

School Catalog

Academy for Professional Development Inc.

Nevada Catalog of Programs
October 1, 2022 to September 30, 2024
Effective date of October 1, 2022

NAC 394.381(6)(a)

Version 1.3

Nevada Campus: 3160 South Valley View Boulevard, Suite 106
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www.afpdus.com

NAC 394.381(6)(l)

Licensed to operate by the Commission on Postsecondary Education

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**Academy for Professional Development
General Catalog
2022-2024**

School Notice

Effective Date: October 1, 2022

Notice for Students

This catalog is the official publication of the programs, policies, and requirements of Academy for Professional Development. Students enrolling in AFPD are subject to these provisions and should read this catalog carefully.

Students are responsible for knowing the rules and policies of AFPD. Enrollment at AFPD constitutes an agreement to abide by its rules and policies. Failure to read this catalog does not excuse students from such rules and policies.

Note: Academy for Professional Development reserves the right to change or modify policies, curricula, courses, tuition and fees, or any other aspect of its programs described in this catalog at any time. Changes to curricula and courses are subject to approval by the Commission on Postsecondary Education.

PRESIDENTS MESSAGE

I want to take this opportunity to welcome you to Academy for Professional Development. This excellent educational experience will be positive, exhilarating, engaging, rewarding, and cutting edge. We are committed to providing you with the best educational experience possible and to help prepare you for the next steps in your professional career.

Academy for Professional Development will be one of your main keys to a successful future for you as a true professional in the world of E.M.S and Security. Our distinguished faculty brings a wealth of experience with real world experience who have worked or are still working in their chosen profession.

It is the goal and intent to provide you with a higher level of training that not only meet required standards but exceed them. We stress the importance of continuing education and a higher standard of training. We sustain our programs by providing an operational environment that is professionally managed, competently supervised, continually evaluated and appropriately modified to ensure the most effective training program possible.

Lastly, the career field you are choosing demands from you a large sacrifice and will have a significant impact on both your professional life and private life. You must be 100 percent committed to providing the services to the communities and agencies you will be working for. Completing your tasks and assignments must be accomplished with pride, respect, professionalism, integrity, and dedication.

Completing the courses of choice for your chosen profession is just the beginning of your training and learning experience. The security and E.M.T fields require that you attend so many hours of continued education. Become an expert in your trade and never stop learning. Do not let yourself settle for the minimum. Exceed and demand of yourself that you will rise above the standards and not settle for the minimum, just to get you by or through.

I wish all of you the best in your courses and chosen career.

SCHOOL INFORMATION

General

NAC 394.381(6)(i)

The Headquarters of the Academy for Professional Development is in the heart of the Central Valley of California. AFPD is a private institution of higher education and is closely aligned with several E.M.S agencies, as well as many professional security companies.

We are proud to open our Nevada Campus at 3160 S Valley View Blvd, Ste 106, Las Vegas, Nevada. Our Nevada programs, detailed in this catalog, adhere to strict standards of excellence. We are aligned with a number of professional security companies in Nevada, and several EMS agencies in both the Nevada district and the Southern Nevada Health district.

The inception of AFPD's vocational programs and foundation, Executive Protection/Close Protection courses along with other security related programs were originally conceived and instructed by Spec Group since 2009. Academy for Professional Development was formed in 2014. We currently provide instruction in several academic programs, including Executive Protection, Physical Security Protection and EMS. The Emergency Medical Technician Course will be a nice additional to an already established career development line of programs available.

The Academy for Professional Development also has the equipment necessary, which not only meets the training standards and guidelines but will enhance the student/instructor teaching and learning objectives. Our training approach is based on direct industry experience of our faculty. This will insure a productive professional learning and realistic teaching environment.

AFPD's programs are grounded and instructed by top experts in their chosen field. Our goal is to educate and train future healthcare providers as well as security specialists to thrive in their chosen field and become an asset to their chosen firms and make valued contributions to both the security and healthcare systems. AFPD is committed to preparing our students to attain the knowledge and skills necessary to practice, conduct research and be leaders as well as consummate professionals in their field. AFPD is working toward and committed to developing partnerships with local universities and colleges as well as other alliances with hospitals and other care facilities to include major companies in the Security Industry as well. AFPD strongly believes that we must all work together for the betterment of our community, our world, and ourselves.

The Academy for Professional Development is open to all persons who meet entrance requirements, regardless of age, race, color, religion, national origin, disability, sex, sexual orientation, or gender identity or expression.

Mission and Goals Statement

The mission and goal of this institute is to:

- Provide Outstanding and Quality training in specialized career track professional programs.
- Provide realistic learning environments to mimic real life situations.
- Instill Professionalism, Honor, Integrity and Ethics.
- Provide the local community with professional, trusting, and competent trained individuals.

Institutional Goals

To provide a higher level of education that not only meets standards but exceeds them

To educate and train students in specialized career track professional programs, to competently enter their chosen specialized fields.

To teach theory, practices, and skills necessary while simultaneously developing critical thinking and problem- solving skills.

To provide students with both the historical context and modern application of their chosen career track professional program.

To provide and continue to improve, modify, and to encourage lifelong learning and to support the cultural diversity of our students.

To provide quality training in the specialized career track professional fields to our students.

State Licensure and Approvals

NRS. 394.441

1. State of Nevada Commission on Postsecondary Education
1860 East Sahara Avenue
Las Vegas, Nevada 89104
Phone: (702) 486-7330

2. National Association of Emergency Medical Technicians
PO Box 1400
Clinton, MS 39060-1400
Phone: (601) 924-7744
Toll Free: 1-800-34-NAEMT [1-800-346-2368]
FAX: (601) 924-7325

Staff

NAC 394.381(6)(b)

Administrative

President and Chief Executive Officer: Jerame Ayers

Chief Operations Officer/Chief Academic Officer: Vince Inaudi

Faculty Members

Nevada School Director: Daniel Kipnis

Nevada Academic Director: Vince Inaudi, Jerame Ayers

Nevada Instructors:

Emergency Medical Technician Instructor: Chad Lusche

Emergency Medical Technician Substitute Instructor: Daniel Kipnis

Executive Protection Instructor: Bradley Thomas Scanlon

Executive Protection Substitute Instructor: Roland Reyes, Jerame Ayers

Physical Security Specialist Instructor: Bradley Thomas Scanlon

Physical Security Specialist Substitute Instructor: Roland Reyes, Jerame Ayers

Business Hours and Calendar

NAC 394.381(6)(c)

Business Office Hours: 9am to 5pm, Monday – Friday

Classroom Schedule: 9am to 10pm, Monday – Saturday

Closed Sundays

Holidays Observed 2022

January 1, 2022 New Year's Day

February 21, 2022 Presidents Day

May 30, 2022 Memorial Day

July 4, 2022 Independence Day

September 5, 2022 Labor Day

November 24, 2022 Thanksgiving Day

December 24-30, 2022 Christmas Winter Break

Holidays Observed 2023

January 1, 2023 New Year's Day

February 20, 2023 Presidents Day

May 29, 2023 Memorial Day

July 4, 2023 Independence Day

September 4, 2023 Labor Day

November 23, 2023 Thanksgiving Day

December 23-29, 2023 Christmas Winter Break

Holidays Observed 2024

January 1, 2024 New Year's Day

February 19, 2024 Presidents Day

May 27, 2024 Memorial Day

July 4, 2024 Independence Day

September 2, 2024 Labor Day

November 28, 2024 Thanksgiving Day

December 21-27, 2024 Christmas Winter Break

Student Information

Admission Information

Equal Opportunity

Academy for Professional Development is committed to the philosophy of equal opportunity and access in all educational programs and services. Thus, we are passionately committed to a policy of nondiscrimination based on race, color, national origin, ancestry, religion, sex, age, handicap, marital status, sexual orientation, or veteran status in our employment or educational programs. 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.

Learning and Physical Disabilities

All Academy for Professional Development Facilities are handicap accessible and Academy for Professional Development Facilities with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Applicants who are persons with disabilities may apply for admittance into the program. First Lady Permanent Education Center will work with the applicant or student to determine whether reasonable accommodations can be made effective and or available. It is the student's responsibility to make his/her disability known and to present certified documentation of the disability. The student record will be updated to ensure the student is accommodated accordingly. The Chief Academic Officer will notify the student to discuss the recommended accommodations to determine a reasonable means for delivering a specific accommodation.

Document of recommended accommodations from a physician or other healthcare professional will be required prior to provision of accommodation.

Credit for Previous Education and/or Experience Policy

NAC 394.381(6)(j)

The Academy for Professional Development does not grant credit for previous experience or training.

Language Proficiency

The following apply to students for whom English is not their primary language: For a student who's high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet-based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

Language of Instruction

Instruction will be given in English only.

English -As-A-Second Language Instruction

This institution does not provide ESL instruction.

Complaints

Any student with a complaint that has not been rectified through the school's administration may file a complaint about this institution with the State of Nevada Commission on Postsecondary Education by calling (702) 486-7330 or by completing a complaint form, which can be obtained on the bureau's Internet web site http://cpe.nv.gov/Students/Students_Home/.

Entrance Requirements

NAC 394.381(6)(d) & NAC 394.607

Emergency Medical Technician Program

To qualify for the program an applicant must:

- Be at least 18 years old, or at least 17 with parental consent.
- Have a current Nevada Driver's License card and Social Security Card
- Applicants must have a minimum of a high school diploma, a GED. No Ability to Benefit Students will be admitted.
- Physical Clearance to Participate in Program, Drug-test, Flu Vaccine during flu season.
- PPD Two Step: TB1- Tuberculosis within 1 year and TB2 within 30 days of program, Tetanus within 1 year, MMR- Measles, Mumps, Rubella (childhood record ok), Varicella Immunity, and Hepatitis B- At least shot #1 in series.

Executive Protection Specialist

To qualify for the program an applicant must:

- Be at least 18 years old.
- Must meet Nevada and Federal guidelines to, own, possess and or purchase a firearm.
- Have a current Nevada Driver's License card and Social Security Card
- Applicants must have a minimum of a high school diploma, a GED. No Ability to Benefit Students will be admitted.
- Must pass FBI and DOJ clearance to possess and/or purchase firearms.

Physical Security Specialist

To qualify for the program an applicant must:

- Be at least 18 years old.
- Must meet Nevada and Federal guidelines to, own, possess and or purchase a firearm.
- Have a current Nevada Driver's License card and Social Security Card
- Applicants must have a minimum of a high school diploma, a GED. No Ability to Benefit Students will be admitted.
- Must pass FBI and DOJ clearance to possess and/or purchase firearms.

Students not being eligible to possess and purchase firearms does not necessarily preclude them from taking a security/executive protection class. However, students who are not eligible to possess and or purchase a firearm shall not be allowed to attend any training that would incorporate the use of a firearm or possession.

Students are responsible for purchasing their own firearms. Rentals are not available through Academy for Professional Development.

Students shall not borrow or ask to borrow weapons from Academy for Professional Development or its instructors or other students.

Students who violate this policy will be removed from the program.

Criminal Background Checks

STUDENTS ARE REQUIRED TO ENSURE TO GET CLEARANCE OF ANY CONVICTIONS PRIOR TO ENROLLMENT INTO ANY PROGRAM. TO VERIFY CONTACT LICENSING DEPARTMENT.

Nevada law prohibits the certification/licensure of any person who has been convicted of any Penal Code violation unless that action has been dismissed or the individual has obtained a Certificate of Rehabilitation. A prescreening, background check is conducted on all enrolled students. This prescreening is the same that is typically required of hospital employees and is a condition of the clinical facilities to allow a student to participate in clinical rotations at their sites. Students may be allowed to begin course work before the background check is completed. However, by signing Academy for Professional Development Enrollment Agreement, the student affirms that they have not been convicted of any Penal Code violations.

- Students failing the background check at the time of enrollment may not be eligible to participate in the program and may be dismissed. At the end of the program students must submit to a full investigation by the Department of Justice. Students failing this investigation may not be eligible for licensure.

Drug Screen

Academy for Professional Development participates in random drug screening throughout the course of each program, or if a student's behavior is suspicious of drug or alcohol use. Drugs screens may be a mandatory test based on the program, please read each program section for full details on requirements.

Licensing

Emergency Medical Technician Licensing

Nevada has a unique licensing system for Emergency Medical Technicians. EMTs in Clark County are licensed by the Southern Nevada Health District. Those residing in other parts of the state receive their authorization from the Nevada Department of Health and Human Services, Division of Public and Behavioral Health. For more information, please see the site below:

<https://www.healthcarepathway.com/become-an-emt/nevada-emt.html>

Medical Laboratory Personnel Licensing Medical Laboratory Services
727 Fairview Drive, Suite E Carson City, NV 89701 Phone: (775) 684-1030
http://dpbh.nv.gov/Reg/MedicalLabs/Medical_Lab_Personnel_Licensing/

Nevada Security Guard Licensing Requirements and Information

Nevada security guards are under the jurisdiction of the Nevada Private Investigator's Licensing Board. Employees are registered and issued work cards. For more information, please see the following site:

<https://securityguard-license.org/states/nevada-security-guard.html>

Student Conduct

NAC 394.381(6)(g)

The Code of Student Conduct governs the behavior of our student body. The purpose of a published Code of Conduct is to state the specific authority and responsibility of the institution in maintaining social discipline, to outline the process for a legitimate grievance, and to establish the procedures to be followed to ensure "due process," which protects accused students from unfair imposition of penalties and sanctions. Daily responsibility for good conduct rests with all students, faculty and staff. All members of this institute are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

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

- Collaborating against the school with other classmates.
- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on or around campus.
- Possession of unauthorized weapon on campus.
- Behavior creating a safety hazard to another person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.
- Dishonesty
- Cheating
- Falsification of documents
- Violent behavior (verbal/Non-verbal/Physical)
- Violation of safety policies during skills or firearms training

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

Uniform Requirements

The Executive Protection, Emergency Medical Technician and Physical Security Specialist programs have uniform requirements, partially covered in the fees for each program.

Physical Security and Executive Protection Programs

- 5.11 or True Spec Tactical pants, brown in color
- Tan uniform boots
- AFPD Long sleeve or short sleeve shirt with school logo on it. Black Polo's with school logo is also acceptable.
- School ID badge with name and program on it

Emergency Medical Technician Program

- EMT uniform shirt with school logo on it.
- Dark Navy 5.11 or True Spec pants.
- Solid black polishable uniform boots
- Name identification badge.

Dress Policy

1. Uniform is required daily in classroom didactic and clinical.
2. Uniform must be clean, wrinkle free, non-stained and in good repair.
3. Name identification badges are part of the uniform and are always to be worn.
4. No jewelry is to be worn except for wedding bands and non-dangling earrings
5. Visible body piercing and/or tattoos are not acceptable by some clinical sites; therefore, they must be covered.
6. Deodorants and antiperspirants should be used daily.

7. Hair must be neat and clean; long hair should be pulled back and/or tied-up.
8. Make-up should be used sparingly.
9. No strong perfumes or colognes are allowed.
10. No long nails (no longer than the tip of the finger)/ Artificial nails are ok, must be manageable length.
11. No sunglasses allowed in the classroom.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation, and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment.

No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Warning: Perjury/ Fraud

Falsifying information about citizenship, Nevada 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.

Confidentiality

Any and all information obtained while providing services in any medical related program that requires clinical hours or any information learned while working and studying in a health care facility will always remain confidential. Students that breach client confidentiality will face termination from the program. Each student is required to sign and submit the "Student Agreement: Patient's Rights, Confidentiality and Safety" form upon entry into any medical related program that requires clinical time.

Enrollment Agreement:

NAC 394.381(6)(c)

Students must sign an enrollment agreement prior to beginning a program at Academy for Professional Development. The agreement includes information regarding tuition and fees, billing, attendance, financial assistance, payment options, and other related content. All enrollment agreements must be signed within (5) days of enrollment this should be no later than (10) days prior to the first day of the program. If students do not complete their enrollment agreements, they will be automatically dropped from the program.

Emergency Contact Form

Students are responsible to complete an Emergency Contact Form that is used for classroom and clinical site in case of an emergency. This information is mandatory to be updated by student, in case of an emergency.

Evaluation of Student Progress

Evaluation of student progress will be ongoing and based upon meeting both didactic and clinical objectives. Progress in EMT didactic is defined as maintaining a grade of “C” or better (75% or higher); in Executive Protection and Physical Security satisfactory progress is defined by the instructor. Progress in EMT clinical is defined as maintaining a grade of “Satisfactory”. A failure in either area will cause the student to fail the program.

EMT Didactic: Points will be given for each component of the course, such as tests, papers, and projects. To pass, the student must receive a minimum of 80% of the total points. Each instructor will grade and review results of required work with students and allow them time for discussion.

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

Note: A grade of “Incomplete” will only be given if, due to extraordinary circumstances, a student has not been able to complete all the course work by the end of the program. An “Incomplete” must be removed within two weeks of the end of a program or it will default to an “F”.

Clinical:

The clinical instructor is responsible for all student clinical assignments and evaluations. It is recognized that an exact match between didactic and clinical are 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 will be given to the student with a student signature required to attend clinical sessions. ALL POLICIES AND PROCEDURES OF THE CLINICAL SITE ARE REQUIRED TO BE MET BY THE STUDENT.

Evaluations for both didactic and clinical will be discussed with each student as an on-going, continuous part of the class and written assessments will be made for each student at least once during each program. Final evaluations are discussed with each student during the last week of each program and then filed in the student’s record.

Academic Dismissal and Readmission Policies

Instructors work with students each week to assess progress. If the student is falling behind, the instructor will give the student a week to catch up. If the student falls too far behind, the instructor will give them the option of:

- Dropping out of the program with a pro-rated refund, or
- Dropping out of the current program and enrolling in the next program at no charge.

This is a one-time offer. If the student enrolls in the next program and falls behind again, the student may drop out with a pro-rated refund. If the student wishes to enroll in a subsequent program, the student must pay the full charge for the program.

Attendance Policy – All Programs

NAC 394.381(6)(f)

Attendance is expected for the full duration of theory and clinical courses. The following chart shows the maximum 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.

Program Name	Required Program Hours	Maximum Allowable Hours Missed
Emergency Medical Technician: 200 Didactic/24 Externship	224	16
Executive Protection Specialist: 80 Didactic	80	8
Physical Security Specialist: 216 Didactic	216	16

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.

Academy for Professional Development will work with students to accommodate emergencies and unforeseen events. Instructors will evaluate reasons for tardiness and absence.

All make-up is hour for hour with an Instructor present.

Make-up time is "well defined" by limited number of hours for theory and clinical.

Students are not allowed to change clinical hours with other students.

If a student needs to make-up more than 16 hours they will be required to attend the next available program, a rescheduling fee will be applied to transfer.

Tardy vs Absence:

- Tardy = student arriving late 15 minutes after the class has started.
- Two Tardies = is considered as one absence, 8 hours make-up required.
- Absence = attending late over 45 minutes for the day.
- Two Absences = 16 hours of required make-up time.

Didactic Attendance:

Students are required to complete all classroom/didactic hours; all missed hours will require a makeup fee. Didactic make-up requires an appointment with the Instructor. Instructor is required to be present at all times.

Clinical Attendance:

Clinical make-up time needs to be scheduled with the Instructor with direct oversight of Director and Administrator. (All clinical missed hours require payment, and or a Doctor's note to waive "8" hours max) all additional hours will accrue a makeup fee. Clinical Makeup is only offered the last week of the program – no other weeks allowed.

ALL MISSED PROGRAM TIME MUST BE MADE UP WITH AN AUTHORIZED INSTRUCTOR.
FEES MAY APPLY.

Make-up and Absenteeism Policy Procedure

If absenteeism prevents the student from meeting the program objectives, the student may be required to repeat the didactic class, clinical experience, or both:

Any objective missed due to absence in either a clinical or didactic course can be completed satisfactorily in one of the following ways:

Written Assignments and Make-up Tests

- No make-up tests or written assignments will be permitted unless the Program Director or Assistant Director give approval.
- There will be no make-up test for an unexcused absence, and the student will receive a grade of 0 points for the test.
- Make-up written assignments may be subject to an automatic reduction in points up to one grade level because of lateness.

Didactic Make-up

The student must make arrangements for scheduled make-up as per the attendance policy. The make-up should reflect the scheduled topic(s) missed and require the student to spend time equivalent to the hours missed to be counted as make-up credit.

Clinical Make-up

The student must make arrangements for scheduled make-up as per the attendance policy. The make-up should reflect the clinical objectives missed and require the student to spend time equivalent to the hours missed in the skills lab or clinical area.

Leave of Absence

Should circumstances be such that a leave of absence is to be requested, a student must apply for a leave of absence to the main campus:

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

The student may also email the office, at info@afpdus.co, with “Leave of Absence Request” in the Subject line.

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Student Records

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. If a difference of opinion

exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$10.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution is paid current.

All records will be kept digitally in a secured file on the AFPD local server. The documents contained in the files will be all registration/ contract documents, all academic documents, and all financial documents. There will be one file per student. AFPD will be custodian of all student records. These records shall be considered confidential and the exclusive property of, Academy for Professional Development The following documents shall be maintained for each student:

- a) All registration/ contract documents
- b) All required medical records
- c) All academic documents
- d) All financial documents

Transcripts

Students' grades are entered into the data management system. Computerized transcripts are provided to students at time of graduation, and will be provided, for a fee, upon receipt of a request and payment of the applicable fee. The Registrar's Office will normally provide transcripts as soon as possible and will always respond within 14 working days. If a student requests that a transcript be provided to a third party, that request must be in writing.

The Right to Access Records

With a few exceptions provided by law, students may see any of their school records upon request. Access must be granted no later than 15 working days after written request. Students also have the right to challenge the contents of their educational records and to enter their viewpoints in the records under established procedures.

Privacy of Student Records

The privacy and integrity of student records is a fundamental concern at this institution. To this end, no student records will be released to any party without the prior written authorization of the student. The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C... 1232g) and the regulations adopted thereunder (34 C.F.R... 99) set out the requirements designed to protect the privacy of students concerning their records maintained by the campus. Several aspects are of importance: 1) access to student records, 2) the release of the records or data contained in the records, and 3) the rights of a student to a hearing to challenge the contents of the student's records.

There are specific exceptions to the privacy rights of students. This institution may be required to make student records available to authorized auditors of various oversight agencies.

Student records are, at the time of this writing or revision, of two types: Financial Records and Academic Records. The Registrar is the official responsible for the maintenance of these records. Each individual student record will contain a list that indicates persons requesting or receiving information from the student's record.

Disclosure of Student Records

With several exceptions provided by law, AFPD cannot release information concerning students to third persons without the written consent of the student. Permission must be given by the student for information in their file to be used as reference checks for credit or employment evaluation by third parties and the student must file a declaration to this effect, which will be kept in the student's file(s). The declaration can be all-inclusive or on a case-by-case access basis. (The provision of financial data to authorized agencies is not a violation of the Buckley Amendment of the Family Education Rights and Privacy Act of 1974). The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal tax purposes. Parents requesting information may be granted access upon submission of a signed statement or other evidence of federal income tax dependency.

Career Services and Placement Assistance

NAC 394.381(6)(k)

Instructors assist students in job search by means of personal networking of known employers and other known job search methods such as digital media and other social networking means.

No Guarantees of Licensure or Employment

Academy for Professional Development DOES NOT GUARANTEE that any students graduating from the Academy will be licensed or employed in the capacity of their training. Licensure is dependent upon students passing the licensure exam, clearing fingerprinting and a Department of Justice investigation. Student is responsible to ensure any convictions are cleared prior to enrolling. The school is not responsible for convictions that prevent licensure, and in such cases, students will not get a refund.

Programs

Schedule

NAC 394.381(6)(c)

Please note that the program schedule is subject to change. Please refer to the web site, at: www.afpdus.com , for the most up-to-date schedule, or call the school at: (209) 300-7822.

Emergency Medical Technician Program (EMT)

200 Hours didactic, 24 Hours Clinical Externship

October 17, 2022 – January 14, 2023
November 28, 2022 – February 24, 2023
December 12, 2022 – March 10, 2023
January 16 – April 7, 2023
February 6 – April 29, 2023
March 13 – June 2, 2023
April 17 – July 7, 2023
May 22 – August 11, 2023
June 12 – September 1, 2023
July 17 – October 6, 2023
August 14 – November 3, 2023
September 11 – December 2, 2023
October 16, 2023 – January 12, 2024
November 6, 2023 – January 26, 2024
December 4, 2023 – March 1, 2024
January 8 – March 30, 2024
February 5 – April 26, 2024
March 11 – June 1, 2024
April 15 – July 6, 2024
May 13 – August 2, 2024
June 10 – August 30, 2024
July 29 – October 19, 2024
August 19 – November 8, 2024
September 30 – December 20, 2024

Executive Protection Specialist

80 Hours Didactic

October 10 – 22, 2022
November 7 – 19, 2022
December 5 – 17, 2022
January 9 – 21, 2023
February 6 – 18, 2023
March 6 – 18, 2023
April 3 – 15, 2023
May 8 – 20, 2023
June 12 – 24, 2023
July 10 – 22, 2023
August 7 – 19, 2023
September 18 – 30, 2023
October 9 – 21, 2023
November 6 – 18, 2023
December 11 – 23, 2023
January 15 – 27, 2024
February 12 – 24, 2024
March 4 – 16, 2024
April 1 – 13, 2024
May 6 – 18, 2024
June 3 – 15, 2024
July 8 – 20, 2024
August 12 – 24, 2024
September 16 – 28, 2024

Physical Security Specialist

216 Didactic

October 17 – November 12, 2022
November 7 – December 3, 2022
January 2 – 28, 2023
February 6 – March 4, 2023
March 6 – April 1, 2023
April 3 – 29, 2023
May 1 – 27, 2023
June 5 – July 1, 2023
July 2 – 29, 2023
August 7 – September 2, 2023
September 18 – October 14, 2023
October 16 – November 11, 2023
November 13 – December 9, 2023
January 8 – February 3, 2024
February 5 – March 2, 2024
March 4 – March 30, 2024
April 1 – 27, 2024
May 6 – June 1, 2024
June 10 – July 6, 2024
July 15 – August 10, 2024
August 19 – September 14, 2024
September 23 – October 19, 2024

Tuition

NAC 394.441(1)

Emergency Medical Technician Program Tuition

Fees in red are non-refundable upon the student's first attendance.

Fee Description	EMT
Tuition:	\$ 476.33
<i>Enrollment/Registration Fee</i>	<i>\$ 250.00</i>
<i>Application Fee</i>	<i>\$ 150.00</i>
<i>Books/Materials/Copies/Media</i>	<i>\$ 591.67</i>
<i>Uniforms</i>	<i>\$ 165.00</i>
<i>Internet and secure access</i>	<i>\$ 12.00</i>
<i>Lab Fees/Expendable Supplies</i>	<i>\$ 100.00</i>
<i>Insurance</i>	<i>\$ 240.00</i>
Total Fees:	\$ 1985.00

Executive Protection Specialist Tuition

Fees in red are non-refundable upon the student's first attendance.

Fee Description	Executive Protection Specialist
Tuition:	\$ 1,400.00
<i>Enrollment/Registration Fee</i>	<i>\$ 175.00</i>
<i>Application Fee</i>	<i>\$ 100.00</i>
<i>Range/Ammunition Fee</i>	<i>\$ 100.00</i>
<i>Books/Materials/Copies/Media</i>	<i>\$ 100.00</i>
<i>Uniforms</i>	<i>\$ 145.00</i>
<i>Internet and secure access</i>	<i>\$ 12.00</i>
<i>Lab Fees/Expendable Supplies</i>	<i>\$ 240.00</i>
<i>Insurance</i>	<i>\$ 240.00</i>
Total Fees:	\$ 2,500.00

Physical Security Specialist Tuition

Fees in red are non-refundable upon the student's first attendance.

Fee Description	Physical Security Specialist
Tuition:	\$ 12,495.00
<i>Enrollment/Registration Fee</i>	<i>\$ 175.00</i>
<i>Application Fee</i>	<i>\$ 150.00</i>
<i>Range/Ammunition Fee</i>	<i>\$ 300.00</i>
<i>Books/Materials/Copies/Media</i>	<i>\$ 200.00</i>
<i>Uniforms</i>	<i>\$ 145.00</i>
<i>Internet and secure access</i>	<i>\$ 12.00</i>
<i>Lab Fees/Expendable Supplies</i>	<i>\$ 240.00</i>
<i>Insurance</i>	<i>\$ 240.00</i>
Total Fees:	\$ 13,957.00

Nevada Student Refund Policy

NRS. 394.449

NRS 394.449 Requirements of policy for refunds by institutions.

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
 - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
 - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
 - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
 - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
 - (a) Date of cancellation by a student of his or her enrollment;
 - (b) Date of termination by the institution of the enrollment of a student;
 - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - (d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
4. For the purposes of this section:
 - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
 - (b) The period of time for a training program is the period set forth in the enrollment agreement.
 - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.(Added to NRS by 1985, 989; A 1989, 1460; 1995, 325; 2005, 635)

Account for Student Indemnification

NRS. 394.553

In an event of school discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

Emergency Medical Technician

The length of the EMT Program is 12 weeks, a total of (200) hours, plus a 24-hour externship:

- Classes are presented on two weekday nights for 4 hours each, and on one weekend day for 8 – 10 hours, for 12 weeks total
- 24-hour clinical externship at the hospital ER Department and ride along on an ambulance for 2 twelve-hour shifts, or 3 eight-hour shifts with at least (10) patient contacts. A student will need to complete more time if they do not meet the minimum patient contacts.

The textbook is Prehospital Emergency Care, 11th edition, by Joseph J. Mistovich & Keith J. Karren, ISBN-13: 9780134709062, and online resources from Pearson and BRADY MyLab

The Emergency Medical Technician (EMT) program prepares the EMT student with 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 consists of (200) hours of didactic and skills lab training, and 24 externship hours. 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 80% or better and fulfill all clinical requirements.

At the completion of this program the successful student will be able to:

1. Describe the roles of EMS in the health care system.
2. Demonstrate the professional attributes expected of EMTs.
3. Perform the roles and responsibilities of an EMT with regard to personal safety and wellness, as well as the safety of others.
4. 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.
5. Apply principles of anatomy, physiology, pathophysiology, life-span development and therapeutic communications to the assessment and management of patients.
6. Identify the need for and perform immediately life-saving interventions to manage a patient's airway, breathing and circulation.
7. Assess and manage patients of all ages with a variety of complaints, medical conditions and traumatic injuries.
8. 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.

In order to receive an EMT course completion certificate from Academy for Professional Development, students must have obtained a score of 80% or above on their final examination, successfully pass all skills examinations and have a class overall percentage of 80% 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 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 Nevada State EMS Authority EMT certification card/license.

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

Program Unit Description

Unit 1: Introduction to EMT (16 hours)

The 6 chapters in this unit educate the student on:

- the history of Emergency Medical Systems,
- how EMS inter-relates with the Public Health Systems,
- workplace safety and wellness for the EMTs,
- medical, legal and ethical issues
- medical terminology
- common documentation practices and forms
- communication with patients, their families, and other members of the EMS team
- physical movement of patients, with and without mechanical assistance

Unit 2: Anatomy and Pathophysiology (16 hours)

The 3 chapters in this unit educate the student on:

- Anatomy, Physiology and Medical Terminology
- Pathophysiology
- Life Span development

Unit 3: Vital Signs and Patient Assessment (16 hours)

The 4 chapters in this unit educate the student on:

- Airway Management, Artificial Ventilation, and Oxygenation
- Baseline Vital Signs, Monitoring Devices, and History
- Scene Size-Up
- Patient Assessment

Unit 4: Pharmacology, Shock, Respiratory and Cardiovascular Emergencies (16 hours)

The 4 chapters in this unit educate the student on:

- Pharmacology and Medication Administration
- Shock and Resuscitation
- Respiratory Emergencies
- Cardiovascular Emergencies

Unit 5: Brain, Behavioral, Diabetic, Environmental, and Toxicologic Emergencies (42 hours)

The 9 chapters in this unit educate the student on:

- Altered Mental Status, Stroke, and Headache
- Seizures and Syncope
- Acute Diabetic Emergencies
- Anaphylactic Reactions
- Toxicologic Emergencies
- Abdominal, Hematologic, Gynecologic, Genitourinary, and Renal Emergencies
- Environmental Emergencies
- Submersion Incidents: Drowning and Diving Emergencies
- Behavioral Emergencies

Unit 6: Bleeding, Musculoskeletal, Head, Abdominal and Multisystem Trauma (43 hours)

The 10 chapters in this unit educate the student on:

- Trauma Overview: The Trauma Patient and the Trauma System
- Bleeding and Soft Tissue Trauma
- Burns
- Musculoskeletal Trauma
- Head Trauma
- Spinal Injury and Spine Motion Restriction
- Eye, Face, and Neck Trauma
- Chest Trauma
- Abdominal and Genitourinary Trauma
- Multisystem Trauma and Trauma in Special Patient

Unit 8: Obstetrics, Newborns, Geriatrics, Special Patients, Multiple Casualty and Terrorism Situations (35 hours)

The 10 chapters in this unit educate the student on:

- Obstetrics and Care of the Newborn
- Pediatrics
- Geriatrics
- Patients with Special Challenges
- The Combat Veteran
- Ambulance Operations and Air Medical Response
- Gaining Access and Patient Extrication
- Hazardous Materials
- Multiple Casualty Incidents and Incident Management
- Response to Terrorism Involving Weapons of Mass Destruction

Unit 9: Enhanced Skills Training (16 hours)

This unit is intended to provide the student with extended practice and skills training in all equipment and techniques presented in the course.

All units include online chapter quizzes and unit exams. In addition, practical skills are taught and practiced using up-to-date equipment used by EMTs. Students will also role-play to learn soft skills necessary in working with patients.

Executive Protection Specialist

The Executive Protection Specialist Program lasts 2 weeks, 40 hours each week for a total of 80 hours. Classes are held Monday – Friday from 9 am to 5 pm.

Textbooks used in this program include:

Executive Protection Specialist Handbook Spiral-bound – June 1, 2003 Varro Press

Department of Defense Standard Operating Procedures printed reference materials related to 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.

This program prepares the student for employment into the Executive Protection Industry. AFPD has been instructing in this industry for almost two decades. Our Executive Protection program is for interested, dedicated students who want to specialize in Executive Protection, serving as the lead protector for high net worth clients and their families or specific company interests that require protection. Executive Protection is a subset of the Security industry: it is not a uniformed guard setting since the agent must provide security escorts in many different public and social settings, often working undercover with a concealed weapon. AFPD not only provides students the agent knowledge base but trains you to the mid-level manager or Detail Leader. This is done so that you have the capability to be employed in any capacity within Executive Protection.

The EP program teaches the student to think and plan out proper protection strategies that are implemented in safeguarding clients. The tasks presented train the student to acquire the techniques and principles used in leading specific EP teams, or in acting as a standalone EP Specialist doing close protection. Core topics in executive protection are covered and field exercises are included.

Physical skills are taught, for use in defense of the client and to disable any attacker of the client. To gain proficiency in the skills, students must practice. Physical practice is a part of each day's curriculum, and is observed/coached by the instructor. Students are first shown how to do an exercise, then the student will perform the exercise, and finally the student will teach the exercise.

Students must pass all live scenario-based exercises and receive a pass from all training faculty to graduate the program.

Program Unit Description

Unit 1: Introduction to Protective Service (10 hours)

A basic introduction to the history of personal protection and the US Secret Service, this module includes information regarding:

- Terms specific to the industry and their definitions
- The purpose of personal protection and risk management
- Responsibilities of the Executive Protection Specialist, the fundamentals and objectives
- Professional standards and personality traits
- The basics of identifying threat levels

This module includes Chapters 1 – 11, 13 & 14 of the Executive Protection Specialist Handbook.

At the completion of this module the student will have a basic understanding of the history of the protection industry in the US, the specialized language it uses, and a broad understanding of the role and responsibilities of an Executive Protection Specialist.

Unit 2: Surveillance and Types (21 hours)

This module introduces students to the theory and practice of Executive Protection while the client is in a home or business setting, and while the client is traveling. After completing this module students will be able to:

- Assess the security of a business setting, describe any vulnerabilities, describe how to mitigate the vulnerabilities
- Assess the security of an estate (home) setting, describe any vulnerabilities, describe how to mitigate the vulnerabilities
- Describe how to detect surveillance instruments and how/whether to neutralize them
- Describe how to plan a travel route, what problems to look for, how to avoid them, and how to set up alternate routes
- Describe how to participate in a motorcade

Unit 3: Introduction to Elements of Close Protection (22 hours)

By the completion of this module, the student will:

- Understand the various types of adversaries and how to handle them
- Understand how to handle assaults with and without weapons
- Understand how to prepare for possible attacks
- Be able to counter attacks
- Be able to counter an attack with improvised weapons
- Be able to disarm an opponent
- Understand how to match their personality with their client; how to blend in with their client's milieu via appropriate attire and manners
- Understand how to handle client(s)'s personal vs security needs; handling medical needs, how to handle high maintenance clients
- Understand Dignitary Protection
- Be able to counter attacks on their client(s)

Unit 4: Introduction to Reports and Reporting Procedures (16 hours)

By the completion of this module, the student will:

- Understand how to create useful field notes, incident reports, activity reports, and investigation reports
- Understand how to create POST orders and how to follow them
- Understand how to create work schedules and rotating shifts
- Be able to document executive protection activities
- Be able to use incident reports during operations

Unit 5: Preparation and Final Exam Full Scenario (11 hours)

In the culmination of the Executive Protection Specialist Program, the student will prepare for and participate in a simulated scenario of client protection involving every aspect of the previous training. Each student will be required to perform in a variety of roles to demonstrate competence. The instructor will also inspect all handwritten notes to guarantee information retention.

All units include the teaching of the physical skills necessary in effective client protection.

Physical Security Specialist

The Physical Security Specialist program lasts for 4 weeks, a total of 216 hours. Class hours are generally 40 – 50 hours per week, and will include physical training and practice at local firing ranges.

Textbooks used in this program include:

Executive Protection Specialist Handbook Spiral-bound – June 1, 2003 Varro Press

Department of Defense Standard Operating Procedures printed reference materials related to 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.

This program is designed for the student who is interested in a leadership career in security. This program not only includes all topics covered in the Executive Protection in much greater detail, it also prepares the students to be SME or Subject Matter Experts in Security. This program is focused on establishing a baseline knowledge in:

- how to create and direct protective strategies that safeguard individuals of high net worth,
- creating strategies of protection for the individuals' workplaces,
- creating a top down security strategy that encompasses all aspects of a security client's life.

With this knowledge the student could graduate and start his/her own protective consulting company, or be hired to lead security teams. This program serves individuals who wish to become more than just a security practitioner or detail leader at the midlevel management position. This program training equips and prepares those who wish to develop the working knowledge and skill sets which enable them to work as a Directors of Security or upper security management.

Our PSS graduates are versatile, and able to work at many positions: Agent to Detail Leader, Site Manager, Account Manager, Detail Commander to Project Manager and Security Director. Most AFPD graduates have gone onto being account managers and often contact AFPD looking to recruit our new graduates for prestigious positions on large accounts that are coveted by security companies.

Students are continually tested by questions from instructors to ensure understanding of the material covered. Training for proper and effective application of force in various scenarios is tested by instructors in controlled simulations. Understanding and competence in the complete body of material is demonstrated in the field exercises that are the culmination of the program.

Program Unit Description

Unit 1: Introduction to Protective Service (40 hours)

A basic introduction to the history of personal protection and the US Secret Service, this module includes information regarding:

- Terms specific to the industry and their definitions
- The purpose of personal protection and risk management
- Responsibilities of the Executive Protection Specialist, the fundamentals and objectives
- Professional standards and personality traits
- The basics of identifying threat levels

This module includes Chapters 1 – 14 of the Executive Protection Specialist Handbook.

At the completion of this module the student will have a basic understanding of the history of the protection industry in the US, the specialized language it uses, and a broad understanding of the role and responsibilities of an Physical Security Specialist.

Unit 2: Surveillance and Types (50 hours)

This module introduces students to the theory and practice of Physical Security while the client is in a home or business setting, and while the client is traveling. After completing this module students will be able to:

- Assess the security of a business setting, describe any vulnerabilities, describe how to mitigate the vulnerabilities
- Assess the security of an estate (home) setting, describe any vulnerabilities, describe how to mitigate the vulnerabilities
- Describe how to detect surveillance instruments and how/whether to neutralize them
- Understand how to prepare for travel, determine routes and escape routes
- Understand the mechanics of preparing for a motorcade, embarking and disembarking

Students will be introduced to the different uses of surveillance and observation skills sets based off instructor knowledge from the field. Students will be presented with lecture-based instruction on the how to and execution phases of proper surveillance methodologies. Students will use maps, building diagrams and floorplans to demonstrate the skills taught in this module. There is also a controlled simulation of a motorcade in which students will participate to demonstrate their understanding and competence in the material that has been presented.

Unit 3: Elements of Close Protection (54 hours)

By the completion of this module, the student will:

- Understand the various types of adversaries and how to handle them
- Understand how to handle assaults with and without weapons
- Understand how to prepare for possible attacks
- Be able to counter attacks
- Be able to counter an attack with improvised weapons
- Be able to disarm an opponent
- Understand the techniques of preparing for and surviving capture
- Understand risk assessment and threat analysis
- Understand the setup of a security team, assignment of roles and responsibilities

In the physical skills training sections, the instructor will demonstrate various physical procedures for handling an attacker to the students, who will then practice the procedures on the instructor and each other.

Unit 4: Reports and Reporting Procedures (16 hours)

By the completion of this module, the student will:

- Understand the purpose and importance of various reports
- Understand the different types of reports, what they cover, when to use them, how to complete them
- Understand human behavior and how to blend into the environment – social and professional

settings

- Understand the appropriate types of attire and behavior for various settings
- Understand professional and social etiquette

The instructor will describe and discuss how and why a security operative should blend into his/her surroundings, including examples of appropriate and inappropriate attire and behavior, illustrating with examples from his/her own experience showing how attire and behavior can impact the provision of security for a client. The instructor will lead a discussion of etiquette, both professional and social.

Unit 5: Firearms (24 hours)

This unit consists of practice with firearms in various scenarios. The instructor describes situations requiring the use of firearms from his/her own experience and discusses how to handle such situations, after which the students will practice simulations of the situations described.

Unit 6: Field Practice and Full Scenario (32 hours)

This is the culmination of the program, in which the student will prepare for and participate in a simulated scenario of client protection involving every aspect of the previous training. Each student will be required to perform in a variety of roles to demonstrate competence. The instructor will continuously observe the students performing in their assigned roles and coach or correct as necessary. The instructor will also inspect all handwritten notes to guarantee information retention.