resources

(Compliant with 5 CCR §71740)

AFPD provides access to learning resources required to support student success, including:

- In-class instructional technology
- Digital resources (via secured logins)
- Reference materials made available in classrooms and program libraries
- Internet access for academic use

Students are issued usernames and passwords for course-specific multimedia platforms and subject-specific resources.

Student Records and Transcript Retention

(Compliant with 5 CCR §71920, §71930, CEC §94900, and CEC §94912)

The Registrar is the official **Custodian of Records** and ensures compliance with recordkeeping laws:

- **All student records are retained for at least five (5) years**
- **Transcripts are retained permanently**
- The first official transcript is issued **at no cost**; additional copies are available for **$25 per copy**
- Transcripts are only released upon **written request** signed by the student

Records include:

- Enrollment agreements and registration files
- Academic performance and transcript data
- Financial records
- Required health/medical records (if applicable)

All records are **digitally stored on a secured AFPD server**, with each student having a unique file accessible only to authorized staff.

Right to Access and Request Record Corrections

(Compliant with FERPA – 20 U.S.C. §1232g / 34 CFR Part 99)

Students may request to inspect and review their educational records. Access will be granted **within 15 business days** of the written request. Students also have the right to:

- Request correction of any inaccurate or misleading records

- Add a written statement of explanation or disagreement if their request to amend is denied
- Request a hearing if needed to resolve disputes

These rights are granted under **FERPA**, and AFPD fully complies with all federal student privacy protection requirements.

Privacy of Student Records and Authorized Disclosures

(Compliant with FERPA, CEC §94900, and 5 CCR §71930)

AFPD maintains the privacy and confidentiality of student records and does **not release information to third parties** without the student's prior **written consent**, except where disclosure is permitted or required by law.

Permitted disclosures include:

- Oversight by the **Bureau for Private Postsecondary Education (BPPE)**
- Accreditation review (if applicable)
- Government auditors (e.g., VA, licensing boards)
- **Parents of dependent students**, with proper proof of IRS dependency

Students may authorize reference checks, credit verification, or job placement verification through a written declaration. This may be:

- **All-inclusive**, or
- **Case-by-case**, with specific consent required per request

Each student's file contains a **log of individuals or entities** who have requested or received access to the student's records.

School Performance Fact Sheet Data — Collection, Reporting, and Student Privacy

(Compliant with CEC §94910 and §94929.5; 5 CCR §74112; FERPA; the California Consumer Privacy Act; and Article I, Section 1 of the California Constitution)

AFPD's School Performance Fact Sheets report the student-performance data required by CEC §94910 and §94929.5 — completion rates, placement rates, license examination passage rates, and salary or wage information, calculated as required by Article 16 of the Act. The published School Performance Fact Sheet states these rates and does not publish any individual student's personally identifiable information.

AFPD collects supporting data only to the extent necessary to calculate the required rates. AFPD is not required to use any optional data-collection template distributed by the Bureau, and collects and maintains only the elements required by CEC §94910 and 5 CCR §74112. A student may decline to provide salary, wage, employment, or examination information. AFPD makes reasonable efforts to collect the required data and, where a student is non-responsive or declines to disclose, documents the attempt and reports the number of students it could not contact, as provided by 5 CCR §74112.

AFPD does not disclose any student's personally identifiable information to private parties or other third parties without the student's prior written consent. Supporting documentation is maintained for AFPD's internal use and for inspection by the Bureau and entities authorized by law, consistent with 5 CCR §71930(e). AFPD protects all student information consistent with FERPA, the California Consumer Privacy Act, and Article I, Section 1 of the California Constitution.

Regulatory Framework and Compliance

AFPD's admission policy is developed pursuant to:

Federal Law:
• Americans with Disabilities Act, Title II (28 CFR Part 35) – Prohibiting discrimination on basis of disability by state and local government entities
• Section 504 of the Rehabilitation Act (29 U.S.C. § 794) – Prohibiting disability discrimination in federally-assisted programs
• Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) – Protecting privacy of student education records
• Title VI of the Civil Rights Act (42 U.S.C. § 2000d) – Prohibiting discrimination on basis of national origin

California Law:
• Senate Bill 607 (Min, Chapter 367, Statutes of 2021) – Repealing CEC §94904 (ATB examination requirement) and CEC §94811 (ATB student definition)
• California Code of Regulations, title 5, section 71770(a) – Requiring institutions to "establish specific written standards for student admissions for each educational program"
• Bureau for Private Postsecondary Education Chief Memorandum (January 14, 2022) – Confirming that "Effective January 1, 2022, the Bureau will no longer require a universal standard of having a high school diploma, GED, or documentation of ATB exam passage"
AFPD is aware of guidance provided by the Bureau for Private Postsecondary Education at compliance workshops. Consistent with Government Code §11340.5 and California Education Code §94877(a), AFPD treats workshop guidance as informational and not as a source of enforceable regulatory requirement until the guidance is adopted through Administrative Procedure Act rulemaking and published in the California Code of Regulations.

Notice Regarding Absence of Promulgated Standards

As of the publication date of this catalog, the Bureau for Private Postsecondary Education has not promulgated regulations through the California Administrative Procedure Act defining specific documentation requirements for demonstrating student qualifications following the repeal of the ability-to-benefit examination requirement.

As stated in the BPPE Chief's January 14, 2022 memorandum: "**References to ATB exams will be eliminated from Bureau regulations in the near future.**" However, these regulatory amendments remain pending as of this catalog's publication date. Therefore, AFPD has developed comprehensive admission standards based directly on California Code of Regulations, title 5, section 71770(a),

consistent with the legislative intent of Senate Bill 607, and in full compliance with federal civil rights laws including the Americans with Disabilities Act and Family Educational Rights and Privacy Act.

AFPD monitors Bureau guidance and will update these admission standards as regulatory clarification becomes available through proper rulemaking procedures.

LICENSURE AND EMPLOYMENT DISCLAIMER

Compliant with SB 607 and 5 CCR §71770(d)

Academy for Professional Development (AFPD) **does not guarantee licensure or employment** following completion of any program. Licensure may require:

- Passage of relevant state or national exams
- Criminal background clearance
- Fingerprinting and Department of Justice review

It is the student's responsibility to ensure that prior convictions, arrests, or other disqualifying conditions do not interfere with licensure or employment eligibility. **AFPD does not issue refunds** in cases where students are denied licensure for reasons outside the school's control.

UNIFORM AND DRESS CODE POLICY

Security & Executive Protection Programs

- Brown tactical pants (5.11 or True Spec)
- Tan uniform boots
- AFPD shirt (long or short sleeve) or black polo with AFPD logo
- School-issued ID badge

EMT Program

- Navy 5.11 or True Spec pants
- EMT uniform shirt with AFPD logo
- Black polishable uniform boots
- School-issued name badge

Supply Chain & Logistics Programs

- Business casual attire

- No flip-flops, shorts, or open-toe shoes
- Professional office-style dress required

Dress Expectations

1. Uniform must be worn daily in class/clinical
2. Clothing must be clean, wrinkle-free, and presentable
3. Name badge is required at all times
4. Minimal jewelry only
5. Cover visible tattoos and body piercings as needed for externships
6. Daily hygiene is required
7. Hair must be neat and pulled back if long
8. Subtle makeup only
9. No strong perfumes or colognes
10. No long or overly artificial nails
11. No sunglasses in class

COUNSELING AND TUTORING SUPPORT

Students struggling academically may be referred for additional support.

- **Tutoring Fee:** $50/hour (2-hour minimum)
- Group study and online review sessions may be available
  Tutoring is scheduled through the academic office or by instructor referral.

QUALITY CONTROL MONITORING

AFPD monitors its campus environment for:

- Instructional quality
- Health and safety
- Student satisfaction

AFPD is not responsible for lost or stolen items. Students are advised to secure their belongings.

INTERNATIONAL STUDENTS & VISA POLICY

Compliant with CEC §94909(a)(8)

Academy for Professional Development does not accept international students. AFPD does not provide visa sponsorship, F-1 certification, M-1 certification, I-20 issuance, or any other visa-related services or

documentation. AFPD does not recruit internationally and does not enroll students whose enrollment would require a student visa or any form of non-immigrant visa authorization.

All AFPD applicants must hold valid lawful presence in the United States sufficient to pursue vocational education without institutional visa sponsorship. AFPD does not evaluate, verify, or provide legal advice regarding immigration status.

Federal Law Compliance and Non-Discrimination

Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act

AFPD complies with Title II of the Americans with Disabilities Act (28 CFR Part 35) and Section 504 of the Rehabilitation Act (29 U.S.C. § 794). AFPD does not discriminate on the basis of disability in admissions, educational programs, or services.

AFPD does not require applicants to disclose disability status or medical information during the admissions process. Program-specific physical or functional requirements (where applicable) are based solely on essential functions of the occupation the program trains for and are assessed only after conditional admission with full consideration of reasonable accommodations.

Reasonable Accommodations:

Applicants or students with disabilities who may require accommodations to participate in the admissions process or educational program should contact:

Chief Academic Officer
Academy for Professional Development
3600 Sisk Rd Suite 3B, Modesto, CA 95356
Phone: (209) 300-7822
Email: jerame@afpdus.com

All accommodation requests are handled confidentially and separately from admissions decisions. AFPD will provide reasonable accommodations to qualified students with disabilities unless doing so would fundamentally alter the nature of the program or create an undue hardship. Accommodation assessments are conducted on an individualized basis in accordance with ADA requirements.

Family Educational Rights and Privacy Act (FERPA)

AFPD complies with the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99). AFPD protects student privacy and does not require applicants to disclose or submit prior educational records (transcripts, report cards, disciplinary records) as a condition of admission except where specifically required by licensing authorities for the particular program.

When educational records are voluntarily submitted by applicants, AFPD maintains such records in accordance with FERPA requirements and treats them as confidential education records upon

enrollment. Student information is not shared with third parties except as required by law or with student consent.

Title VI of the Civil Rights Act

AFPD complies with Title VI of the Civil Rights Act (42 U.S.C. § 2000d) and does not discriminate on the basis of race, color, or national origin. English language proficiency requirements (where applicable) are based solely on safety-critical communication needs essential to specific programs and bona fide occupational qualifications, not on national origin, immigration status, accent, or discrimination against English language learners.

Equal Opportunity and Access

AFPD is committed to equal opportunity in admissions. Our admissions standards focus on an applicant's ability to complete the particular educational program, not on disability status, prior educational attainment, national origin, or other protected characteristics. Multiple non-discriminatory pathways are provided for demonstrating qualifications to ensure equitable access for all qualified applicants, including:

- Veterans and military service members
- Individuals with disabilities
- English language learners
- Individuals without traditional educational credentials
- Individuals from diverse socioeconomic and cultural backgrounds
- Re-entry students and career changers

Non-Discrimination Notice

Academy for Professional Development does not discriminate on the basis of race, color, national origin, sex, age, disability, sexual orientation, gender identity, religion, veteran status, or any other characteristic protected by federal or state law in its admissions, educational programs, activities, or employment practices.

Privacy and Confidentiality

AFPD maintains the confidentiality of applicant and student information in accordance with federal and state privacy laws, including the Family Educational Rights and Privacy Act (FERPA) and Americans with Disabilities Act (ADA). Information collected during the admissions process is used solely for the purpose

of assessing program qualifications and is not shared with third parties except as required by law or with student consent. Disability information and accommodation requests are handled separately from admissions files and maintained confidentially.

Regulatory Compliance Statement

This admission policy is designed to comply with:

Federal Law:

• Americans with Disabilities Act, Title II (28 CFR Part 35)

• Section 504 of the Rehabilitation Act (29 U.S.C. § 794)

• Family Educational Rights and Privacy Act (20 U.S.C. § 1232g)

• Title VI of the Civil Rights Act (42 U.S.C. § 2000d)

• Title IX of the Education Amendments of 1972

• Age Discrimination Act of 1975

California Law:

• Senate Bill 607 (Stats. 2021, ch. 367), effective January 1, 2022, and its repeal of former CEC §§94811 and 94904

• California Code of Regulations, title 5, section 71770(a)

• Bureau for Private Postsecondary Education guidance (January 14, 2022 and January 26, 2025)

• California Education Code provisions governing private postsecondary education

Under the Supremacy Clause of the United States Constitution (Article VI, Clause 2), federal law takes precedence over conflicting state law. In the event of any conflict between BPPE requirements and federal civil rights laws, AFPD will comply with federal law while seeking clarification from appropriate authorities.

AFPD monitors regulatory developments at both federal and state levels and updates admission policies as additional guidance becomes available through proper rulemaking procedures.

Questions and Complaints

Questions Regarding Admission Standards:

Prospective students with questions about admission requirements should contact:

Academy for Professional Development
Admissions Office
3600 Sisk Rd Suite 3B, Modesto, CA 95356
Phone: (209) 300-7822
Email: info@afpdus.com
Website: www.afpdus.com

Any questions regarding this institution's admission standards that have not been satisfactorily answered by AFPD may be directed to:

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225
Sacramento, CA 95834
P.O. Box 980818
West Sacramento, CA 95798-0818
Website: www.bppe.ca.gov
Phone: (888) 370-7589 or (916) 574-8900
Fax: (916) 263-1897

Discrimination Complaints:

Individuals who believe they have been subjected to discrimination in admissions may file a complaint with:

Internal:

Chief Academic Officer
Academy for Professional Development
Phone: (209) 300-7822
Email: info@afpdus.com

External:

- Office for Civil Rights, U.S. Department of Education
  Website: www.ed.gov/ocr
  Phone: (800) 421-3481
  (Disability discrimination, national origin discrimination)
- U.S. Department of Justice, Civil Rights Division
  Website: www.ada.gov
  Phone: (800) 514-0301 (voice), 1-833-610-1264 (TTY)
  (ADA Title II violations)
- Bureau for Private Postsecondary Education

Website: www.bppe.ca.gov
Phone: (888) 370-7589
(State law violations)

STANDARD OCCUPATIONAL CLASSIFICATION (SOC) CODES

(5 CCR §74112(d)(3))

In compliance with 5 CCR §74112(d)(3), AFPD identifies the job classifications each program prepares graduates for using the United States Department of Labor's Standard Occupational Classification (SOC) codes at the Detailed Occupation (six-digit) level:

- **Emergency Medical Technician (EMT):** SOC 29-2042 (Emergency Medical Technicians)
- **Executive Protection Specialist:** SOC 33-9032 (Security Guards)
- **Physical Security Professional:** SOC 33-9032 (Security Guards)
- **APICS CPIM (Certified in Production and Inventory Management):** SOC 13-1081 (Logisticians)
- **APICS CSCP (Certified Supply Chain Professional):** SOC 13-1081 (Logisticians)
- **APICS CLTD (Certified in Logistics, Transportation and Distribution):** SOC 11-3071.03 (Logistics Managers); SOC 11-9199.04 (Supply Chain Managers); SOC 11-3000 (Operations Specialties Managers)

SOC codes are used to classify occupations for statistical purposes and to identify the career fields each program prepares students for in compliance with federal and state reporting requirements.

EQUAL OPPORTUNITY STATEMENT

AFPD is committed to equal opportunity in all educational and employment activities. No applicant or student will be discriminated against based on:

- Race or color
- National origin or ancestry
- Religion or creed
- Sex, gender identity, or sexual orientation
- Disability or age
- Marital, veteran, or citizenship status

International student enrollment: See INTERNATIONAL STUDENTS & VISA POLICY. AFPD does not accept international students.

BACKGROUND CHECKS AND LICENSURE ELIGIBILITY

Compliant with CEC §94905(a) and CEC §94909(a)(6)

All students are advised that certain programs (e.g., EMT, Executive Protection, Security) may lead to occupations regulated by government licensing agencies. California law prohibits licensure or certification of individuals with certain **criminal convictions**, unless those convictions have been dismissed or legally rehabilitated.

CEC §94905(a) requires that students be informed of any conditions that may prevent licensure. AFPD fulfills this by requiring students to verify their background prior to enrollment.

Student Responsibility:

- Students must determine if any prior criminal conviction may disqualify them from licensure
- Students are encouraged to contact the appropriate licensing body prior to enrollment
- By signing the **Enrollment Agreement**, students affirm they are **not currently disqualified** from licensure under California Penal Code provisions

Background Screening:

AFPD conducts background checks after enrollment. Students who:

- Fail this background check, or
- Later fail a DOJ investigation required by the licensing body
  may be **dismissed from the program** or declared **ineligible for placement or certification**.

AFPD is **not responsible** for licensure denials or program interruption caused by a student's undisclosed history.

DRUG SCREENING POLICY

AFPD supports a **drug-free learning and clinical environment**. Random or suspicion-based drug screening may be implemented in programs where:

- Clinical site partners require drug-free status
- Safety concerns arise based on student behavior

Students may be removed from externship or dismissed if they fail or refuse testing. Full drug screening requirements are disclosed in each program's handbook.

HEALTH RECORD REQUIREMENTS (EMT PROGRAM)

Consistent with clinical agency standards

Before participating in clinical rotations, EMT students must provide:

- A physical exam completed within the past 12 months
- TB clearance:
  - Negative TB test (within 6 months), **and**
  - Secondary TB test no sooner than 10 days later, or a negative chest X-ray (within 1 year)
- Proof of current immunizations
- **Flu vaccination** during flu season

Documentation must be submitted to the program office prior to the start of clinical coursework. Health files are retained as confidential student records per **5 CCR §71920**.

DISABILITY ACCOMMODATION AND NON-DISCRIMINATION POLICY

Consistent with Section 504 of the Rehabilitation Act (29 U.S.C. §794) and the Americans with Disabilities Act (42 U.S.C. §12182)

Academy for Professional Development is committed to ensuring full and equal access to students with documented disabilities. The institution **does not discriminate** based on disability and provides **reasonable accommodations** under applicable law.

Requesting Accommodation:

Students seeking accommodation must:

1. Contact the **ADA Compliance Coordinator**
2. Submit an **Accommodation Request Form**
3. Provide documentation from a licensed healthcare or psychological professional (dated within 3 years)

Accepted documentation includes:

- Diagnosis and assessment results
- Description of how the disability limits a major life activity
- Specific recommended accommodations
- Provider's license, contact info, and credentials

Disabilities That May Qualify:

- Visual/auditory processing disorders
- Dyslexia and language-based disabilities
- Executive functioning impairments
- Neurological, psychological, or mobility challenges

All requests and documents are reviewed confidentially. The ADA Compliance Coordinator works with students and faculty to ensure accommodations are implemented without delay or stigma.

Contact: **ADA Compliance Coordinator**
3600 Sisk Road, Suite 3B, Modesto, CA 95356
(209) 300-7822 | info@afpdus.com

Disability Grievance and Oversight

Any student denied accommodation, or who believes their rights have been violated, may submit a formal grievance to the:

- **Vice President of Student Services**, or
- **ADA Compliance Coordinator**

All complaints are documented and investigated in accordance with AFPD's published grievance procedures.

Regulatory Reference Note:

This section complies with:

- **CEC §94905** – Licensure eligibility disclosures
- **CEC §94909(a)(6)** – Licensure eligibility disclosures where a program leads to a licensed profession
- **5 CCR §71920** – Record confidentiality and retention
- **Section 504 (29 U.S.C. §794)** and **ADA (42 U.S.C. §12182)** – Federal disability rights protections

Disability	Qualified Professional
Physical disability	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, another appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Consistent with Section 504 of the Rehabilitation Act (29 U.S.C. §794) and the Americans with Disabilities Act (42 U.S.C. §12182)

Interactive Accommodation Process

Once a student has submitted a completed **Accommodation Request Form** and **qualified documentation**, the **ADA Compliance Coordinator** will initiate an **interactive process** with the student to:

- Review the nature and scope of the disability
- Determine the reasonableness of requested accommodations
- Identify effective academic adjustments or modifications

If an accommodation is **denied**, the student may:

- Submit a **grievance** through AFPD's internal grievance process (below), and/or
- File a complaint with the **U.S. Department of Education's Office for Civil Rights (OCR)** or other relevant state agency

The College will provide **auxiliary services or alternate formats**, if necessary, to ensure disabled individuals can participate in the grievance process.

Grievance Procedure for Disability-Based Complaints

Academy for Professional Development has adopted an internal grievance policy for resolving complaints alleging discrimination or denial of accommodation under the ADA or Section 504.

This process is designed to ensure a **prompt, fair, and equitable resolution**, and applies to any person who believes they have experienced discrimination or retaliation based on disability.

Filing a Grievance

- Submit the grievance **within 30 days** of becoming aware of the alleged action
- Complaints must be in **writing**, stating:
    - The name and contact information of the complainant
    - A description of the alleged discriminatory act(s)
    - The desired outcome or remedy

Submit To:

ADA Compliance Coordinator
3600 Sisk Road Suite 3B, Modesto, CA 95356
Phone: (209) 300-7822
Email: info@afpdus.com

Investigation & Resolution

- The **ADA Compliance Coordinator** (or trained designee) will:
  - Conduct a thorough and impartial investigation
  - Allow all parties to submit evidence and present witnesses
  - Maintain complete and confidential grievance records
- A **written determination** will be issued within **30 calendar days**, if possible.
  - If delays occur, the student will be notified and kept updated
  - Students may request status updates at reasonable intervals

Appeals and External Reporting

If unsatisfied with the outcome, students may appeal the decision in writing to:

ADA Grievance Appeals
Phone: (209) 300-7822
Email: info@afpdus.com

Additionally, students may file complaints with:

U.S. Department of Education – Office for Civil Rights (OCR)
Website: https://www2.ed.gov/about/offices/list/ocr
Phone: 1-800-421-3481

AFPD is committed to:

- Preventing recurrence of discrimination
- Correcting discriminatory effects
- Maintaining a learning environment free of bias and retaliation

EXECUTIVE PROTECTION & SECURITY FIREARMS POLICY

Compliant with CEC §94909(a)(15) and California DOJ/BSIS Eligibility Requirements

Some Executive Protection and Security programs at AFPD include live firearm training. Students must be eligible under California and federal law to possess or use firearms.

Firearm Eligibility Required:

Students **must** have at least one of the following **before participating in firearms-related training**:

- A valid **BSIS Exposed Firearm Permit**
- A valid **CCW permit** issued by a local law enforcement agency
- An existing **DOJ/FBI clearance** (no more than 1 year old at time of enrollment)

Firearms eligibility is verified through BSIS-issued permits and DOJ clearances. Where additional background screening is required for participation in firearms training, AFPD may contract with third-party screening providers. Students who are ineligible to possess a firearm under state or federal law:

- May **still participate** in non-firearm portions of security programs
- **Cannot attend** any class session involving the possession, handling, or live use of a firearm

Students are responsible for **purchasing their own firearms** for approved training.
No rentals or weapon sharing are allowed.
Violation of this policy will result in immediate removal from the program.

CERTIFICATION DENIAL DISCLOSURE

Compliant with CEC §94905(a)

Certain crimes or legal restrictions may disqualify students from certification in EMS or security fields. These include:

- Sex-related offenses
- Drug crimes
- Violent crimes
- Felonies involving dishonesty or moral turpitude

It is the **student's responsibility** to confirm eligibility with the relevant licensing board or oversight agency **before enrollment**.

Each certifying agency reviews applicants individually. Students should contact:

- **Stanislaus County EMS Agency:** (209) 552-3600 | SCEMSA@stanoes.com
- **BSIS (Security):** (916) 322-4000 | https://www.bsis.ca.gov

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PROGRAM-SPECIFIC EXTERNAL REQUIREMENTS (NOT ADMISSION REQUIREMENTS)

Emergency Medical Technician (EMT)

The following are external requirements for clinical participation, certification, or employment — not AFPD admission requirements, and not collected at admission. California EMT certification and the National Registry of Emergency Medical Technicians (NREMT) require the student to be at least 18 years of age at the time of program completion/certification; a student who will be 18 by graduation (for example, a high-school student in their final year) may enroll. Clinical placement and certification, through the local EMS agency and the California EMS Authority, may require current immunizations (e.g., TB two-step, Tetanus, MMR, Varicella, Hepatitis B), a physical examination, drug screening, and a

criminal background check, and the role requires the physical ability to lift, stand, crawl, and perform field mobility. Certain criminal convictions may bar EMT certification (see Background Checks and Licensure Eligibility).

Classes will only start once **minimum enrollment is met**. VA students are not certified until an official start date is confirmed.

Executive Protection Specialist

Skills training is conducted using airsoft replica devices. To qualify with a live firearm and to work in an armed capacity, the student must obtain a firearms permit from the California Bureau of Security and Investigative Services (BSIS); BSIS requires a minimum age of 21, a criminal background check, and firearm eligibility under California and federal law, and BSIS conducts that verification. These are BSIS requirements — not AFPD admission requirements — and AFPD does not collect them at admission.

Physical Security Specialist

Skills training is conducted using airsoft replica devices. To qualify with a live firearm and to work in an armed capacity, the student must obtain a firearms permit from the California Bureau of Security and Investigative Services (BSIS); BSIS requires a minimum age of 21, a criminal background check, and firearm eligibility under California and federal law, and BSIS conducts that verification. These are BSIS requirements — not AFPD admission requirements — and AFPD does not collect them at admission.

- Subject to the same minimum class start and VA certification terms

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APICS – Supply Chain / Logistics Certifications

APICS/ASCM certification requires the student to be at least 18 years of age at the time of program completion/graduation. The CLTD, CPIM, and CSCP certification examinations are administered by APICS/ASCM and have their own eligibility and registration requirements, which are the student's responsibility. AFPD recommends, but does not require, relevant supply-chain experience. These are not AFPD admission requirements and are not collected at admission.

- Subject to minimum enrollment and VA start-date policies

SCREENING & SELECTION CRITERIA FOR HIGH-DEMAND PROGRAMS

When a program receives **more applicants than slots**, the **Admissions Committee** (Program Director, CAO, and others) may apply selective criteria, including:

1. Verification of qualifications
2. Candidate scoring based on:
    - Work experience
    - Letters of recommendation
    - Prior education
    - Application date

- Alternate waitlist status

Top-ranking students and alternates will be selected. Students returning from leave may reenter only if space is available and written reentry is approved.

Sponsored Students

5 CCR §76120 (STRF Fee Waiver for Sponsored Students).

AFPD welcomes students whose tuition is paid by a public agency, workforce development program, Veterans Administration benefit, tribal program, private employer, or other third-party sponsor. Sponsored students and non-sponsored students receive the same instruction, the same student services, and the same academic standards. AFPD does not differentiate between students based on the source of their tuition payment.

Student Tuition Recovery Fund Assessment. Under 5 CCR §76120, students whose tuition is paid by a qualifying third-party sponsor may be exempt from the Student Tuition Recovery Fund (STRF) assessment. Non-sponsored students pay the STRF assessment at the rate published by the Bureau for Private Postsecondary Education. The current STRF assessment rate, and the full STRF disclosure required by 5 CCR §76215, appear in the Student Tuition Recovery Fund (STRF) Disclosure section of this catalog.

Co-Enrollment With Sponsoring Agencies. Certain sponsoring agencies, including Workforce Development programs and Regional Occupational Programs (ROP) or Adult Education partners, may require students to co-enroll in the sponsoring agency as a condition of funding. AFPD is not a party to the co-enrollment relationship between the student and the sponsoring agency. AFPD enrollment and AFPD policies apply equally to all AFPD students regardless of co-enrollment status.

Sponsor Verification. Students whose tuition is to be paid by a third-party sponsor must provide AFPD with written documentation of the sponsorship before or at the time of enrollment. Examples include a VA certificate of eligibility for chapter 31 or chapter 33 benefits, a workforce agency authorization letter, an employer tuition-assistance letter, or a tribal education authorization. AFPD will coordinate billing and reporting with the sponsoring agency as required by the sponsor.

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

(CEC §94909(a)(14); 5 CCR §76215(a) and §76215(b))

REQUIRED DISCLOSURE - STUDENT TUITION RECOVERY FUND (CEC §94909(A)(14); 5 CCR §76215(A))

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.

Current STRF Assessment Rate: The STRF assessment rate is currently $0.00 per $1,000 of institutional charges. The Bureau for Private Postsecondary Education has suspended collection of the STRF assessment. This rate is subject to change; students should verify the current rate with the Bureau at the time of enrollment. When collection resumes, the rate is typically calculated per $1,000 of institutional charges, rounded to the nearest thousand dollars.

Important: The STRF is not a refund program. STRF payments are made only for economic losses that result from specific circumstances outlined below, not for general dissatisfaction with instruction or services.

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 North Market Blvd., Suite 225, Sacramento, California, 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:

- 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.
- 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.
- 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.
- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- 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.
- 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.
- 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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

TRANSFERABILITY OF CREDITS AND CREDENTIALS

The transferability of credits you earn at Academy for Professional Development 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 credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Academy for Professional Development to determine if your credits or certificate will transfer.

The **transferability of credits and certificates** earned at Academy for Professional Development is at the sole discretion of the receiving institution. AFPD does **not guarantee** that any credits or credentials will be accepted by another college, university, or training provider.

This applies to all programs, including:

- Emergency Medical Technician (EMT)
- Executive Protection Specialist
- Physical Security Specialist
- APICS CPIM, CSCP, CLTD
- Principles in Supply Chain Logistics & Distribution Management

AFPD does **not currently accept transfer credit from other institutions**, nor does it maintain any **articulation agreements**, as required for disclosure by **CEC §94909(a)(16)**.

CREDIT FOR PRIOR EXPERIENTIAL TRAINING

Consistent with 5 CCR §71770(c)

Academy for Professional Development may award credit for **prior experiential learning** completed within **five (5) years** prior to enrollment. This applies only where the learning:

- Is **equivalent to college-level coursework**
- Demonstrates a balance of **theory and practical application**
- Directly relates to the program outcomes and content

Documentation and Evaluation Process:

1. Students must submit a **Credit for Previous Education & Experience** form at least 30 days prior to the program start.
2. Official transcripts or verified training records must be submitted from prior institutions or employers.
3. Evaluations are conducted by **qualified faculty** with subject matter expertise, who determine:
    - Credit equivalency to specific program courses
    - Documentation quality and learning outcomes
    - If credit meets institutional academic standards
4. A **written evaluation report** is added to the student record, including:
    - Basis for equivalency decision
    - Documentation reviewed
    - Final amount of credit awarded

The review process is overseen by a designated academic administrator, as required by **5 CCR §71770(d)(5)**.
No fee is charged by AFPD for credit review, but students are responsible for costs related to obtaining documentation.

Examples of Acceptable Prior Training:

- Accredited LVN, RN, or psychiatric technician coursework
- Certified Nursing Assistant (CNA) or EMT training
- Accredited security and law enforcement training
- Demonstrated field-based experience with documentation and assessment

Competency-based credit is awarded only after **written and/or clinical performance testing** confirms student mastery.

Appeal of Denied Credit:

A written determination is issued in a timely manner following the conclusion of the investigation.

VETERANS – TRANSFER OF MILITARY EDUCATION

Compliant with 5 CCR §71730(b)

Veterans applying to AFPD must submit:

- Official **Military Educational Transcripts**
- Transcripts from **all previously attended colleges, universities, or private postsecondary programs**

Credit for prior military training is evaluated under the same academic standards described above.

CONSENT TO USE OF LIKENESS – EDUCATION & MARKETING

Compliant with FERPA (20 U.S.C. §1232g) and 5 CCR §71920(a)(5)

AFPD occasionally photographs or records students for **educational and promotional purposes**, including:

- Classroom instruction
- Skills demonstrations
- Breaktime and general school life
- Externship and affiliate site activities

These materials may appear in:

- Print advertisements, flyers, and promotional brochures
- Television ads and video reels
- Digital and social media platforms (e.g., Facebook, YouTube, Instagram, Twitter)
- Website content and recruitment campaigns
- Merchandise and branded apparel

By signing AFPD's **Media Consent Form**, students:

- Grant the school permission to use their image and voice
- Understand this may occur **with or without additional notification**
- Consent to the school's editorial standards for educational and tasteful marketing

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Regulatory Reference Summary

This section aligns with:

- **CEC §94905, §94909(a)(15–16)** – Sponsored student and transfer disclosures
- 5 CCR §71770(c) – Credit for prior experiential learning
- **5 CCR §71730(b)** – Veteran transcript processing
- **5 CCR §71920(a)(5)** – Student consent and record use
- **FERPA – 20 U.S.C. §1232g** – Student privacy and image/media protections

ACADEMIC INFORMATION

Language Proficiency

5 CCR §71770(a)(5–6); CEC §94909(a)(6)

Instruction at AFPD is provided entirely in English, and students must be able to understand and communicate in English well enough to participate safely and effectively in their program. AFPD does not administer an English-language entrance examination or any other entrance examination. A

student's ability to understand instruction in English is considered as part of the admissions interview, based solely on the communication needs essential to the program, and not on national origin, immigration status, accent, or status as an English language learner.

Language of Instruction
CEC §94909(a)(5); 5 CCR §71770(a)(5)
Instruction will be given in no language other than English.

English-As-A-Second Language Instruction
5 CCR §71770(a)(5)
This institution does not provide ESL instruction.

Non-discrimination Policy
CEC §94897(g); 5 CCR §71710
This institution is committed to providing equal opportunities to all Students to programs and to all Students 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 based on 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.

Sexual Harassment
Title IX; CEC §94897(g)
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.

Warning: Perjury/Fraud
CEC §94897(i); California Penal Code §118
Falsifying information about citizenship, California residency, financial aid and/or military status could result in the following: • Criminal charges for perjury and/or fraud and if convicted, imprisonment.
• Student disciplinary action, and/or accumulated monetary charges for restitutions.

Attendance Policy – All Programs
5 CCR §71770(a); CEC §94909(a)(8)(A)
Attendance is expected for the full duration of theory and clinical courses. The following chart is the max hours that can be missed. Excessive tardiness and absences may cause a student to fail to complete course objectives and does not allow for proper evaluation of the student's clinical abilities.

ENROLLMENT AGREEMENT POLICY

(Compliant with CEC §94902, §94911, and §94928)

Enrollment at AFPD is effectuated solely through the execution of a valid Enrollment Agreement, signed by the student and an authorized institutional representative, in accordance with California Education Code §94902(a).

Prior to signing the Enrollment Agreement, each student receives the current school catalog and applicable School Performance Fact Sheet, as required by CEC §94902(b)(1). The student and institution sign and initial all required SPFS disclosures prior to execution of the agreement, per CEC §94902(b)(3) and §94912.

Timing of Enrollment Agreement Execution

California Education Code §94840 defines enrollment as the act of executing an enrollment agreement. California Education Code §94902(a) requires that enrollment occur *by means of* a signed Enrollment Agreement but does not mandate that the agreement be executed prior to the commencement of instruction. This is consistent with CEC §94928, which defines the *cohort start date* as "the first class day after the cancellation period" — statutory language that inherently contemplates student attendance during the period in which enrollment documents are being finalized.

Further, CEC §94911 provides that a student's cancellation right extends through "attendance at the first class session or the 7th day after enrollment, whichever is later," confirming that the legislature expressly anticipated scenarios in which class attendance may precede or coincide with the completion of the enrollment process.

Consistent with BPPE's own stated policy concern against requiring institutions to collect student data before a class officially begins, AFPD does not require students to complete enrollment paperwork prior to a confirmed class start date.

AFPD's Enrollment Process

- Students are not pressured or required to finalize their Enrollment Agreement until an official class start date has been confirmed, in compliance with CEC §94906.
- No institutional charges are assessed or collected from any student prior to the execution of a fully completed Enrollment Agreement.
- No student will be certified in the VA Enrollment Manager (the successor system to VA-ONCE) or reported to any external agency until a valid Enrollment Agreement has been signed and a class start date is confirmed.
- All enrolled students have an executed Enrollment Agreement on file, consistent with CEC §94902(a) (which requires enrollment to occur by means of a signed Enrollment Agreement), and consistent with the statutory framework of CEC §§94840, 94902(a), and 94928 (which do not impose a specific timing requirement for execution relative to the commencement of instruction). Consistent with 38 U.S.C. §3679(e), covered individuals using VA education benefits are permitted to attend class from the date they present a certificate of eligibility without execution of the Enrollment Agreement being a precondition to attendance.

Cost-Free Attendance for Veterans and Auditing Students

Academy for Professional Development allows cost-free attendance for veterans under GI Bill status and for students auditing classes for a limited time, with no tuition or fees collected for these individuals. All

other students operate on a pay-as-you-go basis with no loans or financial products offered by AFPD. For students attending at no cost (e.g., veterans under GI Bill status or auditors), refund policies apply only if any incidental fees are collected. For veterans under GI Bill benefits, any refunds due upon withdrawal or cancellation will be returned to the U.S. Department of Veterans Affairs per VA regulations (38 CFR §21.4255).

ADMISSIONS INFORMATION

Admissions Policy and Standards

The institution maintains an open, fair, and non-discriminatory admissions process consistent with California Code of Regulations, title 5, section 71770(a), Senate Bill 607 (Stats. 2021, ch. 367), and applicable state and federal civil rights laws.

Admissions standards are established for each educational program and are related to the educational objectives and inherent requirements of the program. The institution does not impose categorical exclusions, speculative screening criteria, or admissions requirements not expressly mandated by statute or regulation.

The institution does **not** require a high school diploma, GED, or ability-to-benefit examination as a condition of admission, unless such a requirement is imposed by an external licensing or certifying authority independent of the Bureau for Private Postsecondary Education.

Qualified Candidate for Admission

Consistent with California Code of Regulations, title 5, section 71770(a), AFPD has established specific written admission standards for each educational program, related to that program, and determines for each applicant whether the applicant is a qualified candidate who does not appear to be obviously unqualified and who has a reasonable prospect of completing the program. A high school diploma, GED, or ability-to-benefit examination is not required as a condition of admission. The qualified-candidate determination is made by the Chief Academic Officer, together with the institution's owner, through an admissions interview that evaluates each applicant against the program's written standards set out below and under Program-Specific Qualifications and Requirements.

Emergency Medical Technician (EMT-B): AFPD determines whether each applicant is a qualified candidate through a verbal admissions interview conducted by authorized staff, which assesses the applicant’s readiness, ability to understand instruction in English, and understanding of the program’s physical and clinical demands and time commitment. Applicants approved through that interview are admitted. AFPD does not administer an entrance examination and does not require the submission of documents as a condition of admission. Academic standards, including the 75% overall passing requirement, apply to program completion (see Academic Standards). Clinical placement and California EMT certification are governed by external authorities and may require immunizations, a physical examination, and a background check, as described under Program-Specific External Requirements; meeting those is the student’s responsibility.

Executive Protection Specialist (EPS) and Physical Security Specialist (PSP): AFPD determines whether each applicant is a qualified candidate through a verbal admissions interview conducted by authorized staff, which assesses readiness, ability to understand instruction in English, and understanding of the program's demands. Applicants approved through that interview are admitted. AFPD does not administer an entrance examination and does not require the submission of documents as a condition of admission. Hands-on skills training is conducted using airsoft replica devices. The live-firearm qualification, firearm-eligibility determination, and firearms permit are governed by the California Bureau of Security and Investigative Services (BSIS), which sets and verifies firearm eligibility (including the minimum age of 21 and the criminal background check); meeting those is the student's responsibility through BSIS, as described under Program-Specific External Requirements.

APICS Supply Chain Certifications (CLTD, CPIM, CSCP): AFPD determines whether each applicant is a qualified candidate through a verbal admissions interview conducted by authorized staff, which assesses readiness and any relevant experience in or adjacent to the supply-chain, logistics, planning, or operations field. Applicants approved through that interview are admitted. AFPD does not administer an entrance examination and does not require the submission of documents as a condition of admission. The CLTD, CPIM, and CSCP certification examinations are administered by APICS/ASCM under their own eligibility rules, as described under Program-Specific External Requirements.

Where a student is under 18 at the time of enrollment, AFPD requires the signature and consent of a parent or guardian on the enrollment agreement; the student must meet the applicable certification or permit age requirement at the time of program completion.

These standards are applied uniformly and are based on the essential requirements of each program. AFPD provides reasonable accommodations, including in the admissions process, to qualified applicants with disabilities consistent with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and California's Unruh Civil Rights Act. AFPD does not inquire about disability during admissions and does not deny admission on the basis of disability, perceived disability, or assumptions regarding a student's capacity to succeed. After admission, determinations regarding academic progress, continuation, and completion are based on the student's actual performance, consistent with due process, equal access, and the institution's student-protection principles.

Admissions Evaluation Process

Admissions evaluation may include informational discussions regarding program structure, attendance expectations, instructional methods, physical or cognitive demands inherent to the program, and student responsibilities. No single document, credential, prior educational attainment, or subjective factor is dispositive of eligibility for admission unless expressly required by law.

Admissions evaluations are conducted in a manner consistent with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and applicable non-discrimination laws. The institution does not deny admission on the basis of disability, perceived disability, or assumptions regarding a student's capacity to succeed.

Compliance and Policy Updates

The institution monitors changes to admissions-related requirements adopted through formal statutory or regulatory action and will update this policy as required by law.

Total Hours	Required Program Hours
EMT = Didactic 115 Hrs./Skills Lab 85 Hrs. (Clinical Externship: 24 Hrs. required, not counted in the 200-hour program total)/	200 Hours
APICS Certified in Production and Inventory Management (CPIM) = Didactic 82 Hrs./Clinical 0 Hrs./Skills Lab 0 Hrs./	82 Hours
APICS Certified Supply Chain Professional (CSCP) = Didactic 42 Hrs./Clinical 0 Hrs./Skills Lab 0 Hrs./	42 Hours
APICS Certified in Logistics, Transportation & Distribution (CLTD) = Didactic 42 Hrs./Clinical 0 Hrs./Skills Lab 0 Hrs./	42 Hours
Executive Protection Specialist = Didactic 54 Hrs./Clinical 0 Hrs./Skills Lab 26 Hrs./	80 Hours
Physical Security Specialist = Didactic 140 Hrs./Clinical 0 Hrs./Skills Lab 76 Hrs./	216 Hours

Total Program Hours Missed Allowable	***Program Hours Missed***
EMT = Didactic 115 Hrs./Skills Lab 85 Hrs. (Clinical Externship: 24 Hrs. required, not counted in the 200-hour program total)/	16 Hours
APICS Certified in Production and Inventory Management (CPIM) = Didactic 82 Hrs./Clinical 0 Hrs./Skills Lab 0 Hrs./	10 Hours
APICS Certified Supply Chain Professional (CSCP) = Didactic 42 Hrs./Clinical 0 Hrs./Skills Lab 0 Hrs./	10 Hours
APICS Certified in Logistics, Transportation & Distribution (CLTD) = Didactic 42 Hrs./Clinical 0 Hrs./Skills Lab 0 Hrs./	0 Hours
Executive Protection Specialist = Didactic 54 Hrs./Clinical 0 Hrs./Skills Lab 26 Hrs./	0 Hours
Physical Security Specialist = Didactic 140 Hrs./Clinical 0 Hrs./Skills Lab 76 Hrs./	16 Hours

Programs	Class Enrollment Limits

EMT = Didactic 115 Hrs./Skills Lab 85 Hrs. (Clinical Externship: 24 Hrs. required, not counted in the 200-hour program total)/	30
APICS Certified in Production and Inventory Management (CPIM) = Didactic 82 Hrs./Clinical 0 Hrs./Skills Lab 0 Hrs./	30
APICS Certified Supply Chain Professional (CSCP) = Didactic 42 Hrs./Clinical 0 Hrs./Skills Lab 0 Hrs./	30
APICS Certified in Logistics, Transportation & Distribution (CLTD) = Didactic 42 Hrs./Clinical 0 Hrs./Skills Lab 0 Hrs./	30
Executive Protection Specialist = Didactic 54 Hrs./Clinical 0 Hrs./Skills Lab 26 Hrs./	30
Physical Security Specialist = Didactic 140 Hrs./Clinical 0 Hrs./Skills Lab 76 Hrs./	30

ACADEMIC INFORMATION

Student-to-Instructor Ratios
(5 CCR §71720, 5 CCR §71730)
It should be noted that student-to-instructor ratios may vary for programs that include a skills lab. Some skills labs may have up to 25 students during any given lab. However, due to limited numbers of required equipment, only 15 students may be working on any given skill at the same time. Students will rotate through skills stations. Student-to-instructor ratios may vary depending on the number of students for a given lab day. A general rule of thumb is one instructor for every 10 students.

Required Hours for Program Completion
(5 CCR §71770(a)) All students must obtain the required number of hours for the program. If the student does not obtain the required hours, the student will not be able to take the certification test.

Program Start Dates
(CEC §94909(a)(8)(B)) Classes for a particular program will not begin until the class reaches a minimum number of students. AFPD strives to run one class per month for each program. However, if minimum enrollment is not met for a specific class, students have the option to roll into another class offering. Additionally, students — regardless of Veteran status — will not be required to enroll into a program until there is an official start date. Veterans using Post 9/11 GI Bill® benefits will not be enrolled into VA Manager until the first official start day of the class.

Make-up and Absenteeism Policy
(5 CCR §71770(b))

1. All make-up is hour-for-hour with an instructor present.
2. Make-up time must be clearly defined and must match missed hours for theory or clinical.
3. Students are not allowed to exchange clinical hours with other students.
4. If a student needs to make up more than 16 hours, they will be required to attend the next available program.

Tardy vs. Absence Definitions
(Institutional Policy under 5 CCR §71770(a))

1. **Tardy**: Arriving late by 15 minutes or more after class has started.
2. **Two Tardies**: Considered one absence,8 hours of make-up required.
3. **Absence**: Arriving late over 45 minutes counts as a full-day absence.
4. **Two Absences**: Equal 16 hours of required make-up time.

Theory Attendance Policy
(5 CCR §71770(b))

1. Students are required to complete all theory hours, including making up all missed hours.
2. Didactic make-up requires an appointment with the instructor. The instructor must be present at all times.

Clinical Attendance Policy
(5 CCR §71770(b))

1. Clinical make-up time must be scheduled with the instructor, with oversight by the Director and Administrator.
2. Clinical make-up requires a payment and/or submission of a doctor's note to waive up to 8 hours maximum.
3. Clinical make-up is offered only during the last week of the program — no other weeks allowed.

Academic Probation and Dismissal Policies
(5 CCR §71770(a)(5)) The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress. The student's GPA will be monitored at the end of each enrollment period when grades are posted.

If a student's GPA falls below the minimum requirement:

- A formal advisory notice will be sent to the student by mail or digital means.
- The student may appeal by submitting a written request for an academic review to:

Academy for Professional Development
3600 Sisk Road Suite 3B Modesto, CA 95356

Students may be given an additional three-week period to bring their GPA up to standard. Failure to meet satisfactory progress may result in dismissal from the program.

Tutoring and Additional Time
(5 CCR §71770(a)(5)) The Chief Academic Officer may assist in locating a suitable tutor if requested. Any associated tutoring fees are the student's responsibility. If additional time is requested, the institution may charge fees not exceeding half the cost of the program.

Make-up and Absenteeism Procedure
(5 CCR §71770(b)) If absenteeism prevents a student from meeting program objectives, the student may be required to repeat the theory class, clinical experience, or both.

Options to complete missed objectives:

- **Written Assignments and Make-up Tests:**
  ✓ No make-up tests without Program Director or Assistant Director approval.
  ✓ No make-up test for an unexcused absence — a grade of 0 will be issued.
  ✓ Late make-up assignments may have automatic point reductions.
- **Theory Make-up:**
  ✓ Must match scheduled topics missed and meet hour-for-hour replacement.
- **Clinical Make-up:**
  ✓ Must match missed clinical objectives and meet hour-for-hour replacement in skills lab or clinical areas.

Leave of Absence

(5 CCR §71770(c))

See “Drop Out Policy / Leave of Absence (LOA)” section under Financial Information for complete leave of absence procedures, requirements, and timelines. Leave requests must be submitted in writing to:

Academy for Professional Development
3600 Sisk Road, Suite 3B
Modesto, CA 95356
209-300-7822
info@afpdus.com

Student Grievance Procedures – Student Rights

(5 CCR §71810(b)(14))

Academy for Professional Development will make every attempt to resolve any student grievance that is not frivolous or without merit. Grievance procedures are included in new student orientation so that all students know the steps to follow should they desire to register a grievance at any time. Evidence of

final resolution of all grievances will be retained in school files to monitor the frequency, nature, and patterns of grievances for the institution.

The following procedure outlines the specific steps of the grievance process:

AFPD offers several internal channels through which students may raise concerns or grievances. Use of any internal channel is optional. Consistent with CEC §94907, students may pursue any contractual or other legal remedy at any time without first using any internal AFPD channel. The available internal channels include the following, and students may use any channel in any order:

31. The student's instructor. Instructors maintain an open-door policy and provide email and phone contact information.
32. The AFPD Admissions Office. The Admissions Office will route written grievances to the appropriate institutional representative.
33. The Chief Operating Officer, at the institutional address shown elsewhere in this catalog.

Written Complaints:
If the grievance remains unresolved, a student may submit a written complaint to the main campus:

Academy for Professional Development
3600 Sisk Road Suite 3B Modesto, CA 95356
209-300-7822
info@afpdus.com

Additionally, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education:
Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225
Sacramento, CA 95834
Phone: (888) 370-7589, (916)-574-8900, Fax: (916) 263-1897
www.bppe.ca.gov

Student Appeals

(Institutional Policy)

If a student believes they are deserving of an exception to the institution's regulations and policies, they may submit a written request to the Chief Executive Officer. The written communication should clearly state the circumstances and why they merit special consideration regarding dismissal, probation, administrative drops, extensions, or other concerns.

Placement Services

(CEC §94909(a)(13))

This institution does not provide placement assistance. See “Placement Services” section under Student Services for additional details.

Student Orientation

(5 CCR §71810(b)(10))

See “Student Orientation” section under Student Services for complete orientation policies and procedures.

Student Advising

(General Institutional Practice)

The Student Services Staff is available during scheduled class sessions and by appointment to assist students with academic questions.

Evaluation of Student Progress

(5 CCR §71770) (b)

Evaluation of student progress will be ongoing and based upon meeting both theory and clinical objectives. Progress is evaluated as follows:

- **Theory:** Students must maintain a grade of “C” (75%) or better.
- **Clinical:** Students must achieve a grade of "Satisfactory."

Didactic:
Points are awarded for each component (tests, papers, projects). A minimum of 75% of total points is required to pass. Instructors review and discuss results with students regularly.

When a student’s progress falls below 75%, the student may be placed on a Learning Contract, specifying expected behaviors, improvements, and a due date. Conferences with instructors and the Program Director will occur as needed.

Evaluation Timeline:

Student progress is evaluated at intervals appropriate to each program.

Grades will follow this scale:

Score	Grade	GPA
95-100%	A	4.0
90%-94%	B+	3.5
85%-89%	B	3.0
80%-84%	C+	2.5
75%-79%	C	2.0

Incomplete Grades

(5 CCR §71770)(b)(2)

A grade of Incomplete may be assigned, at the discretion of the Chief Academic Officer, when a student has not completed all required coursework within the scheduled program hours due to extraordinary circumstances. The institution establishes a completion timeline at the time an Incomplete is assigned. Failure to complete required coursework within the established timeline will result in a final grade based on work completed.

Clinical Assignments and Evaluations

(5 CCR §71770)(b)(1–2)]

The clinical instructor is responsible for all student clinical assignments and evaluations. It is recognized that an exact match between theory and clinical is not always possible. Student assignments will include documented preparation to care for assigned patients along with documentation of assessment, care planning, and medication administration. Other assignments may be given as appropriate. Problems will be handled initially by the instructor and include the Program Director when indicated.

- Clinical Agreements must be signed by the student prior to attending clinical sessions.
- All policies and procedures of the clinical site must be followed by the student.

Evaluations for both theory and clinical are discussed with each student as an ongoing part of the class. Written assessments are provided at intervals appropriate to each program. Final evaluations are discussed near the conclusion of the program and filed in the student's record.

Remediation Policy

(5 CCR §71770(c))

Any student who has not maintained at least a 75% grade average in theory and/or a "Satisfactory" rating in clinical performance will be referred for a remediation conference with the Program Director and instructor.

1. Discuss the identified learning/performance problems.
2. Draw up a written contract specifying agreed actions for improvement.
3. Set a date to meet the contract goals.
4. Schedule a second review meeting.

If goals are not met, the student may be dismissed. Students are encouraged to use available services such as tutoring, library resources, and study/test-taking consultations.

The student must demonstrate proficiency in both theory and clinical areas to progress.

Classroom and Clinical Behavior Policy

(5 CCR §71770)(c)

Class sessions include appropriate rest and meal breaks.

Additional rules:

- No smoking inside the building (only in designated outside areas).
- Maintain clean working areas.
- Alcohol or drug use is prohibited.
- No sleeping, unauthorized leaving, cheating, or disruptive behavior.
- Professional and respectful behavior is mandatory.

Student Conduct – Zero Tolerance Policy

The Code of Student Conduct governs behavior to ensure due process and fairness. Students may be dismissed for:

- Collaborating against the school
- Intoxication or drug use on campus
- Possession of weapons
- Creating safety hazards
- Theft or property damage
- Academic dishonesty
- Violent or disrespectful behavior
- Breach of confidentiality

Violations are subject to immediate dismissal, determined by the Chief Executive Officer within 10 days after meeting with the student.

Confidentiality Policy

(5 CCR §71770)(c)

All patient and clinical information learned during training must remain confidential. Violations will result in immediate dismissal. Students must sign the "Student Agreement: Patient's Rights, Confidentiality, and Safety" form upon program entry.

Emergency Contact Form Requirement

Students are responsible for completing and updating an Emergency Contact Form for classroom and clinical site use.

Drop Out Policy / Leave of Absence (LOA)

(5 CCR §71770)(a)(10)

Students may request one (1) Leave of Absence (LOA) per program. The request must be in writing and delivered by hand or postmarked on the first day of absence.

Requirements:

- Proposed departure date
- Statement of intent to return
- Intended date of return
- Updated contact information if different from school records

If the student does not return within 3 months, the LOA will be treated as a cancellation. Upon such cancellation, AFPD will calculate a pro-rata refund of unearned institutional charges for any student who has completed 60 percent or less of the period of attendance, in accordance with CEC §94920(d) and 5 CCR §71750. Any refund due will be issued within 45 calendar days of the date the LOA is treated as a cancellation, consistent with CEC §94920(e) and 5 CCR §71750(c). No refund is due after a student has completed more than 60 percent of the period of attendance.

Re-entry is:

- Space-available only
- Contingent upon passing a background check and meeting all entry requirements
- Must be requested within 2 weeks after the last date of attendance

At the discretion of the Chief Academic Officer, leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly requests leaves of absence, or if such requests show a pattern of delays or significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in their sole discretion, dismiss the student from the program and issue the appropriate refunds as required.

First Day Attendance Mandatory
Students that do not attend the first day of the program will automatically be dropped from program. Arrive on time, late arrivals will chance losing spot in program.

Program Warning, Probation & Suspension

[5 CCR §71770(c)]

Academy for Professional Development may issue an academic, attendance, or behavioral warning, probation, or suspension to students as part of a remediation process or conditions for continued enrollment.

1. Students who do not meet academic, attendance, or behavioral standards:
    - **First Infraction:** Student may receive a written or verbal warning.
    - **Second Infraction:** Student may be placed on written or verbal probation with conditions for continued enrollment.
    - **Third Infraction:** Student will be involuntarily dismissed from the program.
2. To be removed from probation and return to regular status, the student must demonstrate that the cause for probation has been corrected and that all conditions of probation have been met.

Report Abuse, Incidents and Unusual Occurrences

[CEC §94909(a)(8)(A); 5 CCR §71770(c)]

Students and instructors must report any incidents or unusual occurrences observed at clinical sites. Students are designated Mandated Reporters by the California Department of Justice and the Attorney General's Office.

- Reports must first be made to the Clinical Instructor, who will report to the Supervisor or Person in Charge.
- All incidents will be followed up immediately per facility policy and applicable state and federal regulations.
- Mandatory reporting training is provided to all students and staff.

Classroom (Didactic) Expectations

[5 CCR §71770(c)]

Academy for Professional Development provides a safe and focused learning environment. All students must follow these classroom rules:

1. Focus on education goals—no drama allowed.
2. Turn off all electronic devices (cell phones, headsets, iPods, etc.).
3. If you leave campus, you cannot return that day; loitering is prohibited.

4. No food or drinks allowed in classrooms.
5. Communicate with instructors about progress.
6. Show respect to instructors, staff, administrators, and students at all times.
7. Academic dishonesty (cheating) may result in disciplinary action consistent with AFPD's academic integrity policy, which may include program dismissal following the disciplinary process described in this catalog.
8. No visitors allowed on campus.
9. AFPD is a drug-free, smoke-free school—zero tolerance.
10. Students with offensive odors may be asked to leave campus.
11. No recording or videos allowed unless permission is given by Administration.

Clinical Expectations

[5 CCR §71770(c); CEC §94909(a)(7)]

When attending clinical sites, students represent Academy for Professional Development. Expectations:

- Students must complete all Clinical Student Agreements and attend Clinical Orientation.
- Students must adhere to the highest ethical and professional standards.
- No guests allowed at clinical sites.

Examples of Clinical Infractions:

• Negligent or careless performance of duties.
• Failure to apply clinical practice principles presented in lectures and required reading assignments.
• Breach of client confidentiality.
• Alteration, removal, or destruction of clinical records.
• Refusal to follow supervisory instructions.
• Deliberate or careless damage to equipment or materials belonging to AFPD or affiliated institutions.
• Falsification of student or patient records.
• Repeated tardiness or unexcused absences.
• Use of intoxicants. No alcohol or dangerous drugs are allowed on campus or clinical sites.
• Cheating or plagiarism:
– First offense: Zero on assignment.
– Second offense: Failure of class and dismissal from program.
• Theft.
• Unauthorized use of cell phones during clinical shifts.
• Unauthorized photos or videos of patients.
• Unauthorized photos or videos of crime scenes, accident scenes, or emergency/non-emergency situations.
• Students must use English only during clinical shifts

FINANCIAL INFORMATION

Enrollment Fee (Non-refundable)

(CEC §94899.5; 5 CCR §71750)

To enroll in a program at AFPD, a non-refundable and nontransferable enrollment fee is due to complete the enrollment process. The enrollment fee amount varies by program and is itemized in the Tuition and Fees Breakdown table for each program.

CEC §94899.5 allows that no more than four (4) months of tuition may be collected in advance for programs longer than four months. The balance may be collected at the 50% point of program completion. AFPD complies with this requirement.

Deposit (Fully Refundable)

(CEC §94909(a)(8)(B))

Students are required to place a **minimum deposit of $750.00** to reserve a seat for orientation for a program the student is looking to begin. **This deposit is 100% refundable**. The deposit is not a tuition prepayment. It holds the student's seat pending the first day of attendance and is fully refundable if the student cancels timely.

Non-Refundable Program Fees

(5 CCR §71750(c))

The following fees are non-refundable after the cancellation period (CEC §94919/§94920):

- **Registration/Application Fee:** $250.00 (reasonable application fee per CEC §94919(a))
- **STRF Assessment:** Non-refundable state-mandated assessment (5 CCR §76215)
- **Program-Specific Equipment/Materials:** Non-returnable items issued to students (e.g., uniforms, textbooks, supplies) as itemized in the Enrollment Agreement. Only documented costs for equipment that cannot be returned in new condition are non-refundable.

All fees listed above remain refundable within the cancellation period. After the cancellation period, unpaid non-refundable fees must be paid within 45 days of the student's withdrawal date. Students will continue to accrue fees until a formal withdrawal notice is submitted to info@afpdus.com.

Cancellation and Refund Policy

(CEC §94911, §94919, §94920; 5 CCR §71750)

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or the 7th day after enrollment, whichever is later.

If a student cancels during this period, all refundable charges and deposits will be refunded within 45 days of the school receiving written notice of cancellation.

For students attending at no cost (e.g., veterans under GI Bill status or auditors), refund policies apply only if any incidental fees are collected. For veterans under GI Bill benefits, any refunds due upon withdrawal or cancellation will be returned to the U.S. Department of Veterans Affairs per VA regulations (38 CFR §21.4255).

Cancellation Process:

- Provide written notice of cancellation, addressed to the Program Director.
- Deliver notice by certified mail, hand delivery, or email.
- The effective date of cancellation is the date AFPD receives the notice.

Refund Policy After Cancellation Period

(5 CCR §71750)

If withdrawal occurs after the cancellation period:

- A **pro-rata refund** of unused institutional charges will be provided for students who have completed 60 percent or less of the period of attendance (CEC §94919(c), §94920(d)). No refund is due after completion of more than 60 percent of the program.
- Tuition charges are divided by the number of scheduled days in the program.
- Refunds are issued within 45 days of withdrawal.
- If any federal financial aid funds were used, unearned funds will be returned according to regulations.

Credit Card Refund Processing Fee

If payment was made by credit card, the refund will be processed back to the original form of payment within 45 days.

Financial Records of Students

(5 CCR §71920(b))

Each student's master file includes complete financial records, showing:

- Charges assessed
- Payments received
- Current account balances

Withdrawal Procedure

Students must:

1. Notify AFPD in writing (signed by the student) of their intent to withdraw.
2. Students absent for more than five (5) days without communication will be considered withdrawn.
3. Submit all notices via certified mail, hand delivery, or email to:

Academy for Professional Development
3600 Sisk Rd Suite 3B, Modesto, CA 95356
Office: (209) 300-7822
Email: info@afpdus.com

Program Reinstatement

Students who voluntarily withdraw or are dismissed may apply for reinstatement if they:

- Are in good standing (no outstanding fees, no pending disciplinary actions).
- Submit updated application documents.
- Pay a new $250 application fee.

All re-entry is on a space-available basis.

Refund Policy on Books, Uniforms, and Materials

(5 CCR §71750)

Books, uniforms, and supplies become the student's property once purchased. No refunds are issued for these items after the cancellation period.

Sponsored students are bound by agreements with third-party payers for non-reimbursable charges.

Late Fees, Returned Checks, and Transcript Fees

- $25.00 late fee for tuition payments received after the due date.
- No personal checks are accepted.
- Visa, MasterCard, American Express, Discover, cash, money order, or cashier's check are acceptable.
- Students paying by card are responsible for associated processing fees.

Payment Options

For programs under $2,000:

- $750 minimum deposit required.

For programs over $2,000:

- 18% of total program cost as a deposit.

Remaining tuition:

- Payable in installments according to the selected payment plan.
- Full tuition must be paid before graduation.

No interest is charged. A $25.00 late fee applies for each tuition payment not received by the due date.

Payment Schedule

Payments to Academy for Professional Development (AFPD) are made every other week starting on the first day of class, based on services rendered during the billing cycle. The balance owed for the program will be reduced by the amount of the initial deposit. In accordance with CEC §94899.5, for programs longer than four months, AFPD does not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, full payment may be required. For programs designed to be completed in one term or four months or less, full payment may be required on the first day of instruction, though AFPD maintains a bi-weekly payment structure unless otherwise specified.

All fees and outstanding balances must be paid in full prior to graduation. In compliance with California Civil Code §1788.93, AFPD will not withhold transcripts due to unpaid balances. However, certificates and other credentials (excluding transcripts) may be withheld until all financial obligations are met, in accordance with 5 CCR §71770(b).

AFPD does not charge interest on outstanding balances. However, a $25.00 late fee will be assessed on any tuition payment not received by the due date. Late fees begin accruing after the student receives an initial late payment notice, which will be sent within 5 days of a missed payment.

AFPD reserves the right to adjust tuition pricing and payment terms at any time. Any changes to tuition or payment terms will be communicated to students in writing prior to the effective date, in accordance with 5 CCR §71810(a).

The following table provides an example of a payment schedule for programs. Actual payment amounts and schedules may vary based on enrollment date, program specifics, or student-selected payment frequency (bi-weekly or monthly, where applicable). Program durations are provided to ensure transparency regarding payment structures. All charges listed below include tuition and fees; no additional institutional charges apply unless otherwise noted in the enrollment agreement.

Example payments table

Program	Program Duration	Tuition and Fees	Down Payment	Remaining Balance	Payment Schedule
Emergency Medical Technician	[TBD]	$ 2,000.00	$ 750.00	$ 1,250.00	1,250.00/7Payments=1,250.00/7*Payments*= 178.57 Bi-Weekly
Physical Security Specialist	[TBD]	$ 13,000.00	$ 3,000.00	$ 10,000.00	10,000.00/8Payments=10,000.00/8*Payments*= 1,250.00 Monthly*
Executive Protection Specialist	[TBD]	$ 2,500.00	$ 900.00	$ 1,600.00	1,600.00/5Payments=1,600.00/5*Payments*= 320.00 Monthly*
APICS CPIM	[TBD]	$ 2,700.00	$ 900.00	$ 1,800.00	1,800.00/10Payments=1,800.00/10*Payments*= 180.00 Bi-Weekly
APICS CSCP	[TBD]	$ 2,800.00	$ 900.00	$ 1,900.00	1,900.00/10Payments=1,900.00/10*Payments*= 190.00 Bi-Weekly
APICS CLTD	[TBD]	$ 2,400.00	$ 900.00	$ 1,500.00	1,500.00/10Payments=1,500.00/10*Payments*= 150.00 Bi-Weekly

Note: While AFPD's standard policy is bi-weekly payments, certain programs may offer a monthly payment option based on student preference or program structure. Monthly payments are structured to comply with CEC §94899.5 regarding advance payment limits. Program durations and final payment schedules are confirmed in the enrollment agreement.

STRF fee may not be paid for veterans' benefits entitlement.

Tuition and Fees Break Down

Fee Description	EMT-B 200.00 Hours	Executive Protection Specialist	Physical Security Specialist
Tuition:	$500.00	$1,430.00	$10,718.00
Enrollment Fee ***(Non-Refundable)***	$250.00	$88.00	$100.00
Registration Fee ***($ 250.00 of this fee is Non-Refundable)***	$175.00	$65.00	$250.00
Range Fee ***(Non-Refundable)***	$0.00	$90.00	$300.00
Ammunition Fee ***(Non-Refundable)***	$0.00	$0.00	$0.00
Uniform Fee ***(Non-Refundable)***	$0.00	$145.00	150.00
Internet and secure access ***(Non-Refundable)***	$12.00	$12.00	$55.00
Insurance ***(Non-Refundable)***	$163.00	$90.00	$240.00
Lab Fees ***(Non-Refundable)***	$150.00	$90.00	$240.00
Background Check ***Fees (Non-Refundable)***	$190.00	$175.00	$150.00
Drug Screen (***Non-Refundable)***	$60.00	$65.00	$65.00
Stethoscope and Blood Pressure Cuff Fee ***(Non-Refundable)***	$100.00	$0.00	$0.00
Expendable Supplies ***(Non-Refundable)***	$300.00	$150.00	$200.00
Equipment ***(Non-Refundable)***	$0.00	$0.00	$300.00
Books/Materials/Copies/Media ***(Non-Refundable)***	$0.00	$100.00	$200.00
Clinical Fees ***(Non-Refundable)***	$100.00	$0.00	$35.00
Assessment Fee to Transfer Credits ***(Non-Refundable)***	$0.00	$0.00	$0.00
Fees to Transfer Credit ***(Non-Refundable)***	$0.00	$0.00	$0.00
Fees Paid to Other Entities ***(Non-Refundable)***	$0.00		$0.00
Other Charges ***(Non-Refundable)***	$0.00	$0.00	$0.00
Tutoring ***(This is not included in the program fee and is only***	$0.00		

charged if applicable) (Non-Refundable)			
STRF ***(STRF assessment currently suspended by BPPE - $0.00***	$0.00	$0.00	$0.00
Total Fees:	***$2,000.00***	***$2,500.00***	***$13,000.00***

All items marked non-refundable are refundable within the cancellation period. Fees marked "Non-Refundable" are fees paid to third parties or expended on behalf of the student prior to withdrawal. These fees become non-refundable only after actual expenditure. All other institutional charges are subject to the pro rata refund calculation per CEC §94919.

Fee Description	APICS Certified in Production and Inventory Management (CPIM)	Certified Supply Chain Professional (CSCP)	Certified in Logistics, Transportation & Distribution
Tuition:	$1822.00	$1703.00	$1,713.00
Enrollment Fee ***(Non-Refundable)***	$100.00	$100.00	$100.00
Registration Fee ***($ 250.00 of this fee is Non-Refundable)***	$0.00	$50.00	$50.00
Range Fee ***(Non-Refundable)***	$0.00	$0.00	$0.00
Ammunition Fee ***(Non-Refundable)***	$0.00	$0.00	$0.00
Uniform Fee ***(Non-Refundable)***	$0.00	$0.00	$0.00
Internet and secure access ***(Non-Refundable)***	$12.00	$12.00	$12.00
Insurance ***(Non-Refundable)***	$180.00	$125.00	$125.00
Lab Fees ***(Non-Refundable)***	$475.00	$0.00	$100.00
Background Check ***Fees (Non-Refundable)***	$0.00	$0.00	$0.00
Drug Screen (***Non-Refundable)***	$0.00	$0.00	$0.00
Stethoscope and Blood Pressure Cuff Fee ***(Non-Refundable)***	$0.00	$0.00	$0.00
Expendable Supplies ***(Non-Refundable)***	$0.00	$0.00	$0.00
Equipment ***(Non-Refundable)***	$0.00	$0.00	$0.00

Books/Materials/Copies/Media ***(Non-Refundable)***	$470.00	$810.00	$300.00
Clinical Fees ***(Non-Refundable)***	$0.00	$0.00	$0.00
Assessment Fee to Transfer Credits ***(Non-Refundable)***	$0.00	$0.00	$0.00
Fees to Transfer Credit ***(Non-Refundable)***	$0.00	$0.00	$0.00
Fees Paid to Other Entities ***(Non-Refundable)***	$0.00	$0.00	$0.00
Other Charges ***(Non-Refundable)***	$0.00	$0.00	$0.00
Tutoring ***(This is not included in the program fee and is only charged if applicable) (Non-Refundable)***	100.00	$100.00	100.00
STRF ***(STRF assessment currently suspended by BPPE - $0.00***	0.00	0.00	0.00
Total Fees:	***$2,700.00***	***$2,800.00***	***$2400.00***

All items marked non-refundable are refundable within the cancellation period. Fees marked "Non-Refundable" are fees paid to third parties or expended on behalf of the student prior to withdrawal. These fees become non-refundable only after actual expenditure. All other institutional charges are subject to the pro rata refund calculation per CEC §94919.

Additional Fees that May Apply:

EMT Only:

$50.00/ Hourly Tutoring fee
$25.00 Replacement ID Badge/TB Test $25/Physical $0-$68/Flu Shot $0-$30/Certification/ Licensing Fees: $80.00
National Registry Test NREMT
County Registration Fee $125/Live Scan EMSA $30-57

VETERANS BENEFITS

(Compliant with CEC §94909(a)(9)-(10); 5 CCR §71770(b); 38 U.S.C. §3679(e))

Veterans Benefits and Veterans Administration Students

Academy for Professional Development (AFPD) is an approved institution for the training of veterans and eligible persons.
Students may apply for Veterans Administration (VA) benefits directly through the VA. Approval of benefits is solely at the discretion of the VA.

Students using VA benefits must comply with both the VA's specific requirements and all AFPD institutional policies.
Students may verify GI Bill® eligibility at http://gibill.va.gov.
GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Federal Preemption under 38 U.S.C. §3679(e). AFPD is an approved institution under chapters 31 and 33 of Title 38 of the United States Code. AFPD has on file with the United States Department of Veterans Affairs an executed School Compliance Form attesting to compliance with 38 U.S.C. §3679(e). Consistent with that federal attestation, AFPD adheres to the following statutory requirements for covered individuals, as defined in 38 U.S.C. §3679(e)(1).

Attendance Pending VA Payment (38 U.S.C. §3679(e)(2)(A)). AFPD permits covered individuals to attend and participate in the educational program during the period beginning on the date on which the covered individual provides to AFPD a certificate of eligibility for entitlement to educational assistance under chapter 31 or chapter 33, and ending on the earlier of: (i) the date on which payment from VA is made to AFPD; or (ii) 90 days after the date AFPD certified tuition and fees following receipt of the certificate of eligibility.

No Penalty for Delayed VA Disbursement (38 U.S.C. §3679(e)(2)(B)). AFPD does not impose on any covered individual any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on account of the individual's inability to meet financial obligations to AFPD due to delayed disbursement of educational assistance under chapter 31 or chapter 33 of Title 38.

Supremacy Clause. Under Article VI, Clause 2 of the United States Constitution, any state enforcement standard applicable to AFPD that would require execution of a legally binding enrollment agreement creating a financial obligation on a covered individual before VA payment approval is received is void to the extent of the conflict with 38 U.S.C. §3679(e).

Federal Regulatory Authorization for Attendance. Covered individuals may attend the educational program during the VA certification processing window pursuant to 38 C.F.R. §21.4203. VA payment is authorized retroactively from the student's course start date pursuant to 38 C.F.R. §21.4135, regardless of when the enrollment agreement was executed.

AFPD is approved by the U.S. Department of Veterans Affairs to offer GI Bill® benefits, enabling eligible veterans to apply VA education benefits toward tuition and fees, in compliance with Public Law 115-407 (Veterans Benefits and Transition Act of 2018). AFPD does not penalize veterans for delayed VA payments and ensures no upfront payment or additional actions are required to stay enrolled pending VA payments, per Sections 107 and 402 of the Act. Students using Post-9/11 GI Bill® benefits should confirm their individual benefit entitlement and the applicable national maximum tuition rate directly with the VA at www.va.gov or by calling 1-888-442-4551.

VA Transfer Credit Policy

If transfer credit is granted to a VA-eligible student:

- The portion of the program credited is **not eligible for VA benefit certification.**
- Students will not be billed for the credited portion.
- VA benefits cover only coursework completed at AFPD.

Academic Progress Requirements for VA Students

(***CEC §94909(a)(8)(B), Title 38 C.F.R. §21.4253(d)***)

- VA-eligible students must maintain **satisfactory academic progress** to remain eligible.
- A minimum **grade of "C" (75%)** is required for all coursework.
- Students falling below a "C" will be referred for remediation.
- **After three referrals**, if the student continues unsatisfactory performance, VA benefits will be terminated, and the student will be dismissed from the program.

Additional Responsibilities for VA Eligible Students

- AFPD does not determine eligibility for VA benefits.
- Students must complete all necessary VA paperwork and approvals prior to AFPD accepting VA funding toward tuition payments.
- All VA students must receive a copy of the AFPD Catalog and Addendum; AFPD maintains documentation of this disclosure.
- VA benefits will **only cover 100%** of the published program length; extensions beyond the maximum time frame are not eligible for VA funding.

Title 38 Veterans Policy Statement

(***Title 38 U.S.C. §3676(b)(5)***)

- Refunds to VA beneficiaries are paid per VA regulations.
- AFPD maintains a refund policy ensuring that the amount charged for tuition, fees, and other charges does not exceed a **pro rata portion** based on completed coursework.
- For specific payment problem resolutions, veterans may call the DVA toll-free at **1-888-442-4551**.

Evaluation of Previous Education and Training

- AFPD evaluates all prior education and training for veterans or eligible persons.
- Appropriate academic credit is awarded for previous coursework, where applicable, per institutional policy and VA requirements.
- Training periods and tuition charges will be adjusted accordingly.
- Students must submit official transcripts, including Military Education Transcripts and postsecondary education transcripts, for evaluation.

EMT-B 200.00 Hours	***Executive Protection Specialist***	***APICS Certified in Production and Inventory Management (CPIM) 82 Hours***
29-2041 Emergency Medical Technicians 29-2040 Emergency Medical Technicians and Paramedics	33-0000 Protective Service Occupations 33-1099 First-Line Supervisors of Protective Service Workers, All Other 33-9000 Other Protective Service Workers 33-9030 Security Guards and Gaming Surveillance Officers 33-9032 Security Guards	11-3061.00 – Purchasing Manager 13-1022.00 – Wholesale and Retail Buyers, Except Farm Products 13-1023.00 – Purchasing Agents, Except Wholesale, Retail, and Farm Products 43-3061.00 – Procurement Clerks 43-5061.00 – Production, Planning, and Expediting Clerks 11-1021.00 – General and Operations Managers 51-1011.00 – First-Line Supervisors of Production and Operating Workers 11-9199.04 – Supply Chain Manager 17-2131.00 – Materials Engineers 43-5071.00 – Shipping, Receiving, and Traffic Clerks 53-7199.00 – Material Moving Workers, All Other 43-5081.03 – Stock Clerks – Stockroom, Warehouse or Storage Yard 13-1111.00 – Management Analysts 11-3071.02 – Storage and Distribution Managers
Physical Security Specialist		
33-0000 Protective Service Occupations 33-1099 First-Line Supervisors of Protective Service Workers, All Other 33-9000 Other Protective Service Workers 33-9030 Security Guards and Gaming Surveillance Officers 33-9032 Security Guards	11-3061.00 – Purchasing Manager 13-1022.00 – Wholesale and Retail Buyers, Except Farm Products 13-1023.00 – Purchasing Agents, Except Wholesale, Retail, and Farm Products 43-3061.00 – Procurement Clerks 43-5061.00 – Production, Planning, and Expediting Clerks 11-1021.00 – General and Operations Managers 51-1011.00 – First-Line Supervisors of Production and Operating Workers 11-9199.04 – Supply Chain Manager 17-2131.00 – Materials Engineers 43-5071.00 – Shipping, Receiving, and Traffic Clerks 53-7199.00 – Material Moving Workers, All Other 43-5081.03 – Stock Clerks – Stockroom, Warehouse or Storage Yard 13-1111.00 – Management Analysts 11-3071.02 – Storage and Distribution Managers	
APICS Certified in Logistics, Transportation & Distribution (CLTD 300)	***APICS Certified Supply Chain Professional (CSCP 42)***	

11-3061.00 – Purchasing Manager 13-1022.00 – Wholesale and Retail Buyers, Except Farm Products 13-1023.00 – Purchasing Agents, Except Wholesale, Retail, and Farm Products 43-3061.00 – Procurement Clerks 43-5061.00 – Production, Planning, and Expediting Clerks 11-1021.00 – General and Operations Managers 51-1011.00 – First-Line Supervisors of Production and Operating Workers 11-9199.04 – Supply Chain Manager 17-2131.00 – Materials Engineers 43-5071.00 – Shipping, Receiving, and Traffic Clerks 53-7199.00 – Material Moving Workers, All Other 43-5081.03 – Stock Clerks – Stockroom, Warehouse or Storage Yard 13-1111.00 – Management Analysts 11-3071.02 – Storage and Distribution Managers	11-9199.04 Supply Chain Managers 11-3071.03 Logistics Managers 11-3000 Operations Specialties Managers 11-3071.03 Logistics Managers 11-9199.04 - Supply Chain Managers 11-3071.03 Logistics Managers 11-3000 Operations Specialties Managers	

EMT-B 200.00 Hours

Program Description

The Emergency Medical Technician (EMT) program prepares the EMT student knowledge in prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical services systems, roles, and responsibilities of EMTs, anatomy and physiology, medical emergencies, trauma, special considerations for working in the prehospital setting and providing patient transportation. This course is a 200-hour program which consists of approximately 115 hours of didactic and 85 hours of Skills. 24 externship hours is required however is not part of the 200 hours.

Standard Occupational Classification (SOC) Code: 29-2042 (Emergency Medical Technicians) per 5 CCR §74112(d)(3)

The course content meets the objectives contained in the U.S. Department of Transportation National EMS Education Standards and trains the participant to become competent in the EMT basics scope of practice.

A course completion certificate is awarded to students who pass the program with an average of 75% or better and fulfill all clinical requirements. Successful completion of the EMT program provides eligibility

to the National Registry of EMT's (NREMT) to NREMT.ORG examination to receive certification as a Nationally Registered EMT. Once nationally registered graduates are eligible to apply for state licensure EMSA.CA.GOV which will allow them to work as an EMT in local areas of choice. A student must be 18 years or older to qualify for state licensure. (NREMT and State/Local Licensures are not included in the course cost).

Please note: Classes for a particular program will not begin until the class reaches a minimum number of students for the class the student wishes to enroll in. AFPD tries to run one class per month for each program. However, if minimum enrollment is not met for a specific class, students have the option to roll into another class offering. Additionally, students regardless of Veteran status will not be required to enroll into a program until there is an official start date. Veterans who are using Post 911/G.I. Bill will not be enrolled into V.A Manager until the first official start day of the class for which they are enrolling in.

Program Delivery

All courses are delivered in classroom and/or clinical settings. The EMT program is currently offered at the Modesto Campus.

Program Mission

The mission of our Emergency Medical Technician I (EMT) program is to provide training for those individuals who desire more than basic first aid training and to contribute to the professional delivery of approved EMT training in the local community.

Program Objectives

At the completion of this program, you should be able to:

34. Describe the role of EMS in the health care system.
35. Demonstrate the professional attributes expected of EMTs.
36. Perform the roles and responsibilities of an EMT with regard to personal safety and wellness, as well as the safety of others.
37. Perform the duties of an EMT with regard for medical-legal and ethical issues, including functioning under medical direction and within the scope of practice.
38. Apply principles of anatomy, physiology, pathophysiology, life-span development and therapeutic communications to the assessment and management of patients.
39. Identify the need for and perform immediately life-saving interventions to manage a patient's airway, breathing and circulation.
40. Assess and manage patients of all ages with a variety of complaints, medical conditions and traumatic injuries.
41. Apply principles of emergency medical services operations, including considerations in ambulance and air medical transportation, multiple casualty incidents, gaining access to and extricating patients, hazardous material incidents, and responding to situations involving weapons of mass destruction.

Method of Instruction

Laboratory, Lecture, Audio Visual Presentations, Class Activities, Discussions, and Clinical Externship.

Requirements to obtain California Certification In order to receive an EMT course completion certificate from Academy for Professional Development, student must have obtained a score of 75% or above on their final examination, successfully pall all skills examination and have a class overall percentage of 75% and pass a proctored online test. In addition, students must successfully complete (24) hours of internship time on an ambulance, rescue vehicle or in a hospital. Students must observe all the skills during their internship. Students successful in all categories of the program are eligible to sit for the National Registry EMT examination (NREMT). Upon successful completion of the NREMT you are then able to obtain your California State EMS Authority EMT certification card/license. An EMT Certificate issued by the local county Emergency Medical Agency is valid.

Statewide. Note: Course completion record is valid to apply for certification for a maximum of two (2) years from the course completion date and shall be recognized statewide.

Program Duration:

The length of the EMT Program is 13 weeks, a total of (200) hours:

1. Didactic 115 hrs.
2. Clinical 24 hrs. clinical externship at the hospital ER Department and ride along on an ambulance.
3. Twelve-hour shifts, or 3 eight-hour shifts with at least (10) patient contacts. A student will
4. need to complete more time if they do not meet the minimum patient contracts.
5. Clinical Locations will vary. Students will be notified when and where.
6. Skills Lab 85 hrs.

Library Resources, Training Aids and Supplies

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of these programs as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered.

The learning resources that the school has which do relate to our programs of study and which support the lessons conveyed in our curricula, include:

- Pearson Education, Prehospital Care in the Streets. 11th Edition. (*Supplied*)
- My Brady Lab, 11th Edition. (*Supplied*)
- EMT Review Plus. (*Supplied*)
- Equipment to be used in program: Students are required to have the following items:
- Stethoscope (*Supplied*)
- Penlight
- Approved AFPD Uniform (*Supplied*)
- 2” three ring binder, 8-tab index, EMS scissors, pencils/pens.
- Wristwatch

AFPD uses up to date training aids, so the students are practicing with the same materials that they would use in real world settings. All equipment is designed for EMS use and includes, but not limited to:

Oxygen devices	Padding	Defibrillators	Oxygen Masks	Back boards	CPR barrier
Nasal cannulas regulators		Cervical	spine collars	Rope	Oxygen

Eye patches	Webbing	Airway management tools	Litter carriers	Carabiners
Bandages	Sheers	Helmets	Tape	Manikins
Shock Treatment	Splints	Suction Devices	Gurney	Gauze
Medical sprays		Neosporin like products		

List of Skills to be Learned:

1. Students will complete basic medical and trauma assessments on manikins and each other.
2. Students will perform cardiac arrest management and proper AED use.
3. Students will ventilate using the bag-valve-mask device.
4. Students will perform bleeding control and shock management.
5. Students will splint suspected fractures.
6. Students will complete cervical spine immobilization using backboards and Cervical collars.
7. Students will complete spinal immobilization for a seated patient.
8. Students will perform patient assessment and management for a trauma patient.
9. Students will reach and interpret pulse oxygen readings using the pulse oximeter device.
10. Students will perform an emergency childbirth assessment.
11. Students will perform CPR, adult, child and infant.
12. Students will inject epinephrine using auto injector trainers.
13. Students will practice MCI "Mass Casualty Incident" drills.

Student Achievement Standards

1. Homework Assignments/Quizzes
   Homework assignments will be distributed throughout the course. To take the written final, these assignments must be completed and turned in. Please refer to your class syllabus for the due dates of these assignments.

2. Skills Participation
   To gain proficiency in the skills of an EMT, students must practice. The skills participation grade is based upon successful completion of the "Record of Successful Skills Attempts" utilized in lab. Students must complete each skill successfully totaling three times. The students will have each successful attempt signed off by two fellow students.
   The last attempt must be signed off by the instructor. If a student has not had all their skills signed off successfully or has missing skills that have not been signed off, students will not be allowed to take the final examinations.

3. Course Participation
   Attendance and participation are essential for EMT education and training. Because attendance is mandatory, all students begin with the full number of points in this area and absences deducted from this total.

4. Block Exams
   A series of five exams will be given on a regularly scheduled basis. They are multiple-choice and vary in length.

5. Final Examinations Written
   The final exam will be given at the end of the Program and include all subject areas from the entire program. The exam will be multiple choice. * No re-take of final *

6. Final Examination Skills
   There will be a skills final examination. Students will be required to perform all required skills without any critical fails.

7. Pass / Fail Assignments
   All skills exams are counted as Pass / Fail items and must be successfully completed. Student must achieve 75 % of the possible points and no critical criteria failures. In addition, one 24- hour ride-along or clinical observation with a minimum of 10 patient contacts must be completed. Along with these items, a professional behavior evaluation, successfully completed by the faculty, assessing your competence in the affective domain must be documented.

8. Students will be allowed to sit for the final examinations (written and practical) only upon the following conditions:

   a) All homework assignments have been successfully completed.
   b) All Pre-tests and Post-Tests are completed.
   c) All Chapter Exams are complete.
   d) All Major Exams have been completed.
   e) All Skills have been documented, signed of, and completed successfully.
   f) All required patient assessments have been completed and documented successfully.
   g) A complete "Record of Successful Skills Attempts" document has been submitted.
   h) All practical skill labs have been completed.
   i) The student has no more than 16 hours of approved absences

Tuition

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE ***$2,000.00***
THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE ***$2,000.00***
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT ***$750.00***
THE TOTAL REMAINDER CHARGES DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS ***$1,250.00***

APICS Certified in Production and Inventory Management (CPIM) 82 Hours

Program Description

This program assists the student without any academic or practical work experience in operations and supply chain management. The program is designed to provide students with the fundamental knowledge required to effectively plan, source and lead manufacturing and distribution organizations. This program provides an overview of the entire planning hierarchy within an organization from strategic planning all the way through to shop-floor planning. In addition, this program also prepares students for the APICS Certified in Production and Inventory Management (CPIM) certification examination.

1. Didactic 82 hrs.
2. Clinical 0 hrs.
3. Skills Lab 0 hrs.

Program Delivery

All courses are delivered in classroom and/or clinical settings. The CPIM program is

currently offered at the Modesto Campus.

Program Mission
The mission of this program is to provide the student the means to effectively work in various roles within a manufacturing or distribution organization as well as provide the fundamental knowledge required to successfully pass the APICS Certified in Production and Inventory Management (CPIM) Part 1certification exam.

Program Objectives
Upon completion of this program the student will possess the skills necessary to effectively work in various roles within operations and supply chain management in distribution or manufacturing industries. The student will also be prepared to take the APICS Certified in Production and Inventory Management (CPIM) Part 1 certification examination.

Method of Instruction
Laboratory, Lecture, Audio Visual Presentations, Class Activities.

Requirements to obtain California Certification.
To complete this program a student must complete all prescribed courses and earn a pass assessment.

Program Duration:
300 Hours in total. Consisting of five (5) weeks with two (2) sessions per week at four (4) hours each.
Location: Academy for Professional Development, Modesto

Library Resources, Training Aids and Supplies
- APICS Certified in Production and Inventory Management (CPIM) Part 1 Student Workbook
- APICS Certified in Production and Inventory Management (CPIM) Part 1 Student PowerPoint Slide Workbook

Student Learning Outcome List of Skills to be Learned:
- Describe the components of the manufacturing business model and supply chain Communicate the five objectives of manufacturing.
- Explain the concepts of priority planning and capacity management.
- Differentiate between traditional and cross-functional, as well as internal and external supply chains.
- Explain the role and objectives of demand planning, forecasting and customer order management.
- Explain four major principles of forecasting and three principles of data collection and preparation as well as differentiate between qualitative and quantitative forecasting methods.
- Calculate and explain the logic of the major quantitative forecasting techniques.
- Differentiate between the planning horizons and levels of detail of business planning, S&OP, and master scheduling.
- List four production strategies and their differences with respect to inventory, S&OP implementation
- Calculate the requirements for both the balancing of the S&OP inventory plan, master production schedule and available-to-promise.

- Differentiate between rough-cut capacity planning and resource planning as means of capacity checks for each planning stage.
- Calculate load, rated and demonstrated capacity for a work center.
- Explain the concepts of backward and forward scheduling and order sequencing with examples.
- Explain the difference in manufacturing planning and control, between capacity planning in the priority planning phase and the capacity control functions in the production activity control phase of the planning hierarchy.
- Recognize at least five different classes of inventory that materials are transformed into during their low through the production and distribution process.
- Describe the major elements of the five types of inventory costs – item, carrying, ordering, stock out, and capacity-related costs.
- Explain financial statements and their elements and their relationship to aggregate inventory.
- Identify and explain the four distinct types of purchased items.
- Explain the major strategies used for supplier selection and types of supplier relationships in a purchasing strategy.
- Differentiate between pull and push distribution strategies and the implications for sales, marketing, production and finance.
- Identify the four phases in the product and quality cycle and the production and quality system implications in each phase.
- Identify the eight types of waste and how the lean tools presented in the module help eliminate waste.
- Explain the concept of total quality management (TQM) and the basic tenants of Six Sigma's DMAIC process.

Student Achievement Standards

1. Homework Assignments/Quizzes

2. Course Participation
   Attendance and participation are essential for education and training. Because attendance is mandatory, all students begin with the full number of points in this area and absences deducted from this total.

3. Block Exams

4. Final Examinations Written

   a. All homework assignments have been successfully completed.
   b. All Pre-tests and Post-Tests are completed.
   c. All Chapter Exams are completed.
   d. All Major Exams have been completed.
   e. All Skills have been documented, signed of, and completed successfully.
   f.
   g. A complete "Record of Successful Skills Attempts" document has been submitted.
   h. All practical skill labs have been completed.
   i. The student has no more than 16 hours of approved absences

Evaluation: Evaluation is conducted by the duly qualified faculty for the listed learning outcomes.

Tuition

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE ***$2700.00***
THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE ***$2700.00***
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT ***$900.00***
THE TOTAL REMAINDER CHARGES DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS ***$1800.00***

APICS Certified in Logistics, Transportation & Distribution (CLTD 76 Hours)

Program Description

This program assists the student who already has some academic and/or working experience in operations and supply chain management. The program is designed to provide students with the fundamental knowledge required to identify, analyze and improve global supply chains and prepare for the APICS certification exam. Exploration of the global supply chain logistics from customers through to supplier breaking the logistics network down into logistics, transportation and distribution.

1. Didactic 72 hrs.
2. Clinical 0 hrs.
3. Skills Lab 0 hrs.

Program Delivery

All courses are delivered in classroom and/or clinical settings. The CLTD program is currently offered at the Modesto Campus.

Program Mission

The mission of this program is to provide the student the means to effectively work in various roles within the global supply chain in a variety of industries as well as provide the fundamental knowledge to successfully pass the APICS Certified in Logistics, Transportation and Distribution (CLTD) certification examination.

Program Objectives

Upon completion of this program the student will possess the skills necessary to effectively operate in any function within the management of global supply chains regardless of industry. The student will also be prepared to take the APICS Certified in Logistics, Transportation and Distribution (CLTD) certification examination.

Method of Instruction

Laboratory, Lecture, Audio Visual Presentations, Class Activities.

Requirements to obtain California Certification

Program Duration:

Course Schedule: The traditional scheduling of this course is 14 weeks with one (1), three (3) hour in-class instructional sessions a week. In the fourteenth week the final session is a four (3) hours final exam.
Location: Academy for Professional Development, Modesto

Library Resources, Training Aids and Supplies

- APICS Certified in Logistics/Transportation/Distribution Workbook

Student Learning Outcome List of Skills to be Learned:

- Define logistics, its scope, and its principles and components.
- List the drivers that are influencing change and growth in logistics.
- Determine how logistics fits within and impacts supply chain management.
- Show how professionals can use management and leadership skills to increase their influence and drive positive change for the benefit of the organization, customers, and employees.
- Describe different ways logistics costs are accounted for, including traditional allocation and activity-based costing.
- Develop logistics goals and objectives that complement organizational and supply chain strategy.
- Understand how the organization's products will need different logistics services over the life cycle.
- Relate how logistics organizational structure impacts strategic capabilities and the ability to synchronize the supply chain.
- Management of performance metrics for logistics – internal and external benchmarking
- Apply lean principles to logistics.
- Define and elaborate on each form of waste in the context of logistics.
- Apply the tools of the house of lean and value stream mapping to understand lean and how to use it to improve logistics.
- Acknowledge the shortcomings of forecasting, including the bullwhip effect.
- Interpret forecasting data – identifying trends, cycles, seasonality and random effects.
- Select the best forecasting method for the task.
- Relate how important supply chain visibility is to capacity planning.
- Explain how capacity requirements influence mode, carrier, load size, and route selection.
- Plans inbound and outbound transportation capacity, combined capacity and transportation throughput.
- Explain how to use demand to determine warehouse storage, equipment, and labor requirements.
- Describe how supply and demand can be brought into balance using internal and external methods.
- Describe how sales and operations planning gets production, marketing, and finance to agree on a single demand plan.
- Explain the concept of collaborative planning, forecasting and replenishment (CPFR) gets logistics and other functional areas of multiple organizations to act as one.
- Understand the functions of distribution requirements planning, including management of near-term supply and demand at distributions centers using planned and release orders.
- Relate how logistics can add value to the procurement process.
- Explain how organizations set different strategies for procuring types of materials.
- Identify and select suppliers using weighed, objective criteria.
- Define customer relationship management (CRM)
- Demonstrate how to calculate the value of a lifetime customer.
- Describe the value of using CRM.

- Describe how to implement the CRM process.
- Explain service level options for different customers.
- Describe how logistics is involved in inbound order management.
- Explain how a company optimizes its relationships with suppliers through supplier relationship management.
- Describe how procurement and logistics work together in managing orders.
- Explain the contents of a routing guide and how logistics uses it.
- Explain the different fulfillment channels and how logistics can optimize them to increase customer satisfaction.
- Define customer service in terms of internal customers, third-party service providers, and end customers.
- Describe the elements of customer service management (CSM)
- List the process steps to create a CSM strategy.
- Describe how sales, marketing, and technical support functions can support CSM.
- Describe and provide examples of customer service metrics.
- Summarize the distinct functions or purposes inventory serves in a business.
- Explain and illustrate the major types of inventories.
- Differentiate between inventory ordering techniques and methods.
- Calculate reorder points and ABC analysis.
- Define the various functions or roles warehousing performs in organizations.
- Analyze the costs associated with warehouse management.
- Distinguish between and provide examples for the types of warehouses, services and structures.
- Describe the goals, challenges and approaches associated with the six main warehouse functions.
- Describe the use of information technology in warehouse management.
- Show how product characteristics generate the core set of requirements for the design of packaging and materials handling.
- Facilitate efficient and effective materials handling by designing packaging that meets the needs of space and vehicle payload utilization, visual and automatic identification, and palletization.
- Understand the principles behind effective unitization to form unit loads at both the pallet level and the full vehicle payload level.
- Identify the ways freight is moved.
- Explain the different transportation stakeholders.
- Determine the capabilities of and intermediaries involved with transportation.
- Identify and define the different carrier types, including common, contract, exempt, and private.
- Identify each transportation mode and describe its strengths, costs, and risks.
- Distinguish between the types of terminals used by each of the transportation modes.
- Describe how governments oversee transportation for safety and honesty.
- Define transportation management and its principles.
- Explain how to select the best transportation routes and plans for utilization.
- List carrier selection criteria and the main aspects of a contract
- Identify methods to control transportation costs.
- Identify how global trade is impacted by trade agreements, trading blocs, and trade compliance.
- Describe how transportation regulations protect and promote the safety and security of shipments abroad.
- List potentially complicated factors when cargo shipments pass across country borders.
- Explain how companies become involved in international trade.

- Identify how exports are impacted by restrictions.
- Describe the process steps in sending an international shipment.
- Explain the diverse types of invoices and their appropriate uses.
- Explain the use of various import and explore documents.
- List the transportation-related paperwork that is required.
- Enumerate the steps in the customs clearance process.
- Describe how the international trade environment is different from the domestic trade environment.
- Explain the common terms of sale in the international interactions.
- Define Incoterms trade terms and the responsibilities of buyers and sellers.
- Identify payment methods, how they work, and the circumstances in which certain methods are more appropriate than others.
- Describe the three currency options for payment in international trade.
- Explain currency hedging.
- Explain transfer pricing and how it impacts on an organization's tax liability.
- Describe the purposes of free/foreign trade zones and their impact on duty and taxes.
- Describe the process for constructing a logistics network and construct a network using this process.
- Apply total cost integration and systems philosophies to facilities planning.
- Design the network to meet inventory level goals by determining where to locate inventory and at what levels.
- Use tools and techniques such as cost-volume analysis or the weighted factor rating methods to design optimum networks of nodes and links.
- Describe the current state of reverse logistics practices.
- Enumerate the key factors influencing a reverse logistics strategy and implementation of the related processes.
- Identify the activities that are integral to reverse logistics.
- Differentiate a closed-loop supply chain from the reverse logistics process.
- Explain the various strategies for optimizing reverse logistics.
- Describe the dimensions of social responsibility.
- Define and explain the importance of the triple bottom line.
- Explain the United Nation's Global Compact and its purpose.
- Explain the role of ISO 14001 and 50001 standards.
- Present methods for monitoring and measuring sustainability efforts by an organization.
- Provide definitions for key vocabulary.
- Effectively and correctly complete computations required throughout the course (example – inventory stock levels).
- Determine the best option for supply chain improvement in different scenarios.
- Proven through a multiple-choice written examination.

Student Achievement Standards

1. Homework Assignments/Quizzes
2. Skills Participation
3. Course Participation
4. Block Exams
5. Final Examinations Written

6. Pass / Fail Assignments
7. All skills exams are counted as Pass / Fail items and must be successfully completed. Student must achieve 80 % of the possible points.
    a) All homework assignments have been successfully completed.
    b) All Pre-tests and Post-Tests are completed.
    c) All Chapter Exams are completed.
    d) All Major Exams have been completed.
    e) All Skills have been documented, signed of, and completed successfully.
    f) A complete "Record of Successful Skills Attempts" document has been submitted.
    g) All practical skill labs have been completed.
    h) The student has no more than 16 hours of approved absences

Tuition

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE ***$2,400.00***
THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE ***$2400.00***
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT ***$900.00***
THE TOTAL REMAINDER CHARGES DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS **$1,500.00**

APICS Certified Supply Chain Professional (CSCP 42 Hours)

Program Description

This program assists the student who already has some academic and/or working experience in operations and supply chain management. The program is designed to provide students with the fundamental knowledge required to identify, analyze and improve global supply chains and prepare for the APICS certification exam. Exploration of the global supply chain will include an end-to-end view of the impacts of globalization, supplier and customer relationship management, logistics, security, compliance and information technology enablement.

1. Didactic 42 hrs.
2. Clinical 0 hrs.
3. Skills Lab 0 hrs.

Program Delivery

All courses are delivered in classroom and/or clinical settings. The CSCP program is currently offered at the Modesto Campus.

Program Mission

The mission of this program is to provide the student the means to effectively work in various roles within the global supply chain in a variety of industries as well as provide the fundamental knowledge to successfully pass the APICS Certified Supply Chain Professional (CSCP) certification examination.

Program Objectives

Upon completion of this program the student will possess the skills necessary to effectively operate in any function within the management of global supply chains regardless of industry. The student will also be prepared to take the APICS Certified Supply Chain Professional (CSCP) certification examination.

Method of Instruction
Requirements to obtain California Certification.

Program Duration:
The length of the CSCP (300) hours:
8 Hours: Varies view syllabus.

Library Resources, Training Aids and Supplies
- APICS Certified Supply Chain Professional Student Workbook
- APICS Certified Supply Chain Professional PowerPoint Slide Workbook

- Be able to describe supply chain entities, structures, flow, and processes.
- Successfully identify the of the SCOR model and its application.
- Students will be able to define supply chain management strategies, objectives, key terms, and benefits.
- Provide a basic explanation of accounting and finance in supply chains.
- Explain how the major business plans align to create an overall business strategy.
- Differentiate between the major business strategies for competitive advantage.
- Define the Bullwhip Effect and how the business planning process and alignment can mitigate its effect.
- Provide a definition for the marketplace and SWOT analysis.
- List the supply chain design considerations and differentiate between efficient and responsive supply chain implementation differences.
- Explain the concept of continuous improvement and identify the major steps and tools used for facilitating improvement.
- Outline the main inventory classifications and costs.
- List the six reasons for holding the right amount of inventory.
- Explain where inventory can be found on the company's financial statements and how inventory impacts the bottom line.
- Demonstrate understanding of Module 2 sections A through E concepts through the completion of case study assignments.
- Review and revise, if necessary, the Module 2 study plan
- Define the role of logistics in the modern supply chain.
- Differentiate between 3PL and 4PL operations and advantages and disadvantages to each option.
- Explain the concept of reverse logistics.
- Define market segmentation and the major methods of segmentation.
- Explain how market segmentation and marketing should be aligned.
- Identify techniques for collecting the Voice of the Customer.
- Define forecasting and explain the major forecasting characteristics and methods.
- Explain the demand management process from creation to implementation.
- Identify the linkages between the demand elements.
- Define the concept of CRM and outline the scope, elements and benefits.
- Explain the challenges of CRM implementation and provide examples on how those challenges can be overridden.
- Identify key customer information required in a CRM system and explain how the information is used to improve customer service.
- Define the concept of Total Cost of Ownership (TOC) and provide examples.
- Identify the diverse types of supply selection strategies and provide an explanation for their advantages and disadvantages.

- Explain the linkage between CRM and Supplier Relationship Management.
- Identify and explain the Triple Bottom Line of sustainability.
- Define sustainability from the three main perspectives – including objectives and influences.
- List the roles and influences of the UN Global Compact and the Global Reporting Initiative
- Define risk and its major components from a supply chain perspective.
- Differentiate between mitigation and the other responses to risk.
- Explain the ISO 31000 process for risk management.
- Define globalization and the implications on the modern supply chain in managing imports and exports.
- Identify the major types of trading blocs and documentation.
- Explain Hofstede's Cultural Dimensions and the implications for those working in a global environment.
- Identify and provide the objectives and considerations for the major types of transportation.
- Explain the tradeoffs in storage and handling options and implications on customer service.
- Define the major technologies used in managing logistics operations in a global supply chain.
- Explain the role of SCOR® in the management of a supply chain.
- Differentiate between efficient versus responsive supply chains using the SCOR® attributes.
- Define S&OP and explain the steps, including major inputs and outputs at each step in the process.
- Identify the main types of supply chain planning technology and required support technologies.
- Understand the need for and how to calculate return on investment (ROI) for a technology project.
- Explain the functions of an ERP system and its main applications.
- Differentiate between the different methods of product design.
- Explain the main objectives of marketing and how product design influences the marketing approach of a product.
- Provide an explanation on how to match customer orders (demand) to supply using the available-to-promise method in prioritization of orders.
- Explain the key CRM requirements in each stage of the product life cycle, by customer type and segment.
- Identify the major technologies used to manage customer relationship data and the requirements for successful implementation.
- Communicate how marketing and sales impact the CRM process – benefits and challenges in implementation.
- Differentiate between traditional supplier selection and the SRM strategy.
- Define and explain the six stages of the SRM strategy and the role of strategic alliances.
- Identify the key requirements for SRM technologies and how to measure SRM performance.
- Explain the role of inventory in both manufacturing and service environments including classifications and sub-classifications.
- Differentiate between the inventory ordering methods and successfully complete basic computations.

- Define inventory accuracy and describe its benefits and the methods of achieving and maintaining accuracy.
- Demonstrate understanding of Module 2 vocabulary and content by completing a multiple-choice examination.
- Create a study plan for Module 3
- Communicate the types of demand variability and their causes.
- Explain the concept of the Bullwhip Effect and provide examples.
- Describe the process for establishing supply can demand synchronization and explain the benefits to the supply channel.
- Effectively communicate the inputs and outputs of each stage of the planning hierarchy
- Calculate the demand and supply requirements for the Master Production Schedule, Material Requirements Plan and Distribution Requirements Planning
- Calculate capacity and identify actions for increasing or decreasing capacity.
- Identify and describe the major mechanisms for communicating with suppliers.
- Demonstrate an understanding of the important content to be shared with suppliers to ensure supply chain alignment.
- Explain and differentiate between the various supplier metric methods and with advantages and disadvantages for each.
- Provide definitions for each of the continuous improvement techniques.
- Identify the basic continuous improvement tools.
- Describe the concept of sustainability and why it has become a topic of importance in supply chain management.
- Provide definitions for key vocabulary.

Student Achievement Standards

a) Homework Assignments/Quizzes

Skills Participation

To gain proficiency in the skills, students must practice. The skills participation grade is based upon successful completion of the "Record of Successful Skills Attempts" utilized in lab.

Course Participation

Block Exams

Final Examinations Written

Pass / Fail Assignments

All skills exams are counted as Pass / Fail items and must be successfully completed. Student must achieve 80 % of the possible points and no critical criteria failures. Along with these items, a professional behavior evaluation, successfully completed by the faculty, assessing your competence in the affective domain must be documented.

a) All Pre-tests and Post-Tests are completed.
b) All Chapter Exams are completed.

c) All Major Exams have been completed.
d) All practical skill labs have been completed.

Tuition
THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE $2800.00
THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE $2800.00
THE TOTAL REMAINDER CHARGES DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS $1900.00
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT $900.00

Physical Security Specialist (PSP 216)

Program Description

This 27 day, 216-hour program, is designed to assist the student who can commit to this longer program of study. This program not only includes all topics covered in the Executive Protection Specialist program but in greater depth and additional modules of instruction will strengthen the student's understanding of physical security services. This program serves individuals who wish to become more than just an operator or shift leader. This program serves individuals who wish to develop working knowledge and acquire the skill sets which enable them to work as a detail leader/Director of Security or other management category.

1. Didactic 140 hrs.
2. Clinical 0 hrs.
3. Skills Lab 76 hrs.

Program Delivery

All courses are delivered in classroom and/or clinical settings. The (PSP) program is currently offered at the Modesto Campus.

Program Mission

The mission of this program is to provide the student with the means to manage an ENTIRE security protection detail and the understanding of planning the protective strategy of a security plan for a person, facility or combination of both.

Program Objectives

Upon completion of this program the student will possess the advanced skills necessary to effectively operate in the security and executive protection fields as a Security Director as well as take on the roles and responsibilities of a Director of Security Operations. The student will have the ability to plan, execute and operate security services and lead a protection team at the operational level for a large, complex organization. The student will possess the skills and knowledge to complete full security and threat assessments normally associated with executive protection.

Laboratory, Lecture, Audio Visual Presentations, Class Activities.

Requirements to obtain California Certification. To complete this program a student must complete all prescribed courses and earn a pass assessment.

Program Duration:

8 Hours per Day total: Varies view syllabus.

Location: Academy for Professional Development, Modesto

Library Resources, Training Aids and Supplies

- Publications provided by BSIS for the State of California include the Security Guard Guide, Power to Arrest Manual.
- Department of Defense Standard Operating Procedures printed reference materials related to combat training and executive protection.
- Student handbooks created by our instructors who possess direct experience in US combat operations in Afghanistan and Iraq and in other high threat environments.
- State and Federal Intelligence web portals such as the GOA (US Government Accountability Office)

Student Learning Outcome List of Skills to be Learned:

- Understanding the difference between general security and protective services.
- History of the US Secret Service and how and why the civilian protection industry has evolved.
- Students will be verbally tested and challenged during this module and must pass a written exam.
- Students will be tested by practical application exercises and required to pass a written exam.
- Students must define the purpose of protection when covering personal protection, business/corporate protection, governmental and facility protection.
- The students will understand the difference in protection strategies that are required of agents who are employed.
- Students will define; answer verbally to questions given by the instructor and by means of an exam.
- Students will demonstrate to the faculty each role and responsibility for each position utilized within a close protection team.
- Identify communication needs for close protection.
- Students will understand and implement individual or team assigned roles and responsibilities.
- Pass a verbal, written exam and physically demonstrate each position required to the instructor within the protection team.
- Students will understand etiquette.
- Personal and professional greetings are learned.
- Students will learn the proper attire and dress for events.
- Students will know what the difference is between personal hygiene and client needs.
- Students will be required to pass an equipment check list of items to have on hand.
- Students will understand individual protective measures.
- Recognize indicators of a threat.
- Utilize Force Options.
- Complete understanding of an entire protection team movement and logistical needs.
- Students must pass a written exam and prove themselves during field exercises that information being taught has be retained.
- Understand the difference between perceived adversaries, actual attack on target adversaries and adversaries of chance.
- Apply planned to quick reaction options of a force multiplier or close protection team. Individual and team options.

- Pass a written exam and prove educational aptitude through physical completion of realistic scenario-based skill milestones under the supervision of training faculty.
- Knowledge in direction action or small arms on small arms tactics.
- Understanding of Standoff Attacks and how these weapons are prepared and deployed.
- Practical application of surveillance technics and technology.
- Pass a written exam; provide solutions during question and answers session with faculty.
- Well versed in team formations.
- Well versed in individual placement when working individually.
- Understanding of Angles of Attack or AOA.
- Students will be tested physically and will rotate through each position and required to demonstrate their responsibility.
- Utilizes curb side arrival and departure methods.
- Properly utilizes radio etiquette during arrival and departure.
- Demonstrates the proper defensive blocking maneuver of the motorcade.
- Students must pass a field exercise proving their understanding of Arrivals and Departures.
- Understanding the differences in Dignitary Protection.
- Recognizing different political, religious or other factors specific to Dignitary Protection.
- Geographical knowledge is gained to additional requirements with foreign travel.
- Students will be required to pass a written examination.
- Understanding domestic and international research methods of open-source data.
- Utilize multiple teams in research collection of in country contacts to establish threat levels.
- Comprehension on establishing creditable threats.
- Each student will be knowledgably and be able to recite each definition related to the Diplomatic Protection role.
- Students will be tested by faculty throughout the course and by a written exam.
- Provide direction action solution with a client or principle.
- Utilize methods learned on working within arm's reach of a client.
- Comprehension of threat and being close to the client or principle.
- Trained not to be drawn into the battle.
-
- Students will be able to effectively deal with low threat attackers to high threat situations.
- Demonstrate and apply open hand to reaction to stand off weapon deployment solutions. Be able to react individually to deploying team based tactical solutions.
- Deal and provide solutions with regards to the media.
- Able to deploy with confidence an Advance Team or take part directly as a member in intelligence collection duty.
- Having the proper understanding and knowledge in creating and presenting surveys to relevant managers.
- Applies aptitude on logistical needs of an advance team.
- Understanding Field Notes and what they are.
- Understand the various uses and importance of field notes.
- Students will be given several scenarios and will have to properly document and demonstrate ability to properly take notes for later use.
- Students will understand what activity reports are and how they are used.
- Students will understand why activity reports are important and why they are needed.

- Students will be given several scenarios and will have to properly document and demonstrate ability to properly complete various forms of activity reports.
- Students will have to incorporate and use their notes to properly document what is needed in an activity report.
- Understanding of incident reports and how they are used and why.
- Understand the importance of a professionally written incident report.
- Students will be given several scenarios and will have to properly document and demonstrate ability to write an incident report based on their field notes and activity reports.
- Students will explain the differences between an investigation report and an incident report.
- Students will demonstrate, by writing, a detailed investigative report which contains a synopsis, a detail and conclusion.
- Students will be given several scenarios and will have to properly document and demonstrate ability to professionally write an investigative report based on, their field notes, incident reports as well as activity reports.
- Recognize leadership traits and how to deploy employees based on strength and weakness.
- Understand the dynamics of human personalities.
- Motivation to develop proactive place and polices.
- Dealing with irate clients to employees.
- Able to create work schedules and rotating shifts.
- Recognize and assess proper surveillance techniques.
- Effectively manage a surveillance team.
- Utilizing initiative in proactive surveillance.
- Understands the difference between being on active surveillance verse observing for Surveillance Detection.
- Proven through field exercise.
- Students will have the understanding and will be required to demonstrate proper revolving foot movements depending on client positioning.
- Knowledge in applying force options to reacting to attack on client drills. Students will be forced to protect themselves, the team and their clients.
- Students will be physical tested numerous times until the training faculty observes them working as a team.
- Demonstrate proper communication.
- Understands and deploys personnel properly during embarking and disembarking.
- Students display reasoning why certain positions rotate properly.
- Demonstrate and apply in the field all site surveys and provide relevant assessments during mock client/client/principal travel.
- Demonstrate and apply in the field all proper route assessments during mock client/client/principal travel.
- Students will have the understanding to apply proper use of force options matching the escalation of force scenario.
- Students will be tested bypass or fail under the supervision of the training faculty.
- Students will have the understanding and be required to apply proper use of force options matching the escalation of force scenario.
- Apply proper tactical solutions during field exercises from low threat solutions to high threat kidnapping scenarios.
- Understand and apply knowledge in the protection of corporate locations or meeting places.

- Students will be tested under controlled scenarios; those scenarios are created based off low threat to extreme threat situations that those in the protection industry can find themselves active in.
- Students must be physically and mentally ready for force options and applications of a hostile force.
- Understanding of all training gained throughout the course will provide students with the means to pass this real-to-life milestone.
- Students must pass all live scenario-based exercises and receive a pass from all training faculty to graduate from the program.
- Students will be able to be effective strikers.
- Knowledge of weapons take away.
- Understanding the indicators of distraction.
- Students will be physically tested by training faculty.
- Understand the dynamics of human personalities.
- Motivation to develop proactive place and polices.
- Dealing with irate clients to employees.
- Able to create work schedules and rotating shifts.
- Students will be tested by written exams and mentored by training faculty.
- Running direct reporting teams or providing oversight on deployed teams.
- Create proper reporting documents of employee action.
- Establish command and control directives of new teams during deployment of employees.
- Utilize weapon classification.
- Report and documentation review
- Understand the dynamics of human personalities.
- Motivation to develop proactive place and polices.
- Dealing with irate clients to employees.
- Prove by means of creating a rotating schedule for employees on shift.
- Design and create proper employee reporting documents.
- Individual to Division level operational planning.
- Stress testing of policy and procedures.
- Recognizing of sexual harassment in the workplace.
- Develop an active shooter response plan.
- Able to create work schedules and rotating shifts.
- Students will be tested by written exam and mentored by
- Training faculty.
- Utilizing lower management reporting to support state and federal reporting requirements.
- How to delegate
- How to develop emergency operation plans and POST orders as well as, review process
- Effectively manage a surveillance team.
- Utilizing initiative in proactive surveillance.
- Proven through field exercise.
- Demonstrate proper communication.
- Students will understand the several types of emergency operation plans. They will identify the differences between the various family plans vs business, special events and what factors to be considered for each plan type.

- Students will implement procedures for how to operate and coordinate with state local and federal E.M.S personnel.
- Students will pass a written exam and demonstrate retained knowledge to the faculty.
- Students will have the understanding and be required to apply proper use of force options when covering an estate.
- Students will be tested bypass or fail under the supervision of
- Students must apply proper use of force options matching the escalation of force scenario.
- Implement all risk assessments.
- Utilize Route Reconnaissance.
- Implement the proper logistical coverage for the advanced teams.
- Deploy personal weapon system on target.
- Demonstrates proper safe handling.
- Utilize team tactics.
- Utilize individual tactics.
- Students will demonstrate non-dynamic room entry.
- Utilize the Pie Method.
- Demonstrate dynamic room entry.
- Team Communication in the Urban Environment.
- All Students will be tested by a written test and pass a range test with the faculty.
- Utilize and recognize the limitation of force options during night house.
- Utilize methods for a T intersection.
- Utilize methods for left and right corners.
- Utilize methods learned for right and left side entry doors.
- Distinguish the difference tactical from dynamic or covert entry methods.
- Implement individual tactics to team-based solutions.

Student Achievement Standards

1. Homework Assignments/Quizzes

Skills Participation

To gain proficiency in the skills, students must practice. The skills participation grade is based upon successful completion of the "Record of Successful Skills Attempts" utilized in lab. Students must complete each skill successfully totaling three times. The students will have each a successful attempt signed off by two fellow students. The last attempt must be signed off by the instructor. If a student has not had all their skills signed off successfully or has missing skills that have not been signed off, students will not be allowed to take the final examinations.

Course Participation
Block Exams
Final Examinations Written
Pass / Fail Assignments

1. All homework assignments have been successfully completed.
2. All Pre-tests and Post-Tests are completed.

3. All Chapter Exams are completed.
4. All Major Exams have been completed.
5. All Skills have been documented, signed of, and completed successfully.
6. A complete "Record of Successful Skills Attempts" document has been submitted.
7. All practical skill labs have been completed.
8. The student has no more than 16 hours of approved absences

Tuition
THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE $13,000.00
THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE $13,000.00
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT $3,000.00
THE TOTAL REMAINDER CHARGES DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS $10,000.00

Executive Protection Specialist (EPS 80)

Program Description

This program assists the student who is already a licensed security guard. The task is to acquire the techniques and principles used in executive protection details. Core topics in executive protection are covered and field exercises are included. The program is presented as an intensive 10 days, 80-hour program with an emphasis on field exercises. Home study will be required. This program is designed to teach the student the techniques and principles of executive protection. The program covers the range of fundamental executive protection activities and services, protective motorcade operations, history of terrorism, terrorist operations, hostage survival, surveillance detection, individual protective measures, threat assessments, emergency action planning, personal data protection, pre-incident facility survey.

1. Didactic 54 hrs.
2. Clinical 0 hrs.
3. Skills Lab 26 hrs.

Program Delivery

All courses are delivered in classroom and/or clinical settings. The (EPS) program is currently offered at the Modesto Campus.

Program Mission

The mission of this program is to provide the student with the means to work in protection industry and to perform duties and tasks as an executive protection agent as well as a shift leader.

Program Objectives

Upon completion of this program the student will possess the skills necessary to effectively operate in the security and executive protection fields as a Protection Agent as well as take on the roles and responsibilities of a shift leader. The student is trained to manage an operational team that is employed by an employer or per contract.

Program Duration:

The length of the EPS (80) hours:
54-hour didactic classroom/26 labs hours
80 Hours, 10 days: Varies view syllabus.

Library Resources, Training Aids and Supplies

- Identify communication needs for close protection.
- Students will understand etiquette.
- Personal and professional greetings are learned.
- Students will demonstrate their aptitude in static, foot, mobile and technical surveillance procedures.
- Students will understand and apply surveillance actions to recognizing counter surveillance used by differing adversary actions.
- Utilize numerous surveillance devices to collect intelligence data.
- Pass a written exam to being able to deploy all relevant surveillance equipment.
- Students will be able to plot, primary route of travel, secondary route of travel, third route of travel, and the fourth route of travel.
- Students will identify choke points, ambush points, and control points.
- Students will demonstrate their knowledge by written assessments and pass or fail on field exercises.
- Students learn to match their personality with their principle or client to form a proper protection agent mindset.
- Students will understand how to deal with high maintenance clients.
- Students will learn to balance security and personal needs of a client to dealing with medical issues of a client.
- Students must pass a written exam and interview.
- Recognize indicators of a threat.
- Utilize Force Options.
- Students must pass a written exam and prove during field exercises that information being taught has been retained.
- Knowledge of weapon deployment by adversaries.
- Gains knowledge of different weapon systems utilized against soft and hard targets.
- Understanding of Improvised Explosive Devices.
- Able to utilize administrative processes in protection methods to armed solutions.
- Well versed in team formations.
- Understanding of Angles of Attack or AOA.
- Knowledge learned of the differences when utilizing a sedan, SUV, or dedicated 4x4 vehicles for use in protection.
- Demonstrates all required positions during an active protection convoy.
- Understand vehicle positioning.
- Students must pass a field exercise proving their knowledge in Motorcade.
- Utilizes curb side arrival and departure methods.
- Comprehension on establishing creditable threats.
- Students will be required to pass and prove their knowledge during active class participation with faculty.
- Trained not to be drawn into the battle.
- Students will be able to effectively deal with low threat attackers in high threat situations.
- Having the proper understanding and knowledge of creating and presenting surveys to relevant managers.
- Students will be able to be effective strikers.

- Knowledge of weapons is taken away.
- Understanding the indicators of distraction.
- Understand the dynamics of human personalities.
- Motivation to develop proactive place and polices.
- Dealing with irate clients to employees.
- Able to create work schedules and rotating shifts.
- Students will be tested by written exams and mentored by training faculty. Recognize and assess proper surveillance techniques.
- Effectively manage a surveillance team.
- Utilizing initiative in proactive surveillance.
- Proven through field exercise.
- Demonstrate proper communication.

Student Achievement Standards

1. Homework Assignments/Quizzes

2. Homework assignments will be distributed throughout the course. To take the written final, these assignments must be completed and turned in. Please refer to your class syllabus for the due dates of these assignments.

Skills Participation

To gain proficiency in the skills, students must practice. The skills participation grade is based upon successful completion of the "Record of Successful Skills Attempts" utilized in lab. Students must complete each skill successfully totaling three times. The students will have each a successful attempt signed off by two fellow students. The last attempt must be signed off by the instructor.
If a student has not had all their skills signed off successfully or has missing skills that have not been signed off, students will not be allowed to take the final examinations.

Course Participation
Block Exams
Final Examinations Written
Pass / Fail Assignments

1. All homework assignments have been successfully completed.
2. All Pre-tests and Post-Tests are completed.
3. All Chapter Exams are completed
4. All Major Exams have been completed.
5. All Skills have been documented, signed off, and completed successfully.
6. All required patient assessments have been completed and documented successfully.
7. A complete "Record of Successful Skills Attempts" document has been submitted.
8. All practical skill labs have been completed.
9. The student has no more than 16 hours of approved absences

Tuition
THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE $2,500.00
THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE $2,500.00
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT $900.00
THE TOTAL REMAINDER CHARGES DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS $1,600.00

Permanent Transcript Retention

Student transcripts are maintained permanently in compliance with California Education Code §94900.5. All academic records are securely stored in electronic format with controlled administrative access and secure backup systems to ensure reproducibility.