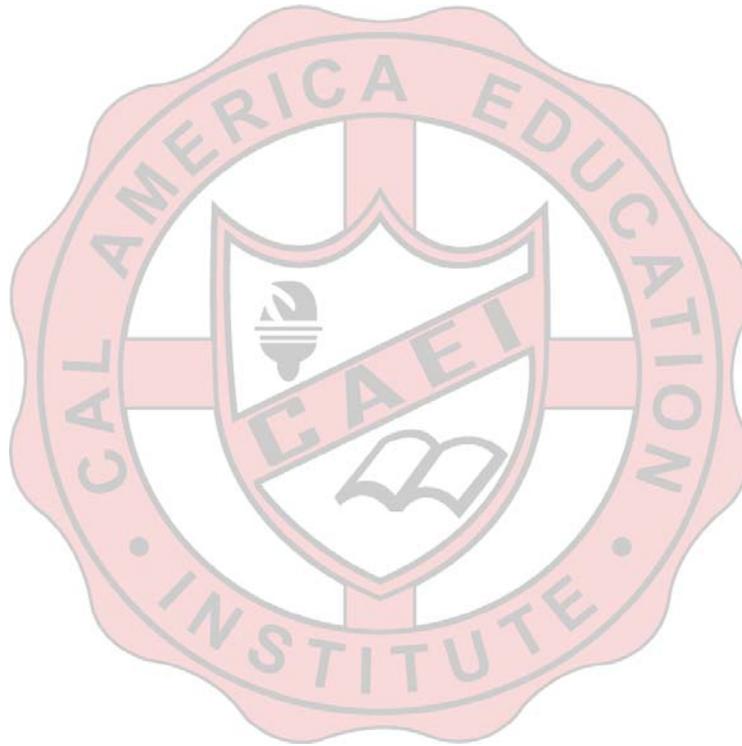


# SCHOOL CATALOG

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**2011 - 2012**

## **CAL AMERICA EDUCATION INSTITUTE**

*Main Campus: 3700 Wilshire Blvd. Suite 200, Los Angeles, CA 90010*

*Telephone No.: 213-381-3377*

*Fax No.: 213-383-5110*

*Branch Campus: 1600 Long Beach Blvd. Long Beach, CA 90813*

*Telephone No.: 562-591-7080*

*Fax No.: 562-591-4387*

*Branch Campus: 15415 Jeffrey Road, Suite 210, Irvine, CA 92618*

*Telephone No.: 949-654-9644*

*Fax No.: 949-654-9554*

## About this Catalog

This School Catalog is issued to all prospective and currently enrolled students in order to serve as a guide in the school's policies and regulations during their stay in Cal America Education Institute. It aims to document pertinent information about the school, its programs, faculty, facilities and services, and operational systems and procedures. It does not however serve as an unchangeable contract. The school reserves the right to modify any part of this School Catalog at any time as may deemed appropriate by the school's administration. Further, the information contained in this School Catalog may be changed without notice although all possible efforts will be exerted to ensure the accuracy of its contents and that the same are properly communicated to the students and all concerned parties.

This School Catalog is effective from the school term Summer Quarter 2011 up to Spring Quarter 2012. During this period, all approved updates and catalog supplements will be attached herewith as Catalog Addendum duly notated on particular section/s referencing the original page number/s for proper guidance.

## BPPE Notation for Students

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  
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818  
Phone Number: (916) 431-6959  
Toll Free Number: (888) 370-7589  
Fax Number: (916) 263-1897  
Internet Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

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## School Calendar

### Summer 2011 to Spring 2012

Term	Dates	Term	Dates
<b>SUMMER 2011</b>	July 5 to Sept. 23	<b>WINTER 2012</b>	Jan. 3 - March 23
Term Break	Sept. 24 - Oct. 2	Term Break	Mar. 24 - April 1
<b>FALL 2011</b>	Oct. 3 - Dec. 23	<b>SPRING 2012</b>	April 2 - June 22
Term Break	Dec. 24 - Jan. 2	Term Break	June 23 - July 8

### Holidays Observed

July 4, 2011	Independence Day
September 5, 2011	Labor Day
October 10, 2011	Columbus Day
November 11, 2011	Veterans Day
November 24, 2011	Thanksgiving Day
December 25, 2011	Christmas Day
January 2, 2012	New Year's Day
January 16, 2012	Martin Luther's Day
February 20, 2012	President's Day
May 28, 2012	Memorial Day

## **About Cal America Education Institute**

Cal America Education Institute is organized as a private for-profit corporation in the State of California in 1988. For tax purposes, CAEI has been accepted as an S-corporation by the United States Department of Treasury in 2001.

Cal America Education Institute is committed to helping international students achieve their educational goals in the United States. We have provided international students with the best English training and academic preparation programs since 1990. Our school is one of the most highly ranked when it comes to websites relating to ESL institutions researched on the Internet. We also have a plethora of students who transfer from such schools as UCLA Extension and Kaplan, due to our impressive quality of education at a much more affordable tuition rate.

## **Non-Discrimination Policy**

CAEI does not discriminate with regard to race, religion, age, sex, marital status, disability, or sexual orientation in any of its academic programs, admissions policies, employment practices, or advertising.

## **Campus Locations and Class Venues**

The main campus is located at 3700 Wilshire Boulevard, Suite 200, Los Angeles, California. It is set right in the heart of the Los Angeles Wilshire District and is in close proximity to major LA County freeways for easy access. It is also just a short walk from major Metro and bus depots, taking students to and from the historic Union Train Station or any other desired destination in the city.

In order to reach more students in other areas, the school expanded to a branch campus in Long Beach, California.

The branch campus is located at the second floor of 1600 Long Beach Boulevard, Long Beach, California. Right across the Metrolink Station, the Long Beach branch campus is just minutes away from historic downtown Long Beach. With a short drive or bus ride, students are also able to visit the beautiful beaches and shopping centers nearby the local pier.

All classes are held at these campuses and are offered all day long, i.e., morning, afternoon, and evening, in order to cater to every student's personal schedules and needs.

The Irvine campus is located on the second floor of 15415 Jeffrey Road, Irvine, California, across Irvine Valley College which offers to have communications with college students and opportunity to use the library. It is situated diagonally cross from Oak Creek Golf Course in a shopping plaza with easy access to major freeways.

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### **Class Size**

The maximum number of students in any class is limited to fifteen (15) to assure that each student will be given individualized instruction and attention. By keeping the class size small, we can assure that each student's learning experience is personalized and meaningful.

### **Mode of Instruction**

The mode of instruction in all classes is conducted in the traditional classroom instruction. There are no online classes offered or programs or courses offered in distance learning mode.

### **School Registration**

We are registered with the State of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration form.

## **Mission**

Cal America Education Institute (CAEI) aims to provide intensive, academically challenging English language programs for students who are preparing to pursue higher education in the United States as well as for those students who intend to enhance their English language proficiency skills for professional or personal reasons. The school is also dedicated to providing the finest educational support services to best prepare students for their academic and professional success in the United States and anywhere else in the world.

## **Educational Objectives**

Cal America Education Institute's primary objective is to provide students with the academic and linguistic tools they will need in order to study and communicate effectively in the United States.

In order to achieve this, the school aims to:

1. Develop and maintain highly effective English language curriculum to meet the English proficiency assessment standards used in the United States for academic and professional purposes.
2. Acquire and maintain a dedicated team of qualified English instructors to ensure the delivery of quality instruction.
3. Provide current and innovative library resources and instructional materials related to English language development, assessment tools, and advanced learning.
4. Maintain learning environment conducive to progressive learning through the use of available state of the art technology.
5. Maintain network of English language organizations and the community to keep abreast with the latest trends in enhancing English language education.

In today's world, English has so much expanded not only as the universal language but even up to the extent of determining future careers across the globe. CAEI helps individuals obtain success by enabling them to better communicate and successfully master the English language while studying and pursuing their endeavors in the United States.

## School Facilities and Equipment

### Main Campus

The main campus of CAEI currently leases classroom and office spaces from the Wilshire Park Place, LLC. It is located on the second floor of a high-rise building in the Wilshire District of Los Angeles. It has 7 classrooms that hold anywhere from 18 to 40 students. There are 4 private offices for administration and staff, and communal reception areas for students and faculty. A multi-media room equipped with computer workstations for students' interactive learning is also available. This room is likewise utilized as a testing room for students taking assessment tests and is recognized as an official iBT-TOEFL Testing Center by the Educational Testing Services (ETS). The entire floor offer free wireless Internet access for students and faculty. The CAEI Main Campus Library holds up-to-date educational resources consisting of English learning textbooks, workbooks, audio compact discs, digital video discs, magazines, and newsletters that are made available to both students and faculty. To supplement additional library resources, students are also advised to borrow books and materials from nearby public libraries.

### Branch Campus

The branch campus in Long Beach is located on the second floor of a 2-story building near downtown Long Beach. It has a total of 8 classrooms as well as communal areas for faculty and students. The biggest classroom is a lecture room that can hold up to 70 students. There is a computer laboratory that holds computer workstations set up similarly as the main campus and is recognized as an official iBT-TOEFL and TOEIC Testing Center. The entire floor offer free wireless Internet access for students and faculty. The CAEI Branch Campus Library holds up-to-date educational resources consisting of English learning textbooks, workbooks, audio compact discs, digital video discs, magazines, and newsletters that are made available to both students and faculty. To supplement additional library resources, students are also advised to borrow books and materials from nearby public libraries.

The Irvine branch campus is located in Irvine Village Shopping Center across Irvine Valley College. It has a teachers' room, student lounge along with 6 classrooms.

## Library

The CAEI Campus Libraries aims to support the programs offered in the school. It maintains a collection of resources especially in the field of English language development, assessment tools and standards, and Business English. These resources consist of books, journals, periodicals, audio and video tapes, discs, and reference materials. The library staff provides assistance to the students to access these library resources.

The library collection is updated as necessary to reflect current trends and teaching practices in the English language.

There are three (3) computer workstations available for students and faculty to access the Internet for their online research needs. The library also offers maps, on-line and interactive CD ROM, pamphlets, brochures, career and college information resources, music compact discs, and DVDs. Library resource cataloging is done online and can be retrieved through the library database system.

To supplement library resources, students are advised to visit nearby public libraries to borrow additional library materials for their course of study.

The library also offers circulation, photocopying, and reference and research assistance for students, faculty, and staff.

## Library Hours

The library is open from 9 am to 6 pm, Mondays through Fridays. It remains open until 9 pm if there are evening classes.

Library hours may vary during the summer, between quarters, and on holidays. These hours are posted in the library and on the bulletin boards.

## **Student Services**

### **Student Orientation**

Student orientations are given on the first day of each term to inform students of school policies, transportation/housing service information, and other pertinent information.

### **Student Advising**

Student advisors are present during school hours to assist students with any issues/questions they may have.

### **Educational Assistance**

Although Cal America Education Institute does not offer job placement assistance to its students, educational assistance is readily available. If a student wishes to pursue a degree in higher education, either after completing their courses or during their enrollment, CAEI will assist the student by providing useful materials to them, such as university brochures, catalogs, and registration materials. We will also arrange appointments for the student to meet with the appropriate counselor to discuss admission and transfer requirements.

### **Housing**

Cal America Education Institute does not provide any housing accommodation. The school does not have any dormitory facilities under its control. However, information regarding nearby apartments and family-sponsored housing arrangements including an estimation of the approximate cost or range of cost for these accommodations are available at the school's administration office.

## **Programs Offered**

Cal America Education Institute offers the following programs and courses:

- 1.) Intensive English Language - Beginner
- 2.) Intensive English Language - Intermediate
- 3.) Intensive English Language - High Intermediate
- 4.) Intensive English Language - Advanced
- 5.) Intensive English Language - Academic
- 6.) TOEIC Test Preparation
- 7.) TOEFL-iBT Test Preparation
- 8.) Business English
- 9.) TESOL

These programs and courses are described as follows:

### **INTENSIVE ENGLISH LANGUAGE-Beginner**

This program is designed for students who possess minimal English knowledge and skills. Classes in the program are approached with introduction and/or review of basic grammar and vocabulary structures, and expressions and short conversations. It develops into expanded vocabulary exercises, advanced sentence structuring, use of idiomatic expressions and extended conversations. Oral communication will be emphasized throughout the program.

### **INTENSIVE ENGLISH LANGUAGE-Intermediate**

This program is designed for students who possess basic English knowledge and skills including the ability to speak acceptable conversational English. It is aimed to enhance vocabulary and sentence structuring skills while being able to develop more complex sentences and paragraphs. Communication skills, both oral and written, will be expanded through the use of wider vocabulary and structuring organizational grammar patterns. Students will be expected to develop and express more abstract thoughts and ideas through repetitive exercises. They will also begin reviewing multicultural short stories and classic novels to increase cultural awareness and improved reading.

### **INTENSIVE ENGLISH LANGUAGE-High Intermediate**

This program is designed for students who possess average English knowledge and skills and can carry relatively interactive English conversations. It includes a brief review of grammar and vocabulary as well as speech intonations used in daily English conversations. Students will be engaged in more thorough exercises in proper use of idioms both in written and oral communications. Assigned readings and video reviews will involve modern novels, TV clips and films in order for the students to adapt to the more recent changes in American culture and society.

### **INTENSIVE ENGLISH LANGUAGE-Advanced**

This program is designed for students who possess above average English knowledge and skills with the intention to prepare for admission to U.S. colleges and universities. Modular lessons are conducted with the classroom setting to provide adaptive learning experience. Students will be exposed to various college level instructional formats including essay compositions, research formats, speed reading, and basic presentation skills. Emphasis is placed on the mastery of listening skills and expanded speech communication skills.

### **INTENSIVE ENGLISH LANGUAGE-Academic**

This program is designed for students with superior English knowledge and skills with prior experience in attending college and university level classes in the United States. Students in this program intend to further enhance their current skills to academic competency level. By the successful completion of this program, the student should be able to demonstrate core competencies in grammar and vocabulary, written and oral presentations, technical writing, and speech writing and delivery.

### **TOEIC Test Preparation**

This preparation course is designed to generate sufficient scores for the TOEIC (Test of English for International Communication) exam. The course incorporates an intensive curriculum of critical reading and listening skills, as well as grammar and vocabulary. It benefits students from Hi-Intermediate to Advanced levels. Additionally, the course utilizes up-to-date techniques to master the challenging writing and speaking sections of the new TOEIC test.

## **TOEFL-iBT Test Preparation**

This preparation course provides a comprehensive overview of college-level listening, speaking reading and writing skills needed to acquire a sufficient score on the Next Generation TOEFL iBT (internet-based) exam for entry into colleges, universities and/or various fields of employment. The course is comprehensive and covers essential vocabulary for the TOEFL IBT test, grammar, writing, speaking, pronunciation, articulation, stress, intonation, reading, and listening. With bi-weekly assessments of test-taking strategies and methods, the student will be able to develop a high level of English language fluency and ability to obtain a substantial TOEFL score.

## **Business English**

The Business English course is an intensive course for intermediate and advanced level students who wish to develop their ability to communicate in the business world. The class is organized thematically, and is designed to help students enlarge their knowledge of business English through listening, speaking, reading, writing, and grammar activities. Themes include careers, interviewing skills, management, conflict resolution, presentation, and meeting skills. Students learn words and phrases to improve fluency and enhance their confidence and refine their accuracy.

## **TESOL Certification Course**

The TESOL certification course has been designed as a dynamic workshop that will challenge, stimulate, and inform the students preparing them for teaching. The TESOL seminar is designed to assist novices and teachers with minimal experience to become confident, successful educators in teaching ESL. To achieve this goal, the students are immersed in the most critical ESL methodologies. During the seminar, students are required to take a quiz, write a three-page academic paper comparing two of the most prominent methodologies, and teach a minimum of two (2) in-class practica to their fellow students. At the end of the course, the student teachers will teach actual ESL classes utilizing the Grammar Translation Method and the Direct Method to showcase their knowledge, competencies, and abilities.

## **Program and Course Length**

Each program and course offered in CAEI requires completion of instructional clock hours shown below:

<b>Program</b>	<b>Clock Hours Required</b>
INTENSIVE LANGUAGE-Beginner	240
INTENSIVE LANGUAGE-Intermediate	240
INTENSIVE LANGUAGE-High Intermediate	240
INTENSIVE LANGUAGE-Advanced	240
INTENSIVE LANGUAGE-Academic	240
IBT-TOEFL Test Preparation	240
TESOL Certification Course	80
Business English	240
TOEIC Test Preparation	240

**Completion of Studies**

A Certificate of Completion will be awarded to each student upon successful completion of any full term (12 weeks or 3 sessions), as well as upon completion of the entire Intensive English Program provided by Cal America Education Institute. Successful completion requires that students maintain the minimum cumulative grade point average (GPA) of 2.0 during their enrollment.

## Faculty

Through monthly faculty and staff meetings, school administration and faculty are collectively involved in accomplishing the institutional goals and educational objectives of the school. Meetings are led by the Chief Academic Officer (CAO) or by the designated assistant. School administrators and faculty are involved in the selection of curriculum and relevancy of courses based on their respective areas of expertise. The CAO has the highest authority in the approval and/or modifications made on the course syllabus or the curriculum as a whole.

Policies and procedures related to the hiring of instructors are periodically reviewed by the Chief Executive Officer (CEO). The CEO is responsible for ensuring that the school complies with all hiring criteria and guidelines.

## Faculty Hiring Criteria

Cal America Education Institute hires instructors who possess a minimum of a bachelor's degree from an accredited university in the United States and a TESOL certificate and/or the equivalent in professional experience, i.e., at least 1 year of teaching experience instructing English as a Second Language (ESL).

## Qualifications of Current Faculty

### **Paul T. Dell'Amico**

#### *Educational Background:*

University of California, Los Angeles

B.A. Degree in English Literature (1994)

California State University, Northridge

M.A. w/ Distinction in Special Education: Gifted Option (1998)

#### *Professional Experience:*

AF International

ESL/Writing/Business English

Bridges Academy

Instructor and Assistant Head/Foreign Language Head: Curriculum and Instruction

Wall Street Institute in Seville, Spain

Head Teacher: ESL, Commercial English

Academia Franco-Inglesa in El Puerto de Santa Maria, Spain

ESL Instructor

#### *Related Qualifications and Experience:*

Language instruction experience in English, Spanish, French, Latin, and Afrikaans.  
Other subject areas of expertise include: ESL, Rhetoric, Writing, European History, Music, Cultural Geography, U.S. Government, Macroeconomics, Algebra, Curriculum Differentiation for Gifted/LD

**Gannon Kenney**

*Educational Background:*

Harvard University's Institute for Advanced Theatre Training

Playwriting Graduate Degree

Northwestern University

B.A. Degree of Arts and Sciences

*Professional Experience:*

Poly Languages Institute, Los Angeles

ESL and TOEFL Instructor; Private tutoring for doctors, nurses, and businessmen

English Language Center, Westwood

English instructor who taught all levels of ESL from beginning to advanced speakers.

Private Tutorials for businessmen, doctors, nurses, pharmacists, film makers, musicians, fashion executives, and college professors

English Language School, Boston, MA

ESL Instructor and private tutor

Harvard University

Graduate teaching fellow. Taught undergraduate discussion sections in comparative literature.

Responsibilities included grading undergraduate papers, exams, and class projects.

*Related Qualifications and Experience:*

Member of the Writers Guild of America, West (ID#892-20757)

Certificate of Authorization for Service in ESL/TEFL by the Bureau for Private Postsecondary and Vocational Education (Certificate Number: COAFS-06-383630)

-California Basic Educational Skills Test-Passing Results

**Jessica Wearing**

*Educational Background:*

University of California, Irvine

B.A. Degree in Psychology and Social Behavior

Summa cum laude in cursu honorum; Class rank: 1

College Reading and Learning Association

CRLA International Tutor Program Certification

Citrus Community College

Study Abroad: Salamanca, Spain

*Professional Experience:*

University of California, Irvine

Research Assistant and College Course Tutor in Environmental Analysis and Design and Psychology

Irvine Education Academy

Instructor: English Literature, ESL, Elementary math

Earth Resource Foundation

Intern for managing youth programs and projects

*Related Qualifications and Experience:*

UTeach, University of California, Irvine: a highly selective program providing a small number of undergraduate students the opportunity to independently design and teach their own class at UCI

Campuswide Honors Program: Includes a year-long series of honors classes and an undergraduate research project/thesis paper.

**Matthew Walsh**

*Educational Background:*

Florida State University, Tallahassee, FL

B.S. Degree in Communications/Media Production Minor in Sociology

*Professional Experience:*

Nova Group, Japan

English Instructor for two years. Planned and instructed creative lessons daily, assisted with management duties, created and designed teaching materials and advertisements.

*Related Qualifications and Experience:*

Private tutoring at Cal America Education Institute (LA campus) for students and/or business professionals from Korea, Japan, and Europe

**Nicole D’Arcangelo**

*Educational Background:*

Coastal Carolina University

B.A. degree in Dramatic Arts Cum Laude

Outstanding Student Achievement in Theatre, Who’s Who Among Colleges and Universities; Omicron

Delta Kappa (Treasurer)

*Professional Experience:*

Nova Group, Japan

English Instructor and Kids Coordinator. Taught English to children and adults, subjects including conversation, grammar, pronunciation

*Related Qualifications and Experience:*

Intermediate Conversational Japanese

**Matthew Whedon**

*Educational Background:*

St. John’s College (Great Books Program), Annapolis, MD

B.A. Degree in Liberal Studies/Philosophy

*Professional Experience:*

Kingsland School, Taichung, Taiwan

ESL instructor teaching reading, writing, and phonics to elementary students

Kaplan Aspect

TOEFL/ESL instructor teaching IBT TOEFL preparation, grammar, reading, writing, conversation and business English to students and professionals; Led cultural tours for university students on various study abroad programs

Butte Community College

Instructional Aide assisting professors to teach courses in remedial grammar, basic composition, and ESL

*Related Qualifications and Experience:*

KNVN Channel 24, Chico, CA

Writer/Producer for on-air news promos, commercials for local NBC affiliate; Coordinated with production staff, news talent, and public to meet shooting schedules

Received Honors in college for oral defense of senior thesis, entitled, Divinity and Identity in King Lear

**Bianca Barragan***Educational Background:*

Pitzer College, Claremont, CA

B.A. with Honors in English and World Literature

Minor in Spanish (Delta Sigma Pi Honors Society)

*Professional Experience:*

The Fulbright Foundation, South Korea

ESL Instructor; Selected for this competitive fellowship out of a pool of over 170 applicants based on the quality of submitted written essays; Collaborated with other departments to achieve collective goals; Produced new lesson plans each week that integrated elements for audio, verbal, visual, and kinesthetic learners; Continuously worked under tight deadlines; Coordinated long-term student projects; Conversational Korean

*Related Qualifications and Experience:*

Polytechnic School, Pasadena, CA

Teaching Assistant; Taught students aged 5-14 English literature, art, and science

**Jacqueline Renfrow***Educational Background:*

Tufts University, Medford, MA

B.A. Degree in English

University of Southern California (USC), Los Angeles, CA

M.A. Degree in Print Journalism

*Professional Experience:*

GEOS Language School, Torrance, CA

ESL instructor for adults

Metropolitan Languages, Paris, France

Professor for employees of international companies

*Related Qualifications and Experience:*

Business Reporter for The Daily Breeze, Torrance, CA

Reported and wrote weekly articles for the Monday Business section

Staff Writer for The Observer, Medford, MA

Wrote weekly articles for a Tufts University student newspaper

**Brian Herczog***Educational Background:*

University of California, Los Angeles

Double B.A. Degree in Philosophy and Chinese

University of Hawaii at Manoa

M.A. Degree, Philosophy

Beijing University, PRC

Independent Research

*Professional Experience:*

High Class English Center

TOEFL, TOEIC, high school, and college level English teacher

Alphakids Education Center, Hong Kong

Taught Primary English in Hong Kong; lead study groups at various levels

*Related Qualifications and Experience:*

Franklin Group, Shandong, China

English Teacher teaching 230 students at two different elementary schools

**Jeffrey Bernett**

*Educational Background:*

University of Minnesota, College of Liberal Arts

B.A. English Literature, Graduated Cum Laude

University of Minnesota, College of Education and Human Development

Post-Baccalaureate Program in Communication Arts and Literature

*Professional Experience:*

Kukje Language Institute, Pusan, South Korea

English instructor teaching ESL levels 1-3. Created daily lesson plans, using a variety of media (audio/video recordings, digital media, etc.) and maintained excellent levels of attendance in all classes taught.

Volunteers of America Charter High School; Minneapolis, MN

Volunteer instructor teaching multiple subject areas including ESL, math, and civics to immigrant adults.

Assisted 10 adults in earning their GED; Developed various lesson plans for different classes/levels.

Jane Adams School for Democracy; Saint Paul, MN

ESL instructor teaching Hmong, Somali, and Hispanic immigrants; helped immigrants study for the U.S. citizenship test.

*Related Qualifications and Experience:*

Minnetonka High School, Minnetonka, MN

Student teacher for 9th grade and 12th grade English composition; Designed three curriculum units and daily lesson plans

Crosswinds Middle School, Woodbury, MN

Student teacher working with pre-K to adult students in all core and elective subject areas; taught special education in inclusion and pull out models (EBD, SLD, OHD, DCD, Autism); created lesson plans accordingly.

California Preliminary Single Subject Teaching Credential in English- Document No. 090207369

Communication Arts and Literature- Grades 5-12; Minnesota Department of Education

**Patricio Maya**

*Educational Background:*

California State University, Los Angeles

B.A. English Literature, Dean's List

Syracuse University, Syracuse, New York

M.A. Journalism, Community Service Award

*Professional Experience:*

Los Angeles City College, Los Angeles, CA

English and writing instructor at the LACC Writing Skills Center

The American English Academy, Monterey Park, CA

English Instructor for college and adult international students

*Related Qualifications and Experience:*

Professional translator

Various journalistic publications

## Institutional Policies and Procedures

### Admissions



All applicants are required to meet with a student advisor prior to enrollment. It must be determined that each student is dedicated and motivated to complete the course of study, as well as meet required financial obligations. There are no educational requirements that must be met in order to enroll at CAEI, except that each student must possess a high school diploma or be at least 18 years of age. However, students under 18 with

a guardian and/or a medical referral can be accepted.

### Admissions Procedures

Once it has been determined that a student will enroll in one of our programs:

1. An enrollment agreement must be filled out and all necessary documents must be submitted and reviewed by an administrator.
2. All the policies and procedures of CAEI will be explained to the student. Any questions/inquiries regarding enrollment will be addressed and answered at this time.
3. The student will pay his/her tuition and sign the enrollment agreement.
4. An English Language Skills Assessment (ELSA) examination will be administered to the student to determine the program or course level which will best fit his/her needs.
5. Each student will have a personal interview with an instructor or qualified student advisor so that the program or course level assignment can be finalized on the basis of the written exam and oral interview results.

### Ability to Benefit Students

CAEI does not provide for Ability-To-Benefit students.

### **Acceptance of Credits Earned from Other Institutions**

Given the unique nature of the programs offered in CAEI, no credits will be accepted from those earned from other institutions in consideration of the required clock hours.

### **Articulation Agreements**

Cal America Education Institute has not entered into an articulation or transfer agreement with any other college or university.

### **Notice Concerning Transferability of Credits and Credentials Earned at CAEI**

The transferability of credits you earn at the Cal America Education Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in any of the CAEI programs is also at the complete discretion of the institution to which you may seek to transfer. If the clock hours 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 CAEI to determine if your clock hours or certificate will transfer.

### **Experiential Credit**

Cal America Education Institute does not award credit for prior experiential learning.

## International Students

### English Language Services

Cal America Education Institute is primarily an English language educational institution. It mainly offers English language programs and courses the nature and costs of which are described in particular sections of this school catalog.

### Visa Services

CAEI offers visa assistance to prospective international students by issuing the necessary supporting documents to support their applications for U.S. international student visa. The visa assistance offered by the school is free of charge.

### English Proficiency Requirement

There are no English proficiency requirements in order to be admitted to the programs and courses in CAEI. All enrolled students are required to take the English Skills Language Assessment (ELSA) examination in CAEI and undergo the personal interview to evaluate and determine the appropriate program or level for the student.

### Language of Instruction Other than English

All instructions in the programs and courses offered in Cal America Education institute will be conducted in the English language. There are no other languages used in the medium of instruction.

### Extension of Program

Students must notify CAEI to request to extend your course of study prior to the date stated on the I-20 with a required new financial statement. CAEI may or may not grant the request by determining your eligibilities (grades, attendance rate and academic progress) to extend your program. Students may study at CAEI for a maximum of two years to pursue English language training.

### Termination of I-20

The student's I-20 may be terminated by the Designated Signing Officer (DSO) of CAEI for the following reasons:

1. Failure to maintain satisfactory academic progress.
2. Failure to maintain the minimum academic load required.
3. Failure to maintain the student code of conduct after warning period.
4. Failure to maintain the minimum attendance requirements.
5. Failure to settle financial obligations to the school.

## Attendance

### Unexcused Absences

We encourage our students to attend class every day. In order to master the required skills in the allotted time, it is beneficial to have strong attendance. However, we do understand that illnesses and emergencies arise. Therefore, we allow our students two (2) unexcused absences every four (4) weeks. After the third unexcused absence, students will be issued a warning letter. If he/she misses a class after this warning is issued, he/she will be dismissed from the program. In order to pass and receive all credits, the student must maintain a cumulative attendance of at least 80%. This policy allows for up to six (6) unexcused absences during the 12-week course period. Additionally, this policy will allow up to six (6) excused absences during the 12-week period.

### Tardiness

Cal America Education Institute encourages all students to be in class on time. Records are kept of tardiness and if a student is tardy three (3) times it will result to one (1) unexcused absence.

### Leave of Absence

International students who hold student visas are subject to visa conditions that restrict their opportunities to take Leave of Absence from their program or course. Only illness, as evidenced by a medical certificate, or exceptional compassionate circumstances, as evidenced by written documentation, are deemed valid reasons by CAEI for taking Leave of Absence. Furthermore, international students on Leave of Absence are required to return to their home country for the duration of the Leave of Absence. A Leave of Absence should not exceed two (2) weeks and the student forfeits the tuition and corresponding study time. The student must consult with a student advisor when requesting for a leave of absence.

### Make-up Class

There are no make-up classes given at Cal America Education Institute. If a student misses class, he/she will be expected to make up the missed work within two (2) days of the excused absence. Exams, however, are mandatory and must be rescheduled with the instructor if missed.

## Scholastic Performance

### Grading System

The instructor determines the course requirements and methods of evaluating student performance.

Grades can be given for attendance, quizzes, tests, oral or written projects, reports and standardized tests. Instructors will inform students of the class requirements and the grading procedures at the beginning of the course. At the end of each quarter, the Registrar posts students' grades for every course undertaken.

Standard letter grades are used and the conversion equivalents of the grades are shown in the following table:

Grade	Description	Grade Point
A	Excellent	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Failed	0.0
I	Incomplete	N/A
NG	No Grade	N/A
P	Passed	N/A
W	Withdrawal	N/A

### Incomplete (I)

Incomplete (I) is given to students who, in the judgment of the Instructor, are unable to complete the requirements of a course before the end of the quarter because of unforeseen circumstances and justifiable reasons. This grade is recorded on the transcript but does not affect the grade point average.

### **No Grade (NG)**

“NG” represents no grade and indicates that the instructor did not submit a final grade at the time grades were due. A grade of “NG” is recorded in consultation with the Office of the Registrar. An “NG” must be converted to a final grade by the end of the next quarter.

### **Withdrawal (W)**

Students may withdraw from courses during the first two weeks after classes begin without affecting their grade point average. Students thereafter are required to obtain a permit from the administration office to withdraw. Withdrawal from enrolled classes after the first two weeks with the proper withdrawal procedure will result in a “W” grade recorded in the official transcript. No withdrawals are permitted during the final three weeks of instruction except in cases such as accident or serious illness. A grade of “F” will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused. Withdrawal grades are not included in the GPA. A refund of tuition, if any, will be made in accordance with the refunds policy stated in this catalog.

### **Grade Changes**

A grade of “F” (Failed) may be remedied by repeating the course. Any course with a grade of less than “C” may be repeated. In consultation with the student advisor, a student may repeat any course. If a higher grade is earned in the repeated course, the lower grade will be removed from the record. All grades are final with the exception of those recorded through mechanical error or through an error in the calculation of a grade by an instructor. Otherwise, they will remain as reported on a student’s transcript.

All requests for grade changes must be submitted to the Registrar’s office by the instructor within two weeks following the date of issuance of the grade in question. A grade must not be changed after a degree has been awarded.

### **Retention of Student Records**

Cal America Education Institute maintains student records in accordance with Bureau of Private Postsecondary Education (BPPE) guidelines. The Registrar acts as the Custodian of Records and maintains student personal information, financial records, and transcripts in locked, fire-proof cabinets.

Academic records are kept for an indefinite period of time. Other files may be purged after a minimum of five (5) years.

### **Satisfactory Academic Progress**

The student must maintain a cumulative GPA (grade point average) of at least 2.0 in any given quarter. The student will be on probation if the student's cumulative GPA falls below 2.0. Students are evaluated and given a final grade at the end of each quarter. Grades will be based on class assignments, participation, homework, quizzes, test scores, and a final exam. Those who have not passed will meet with a student advisor and discuss what steps are necessary in order to pass the course/level.

### **Probation**

Students who do not maintain satisfactory academic progress will be placed on probation for one (1) quarter. All students placed on probation will be counseled by their student advisor and will be given assistance, if needed, in order to improve their GPA. At the end of one quarter probationary period, if the academic record is not in compliance with the standards of academic progress, the student will be dismissed.

### **Dismissal and Extended Enrollment**

Students who have been dismissed due to failure to maintain satisfactory academic progress may apply to continue their studies in an extended enrollment status. The extended period will be for one quarter only. During this time, the student must attempt to improve the deficient areas that led to the dismissal by taking remedial courses, re-taking courses they failed, or by practicing previously learned skills in order to re-establish satisfactory progress. Students will be responsible for all costs incurred during this period. At the completion of this period, students who have established satisfactory progress may then apply to the administration office for reinstatement as a regular student status.

### **Mitigating Circumstances**

The school may waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside of the student's control. These circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student's satisfactory progress in the academic program.

## Appeals

Should a student disagree with the application of these standards of satisfactory progress, he/she must first discuss the problem with his/her respective instructor(s). If the student is still unsatisfied, he/she may then appeal to the Chief Academic Officer. The decision of the CAO is final and may not be further appealed.

## Student Rights

Cal America Education Institute adheres to equitable and reasonable practices in all student affairs including the delivery of educational programs, provision of student services, and timely resolution of disciplinary matters, as well as the handling of grievances.

The school is open to all students according to its published policies and standards. Upon enrollment, each student has access to all services and facilities for which he or she is qualified.

## The Right to Appeal

Students have the right to appeal any academic policy or requirement if either of the following conditions are present:

1. Extenuating circumstances make it impossible to comply with the policy or requirement.
2. An undue hardship would result from a strict application or interpretation of the policy or requirement.

Extenuating circumstances must be beyond the student's control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration.

Appeals related to an academic policy or requirement must be submitted to the Chief Academic Officer (CAO) for review and action.

## Family Educational Rights and Privacy Act (FERPA)

Under the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, and California Education Code 67-100ff, all students have the right to inspect and review their official school records in accordance with provisions of the aforementioned act and within the school guidelines. Educational institutions shall not release educational records without written consent of the student, subject to exceptions provided by law.

### **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.

### **Disclosure of Student Records**

With several exceptions provided by law, CAEI 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). 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 generally be granted access upon submission of a signed statement to the CAEI or other evidence of federal income tax dependency.

### **Student Grievances and Grievance Procedures**

It is the policy of the school to manage all student issues and grievances productively and in a fair and equitable forum.

Students who feel aggrieved in their relationships with the school, its policies, its practices and procedures, or its faculty and staff should submit their grievance in writing to the Chief Academic Officer (CAO), who will act upon it, or direct it to the concerned parties. A response will be made within five (5) working days upon receipt of the written grievance.

Dismissal of a student will require prior formal hearing. Should the student/s feel aggrieved with the CAO, a petition should be addressed and submitted to the Chief Executive Officer (CEO), who, if necessary, will arrange a hearing with the school administrators for the student and the CAO.

Any questions or problems concerning this procedure which have not been satisfactorily answered or resolved by the school should be directed to:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818  
Phone Number: (916) 431-6959  
Toll Free Number: (888) 370-7589  
Fax Number: (916) 263-1897  
Internet Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## Student Code of Conduct

While enrolled in Cal America Education Institute, students are required to observe the Code of Conduct at all times. This Code must be observed for the student's conduct within the school premises, at any school-sponsored activity, and under certain circumstances even those outside the school premises.

At any time, the school reserves the right to exclude students whose conduct is deemed undesirable or prejudicial to the school or the community.

The contents of the Code are subject to amendment at any time with notices being posted on the campus bulletin boards.

Behavior resulting in disciplinary action may involve, but is not limited to, one or a combination of the following:

1. Possession of alcoholic beverages on campus or at any school activities at any time or, for all
2. Illegal possession of firearms or weapons of any kind which are deemed detrimental to the safety and security of the life and property of students, faculty, school administrators, and the school itself
3. Intoxication in any form
4. Illegal use of controlled substances
5. Grave threat or danger to another student, faculty, staff or administrator
6. Falsification of school documents, records, or identification

7. Dishonesty in any form, including plagiarism, illegal copying of software, or knowingly furnishing false information to the school
8. Cheating or compromising test materials
9. Removal of library materials without permission
10. Disruption of class or academic activities
11. Usage of abusive language to another student, faculty, staff, or administrator
12. Theft or damage of school property or another student's property

If any of the above is committed by the student, the school administration will issue a warning to the student and this will be recorded in his/her file. If the Code is violated a second time after a warning has already been issued, the student will be dismissed from the school. Appropriate authorities may be notified if it befits the situation.

## Financial Information

### Tuition and Fees

The school reserves the right to change tuition and fees, to make certain curricular changes when necessary, and to make substitutions in supplies as instructors require without prior notice. Any tuition or fee changes will not affect students who have already paid in full for a given session. However, upon completion of the pre-paid session or sessions, such students will be required to pay according to the new tuition and fee schedule should they choose to enroll in future sessions. Failure to meet these financial commitments may result in temporary suspension, withholding of grades and certificate(s), and may also result in dismissal from school.

#### Schedule of Tuition Fee Rates and Charges\*

Description	Amount
Intensive English Program - Beginner	\$5/hour
Intensive English Program - Intermediate	\$5/hour
Intensive English Program - High Intermediate	\$5/hour
Intensive English Program - Advanced	\$5/hour
Intensive English Program - Academic	\$5/hour
IBT-TOEFL Test Preparation	\$5.50/hour
IBT-TOEIC Test Preparation (per 240 hours)	\$5.50/hour
Business English (per 240 hours)	\$5/hour
TESOL Certification (per 80 hours)	\$20/hour
Application (Non-refundable)	\$100
Registration (Non-refundable, per quarter)	\$100
Estimated Cost of Textbooks (per program or course)**	\$150
School ID	\$10

\*Fees and charges are subject to change in accordance with the economic index without prior notice.

\*\*Students are responsible for the purchase, return or exchange of their textbooks. Once a student has enrolled in a course, he/she will be given a list of textbooks required for the curriculum.

### Estimated Cost Per Program

Description	Amount
Intensive English Program - Beginner (240 hours x \$5/hr) + \$100 Application Fee + \$100 Registration Fee + \$150 Textbooks	\$1,550.00
Intensive English Program - Intermediate (240 hours x \$5/hr) + \$100 Application Fee + \$100 Registration Fee + \$150 Textbooks	\$1,550.00
Intensive English Program - High Intermediate (240 hours x \$5/hr) + \$100 Application Fee + \$100 Registration Fee + \$150 Textbooks	\$1,550.00
Intensive English Program - Advanced (240 hours x \$5/hr) + \$100 Application Fee + \$100 Registration Fee + \$150 Textbooks	\$1,550.00
Intensive English Program - Academic (240 hours x \$5/hr) + \$100 Application Fee + \$100 Registration Fee + \$150 Textbooks	\$1,550.00
IBT-TOEFL Test Preparation (240 x \$5.50/hr) + \$100 Application Fee + \$100 Registration Fee + \$150 Textbooks	\$1,670.00
TOEIC Test Preparation (240 x \$5.50/hr) + \$100 Application Fee + \$100 Registration Fee + \$150 Textbooks	\$1,670.00
Business English (240 hours x \$5/hr) + \$100 Application Fee + \$100 Registration Fee + \$150 Textbooks	\$1,550.00
TESOL Certification (80 hours x \$20/hr) + \$100 Application Fee + \$100 Registration Fee + \$150 Textbooks	\$1,950.00

### Financial Aid / Title IV

Cal America Education Institute does not participate in any financial aid program.

### Loans

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 a student has received federal financial student aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

## STUDENT'S RIGHT TO WITHDRAW AND TUITION REFUND POLICY

In accordance to Section 94909(a)(8)(B) of the California Education Code, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The student will be refunded full amount of all monies paid less \$100 application fee if he/she is a new student and \$100 registration fee if he/she is a continuing student.

The student may withdraw from a course after instruction has started and receive a pro rate refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the 12 weeks quarter period. The refund shall be the amount of tuition paid multiplied by a fraction, the numerator of which is the number of class hours of instruction which the student has not received but paid for, and the denominator of which is the total number of class hours of instruction for which the student has paid. The student will not get a refund after more than 60% of the instruction of that quarter has been presented. The institution shall advise each student that any notification of withdrawal or cancellation and any request for a refund is required to be made in writing and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Cal America Education Institute shall pay or credit refunds due on a reasonable or timely basis, not to exceed thirty (30) days following the date upon which the student's cancellation has been determined.

### Refund Example

Assuming that a student paid \$1,000 tuition for Intensive English Language - Beginner program for 240 hours and withdrew after completing 100 hours; the refund will be calculated as follows:

$$\begin{array}{r} \$1,000.00 \times \frac{(240 \text{ hours} - 100 \text{ hours of attendance})}{240 \text{ Hours}} = \$500.00 \text{ (Refund Amount)} \end{array}$$

## STUDENT'S RIGHT TO CANCEL PROCEDURES

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

To cancel this enrollment agreement, student is required to mail, fax or deliver a written notice of withdrawal

/ Cancellation to:

Registrar's Office

Cal America Education Institute

3700 Wilshire Blvd., Suite 200

Los Angeles, CA 90010

Fax Number: 213-383-5110

### **Student Tuition Recovery Fund (STRF)**

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund (STRF). The fund exists to relieve or mitigate pecuniary losses suffered by a California resident who is or was a student of a qualifying institution if the student enrolled in an institution, prepaid tuition, paid the assessment, and suffered loss as a result of any of the following reasons per California Education Code Section 76020. The STRF was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction.

To qualify for STRF reimbursement, the student must file an STRF application within one year of receiving notice from the Bureau for Private Postsecondary Education that the school is closed. If the student does not receive notice from the Bureau, the student has four years from the date of closure to file an STRF application. If a judgment is obtained, the student must file an STRF application within two years of the final judgment.

It is important that students keep copies of the enrollment form, financial aid papers, receipts and other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P. O. Box 980818, W. Sacramento, CA 95798-0818.

## Bankruptcy

Cal America Education Institute does not have a pending petition in bankruptcy, or is operating as a debtor in possession, or has filed a bankruptcy petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

## School Information

Los Angeles: 3700 Wilshire Blvd., Suite 200, Los Angeles, CA 90010

Telephone No.: 213-381-3377

Fax No.: 213-381-5110

Website: [www.cal-america.com](http://www.cal-america.com)

Long Beach: 1600 Long Beach Blvd., Long Beach, CA 90813

Telephone No: 562-591-7080

Fax No.: 562-591-4387

Website: [www.cal-america.com](http://www.cal-america.com)

Irvine: 15415 Jeffrey Road, Suite 210, Irvine, CA 92618

Telephone No.: 949-654-9644

Fax No.: 949-654-9554

Website: [www.cal-america.com](http://www.cal-america.com)

