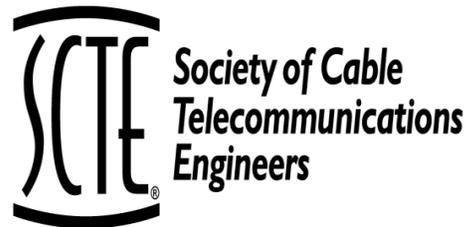


RWM FIBER OPTICS, INC.

16627 Avalon Boulevard, Suite A ~ Carson, California 90746
Phone 888.768.0968 ~ Fax 310.769.0990 ~ Website: www.RwmFiber.com

EXCELLENCE IN TELECOMMUNICATIONS TRAINING AND CONSULTING

2012 School Catalog



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RWM, Fiber Optic, Inc.



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APPROVAL DISCLOSURE STATEMENT:

This Institution has received Approval to operate from the Bureau for Private Postsecondary Education ("Bureau")(formerly the Bureau for Private Postsecondary and Vocational Education). An approval means that the Bureau has determined and certified that the institution meets the minimum standards for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of student's achievement prior to, during and at the end of its programs. Course approval must be renewed annually and is subject to continuing review:

HISTORY

RWM Fiber Optics was established and initially approved by the then California Council for Private Postsecondary and Vocational Education (CPPVE) February of 1994, RWM Fiber Optics, the sole operating holding of RWM Fiber Optics Incorporated, was established and structured as a California Corporation- for profit type C in June 2000. Mr. Paul Bonagura serves as the President. RWM Fiber Optics has never had a bankruptcy nor operated as a debtor in possession. RWM Fiber Optics, Inc. has been Re-Approved by the State of California Department of Consumer Affairs, Bureau for Private Postsecondary Education (BPPE) through January 2012.

In December 2008, RWM Fiber Optics, Inc. proudly became Nationally recognized and Accredited by the Accrediting Council for Continuing Education and Training (ACCET) which is the only certifying agency certified by ISO 9001. Accreditation standards make for a better school through accountability and commitment to quality which in turn creates a better more qualified student.

In July 2009, RWM Fiber Optics, Inc. became certified through the United States Department of Education to participate in Title IV. This may allow qualifying students to access federal grants and loans.

Focusing on personal attention and direction we have one main campus with no other Branches or satellites at this time. We enhanced the learning environment with expanded class rooms, labs, updated equipment and enhanced Instructors and curriculum and student areas to increase the client's retention and to foster a greater learning and simulate actual work environment

New courses

Over the last several years we identified labor market training need for field related industry and employment, thus we have developed and applied for new program approvals from the then BPPVE (now BPPE) to complement our existing offerings in 2005. What we train is in our present and future vocational fields, thus the new programs are in our occupational knowledge.

RWM Fiber Optics, Inc. maintains TRA and Veterans Administration Title 38 eligibility, South Bay WIB Approval and is dedicated to our educational service contracts, most importantly achieving the Completion and Placement goals. We seek community and industry involvement in program development, and delivery. This has led to funding opportunities for our students from the organizations as listed above.

MISSION STATEMENT:

The mission of RWM Fiber Optics is to empower a diverse student body by teaching academic concepts and technological skills and by instilling in students the importance of effective, responsible application of their knowledge to succeed in a highly competitive, technologically changing world.

RWM Fiber Optics' goal is to provide a proper balance between theory, diagnosis and laboratory work. The school certifies students in broadband technology who may be employed in many fiber optic and broadband positions available today and tomorrow!

BELIEF STATEMENTS:

1. Education is essential to success.
2. All students learn, achieve, create, and succeed in different ways.
3. Students learn best when they are engaged in the learning process.
4. Respect is a necessary component of learning.
5. Diversity strengthens understanding.
6. Positive morale among students and staff is critical to the success of the school.
7. Staff and students deserve a safe and physically comfortable environment which supports positive learning experiences.
8. Students, staff, parents and the community share the responsibility for the success of the school.

DESIRED RESULTS FOR STUDENT LEARNING:

Critical Thinking Indicators:

1. Students demonstrate high level thinking skills.
2. Students develop self-assessment skills.
3. Students utilize task-oriented application of knowledge.

Academic Accountability Indicators:

1. Students demonstrate mastery of academic concepts and technological skills.
2. Students meet due dates and deadlines.
3. Students abide by standards of academic honesty.

EDUCATIONAL OBJECTIVES:

RWM Fiber Optics Broadband Programs strive to provide each graduate with his/her educational goals. For graduates seeking employment, RWM Fiber Optics provides job placement services and interview skills training. Whether students wish to learn a new trade or upgrade their skills, RWM has developed a curriculum that provides state-of-the-art equipment and hands on training. Graduates will receive a RWM Certificate of Completion and qualify for entry level fiber, copper, cable, satellite telecommunications, audio/video, security and low voltage wiring positions of employment. Tuition includes examination for Certification.

ADMISSIONS REQUIREMENTS:

Entrance to one of our training programs requires that prospective students possess a high school diploma or its equivalent or successfully pass an Ability To Benefit test (Wonderlic), independently administered. Should the candidate not have a high school diploma or equivalent (GED), a minimum passing ATB score must be achieved at the publisher's scoring standard. High school graduates who are 18 or over and in the school's opinion, that individual has demonstrated possibility of success in the chosen objective. All prospective students must pass a Capacity To Benefit CTB exam as per State of California BPPE regulations. RWM does not provide English as a second language instruction.

ADMISSIONS PROCEDURES:

The first step in admissions is to schedule an information appointment, where interested parties will meet instructors and staff to learn about RWM Fiber Optics, our courses, requirements, funding options and tour the school facilities and receive important School and program information. Serious applicants should schedule a follow-up appointment for a personal interview. The applicant will be given information containing the school's services, SLE entrance test and catalog with School Performance Fact Sheet. A copy of a high school diploma or GED certificate may be requested. School officials will review the application for enrollment and notify the applicant of his/her admission to the school. 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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Department of Consumer Affairs Consumer Information Division 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 Tel: 1 (888) 370-7589– Website: www.bppe@dca.ca.gov

EQUAL OPPORTUNITY STATEMENT:

It is the policy of RWM Fiber Optics, Inc. that all employment, promotion and admissions processes are free from conscious or inadvertent discrimination because of race, age, sex, religion, creed, color, national origin, physical handicap, political affiliation or beliefs. This policy applies to the hiring of all job positions, and the admissions of students, whether they are private or government funded.

No special services are provided for handicapped individuals. However, all doors, hallways, telephones, and restroom facilities are in compliance with standards dealing with access to handicapped persons. Should you have any additional assistance requirements, contact the School Director.

REGISTRATION

Due to the high percentage of hands on training and equipment available, class sizes are usually held to a maximum of 20 students. A registration fee of \$75 is required to hold a place in the program. This fee will be returned if the student cancels as per the RWM Fiber Optics Enrollment Agreement prior to the first day of class.

FACILITIES / ATMOSPHERE

Classes are held at RWM Fiber Optics, Inc. main campus located at 16627 Avalon Blvd Building A, Carson, California. The classroom(s) are between 350 - 1000 square feet, air conditioned and have a maximum seating capacity of 20 students. Classrooms may be used for lecture and/or laboratory purposes. The facility and the equipment it uses will fully comply with all federal, state and local ordinances and regulations, including those requirements for safety, building safety, and health. We are freeway accessible with ample parking as well as having handicapped parking.

INSTRUCTIONAL EQUIPMENT

The School has all the necessary equipment for lecture and laboratory practice. Examples of classroom equipment includes: Installation, cabling and line testing equipment, power meters, laser fault identifier, LAN certification testers, wire map tester, fusion splicer, specialty fiber inspection scope and standard hand tools, ladders, Optical time domain reflectometer, audio/video and overhead projectors. Laboratory equipment consists of the type and variety found in business.

In this catalog you will find information on courses, instructors, equipment and policies.

However, this institute has a unique life of its own which cannot be put into words. We invite you to see for yourself how exciting our Technical Training can be. To arrange for your visit, call the Admission office for an appointment.

ADMINISTRATION/INSTRUCTIONAL STAFF/PERSONNEL QUALIFICATIONS

The Director And All Instructors Have Applicable Real World Experience, & The Qualifications To Teach

Director: Paul Bonagura, Professional Qualifications
Associate Director: June Perez, Professional Qualifications
Financial Aid/Compliance: Ken Moran, Professional Qualifications
Tim Van Norman, Professional Qualifications
Admissions: Walter Spires, Professional Qualifications
Registrar: Alicia Reid Professional Qualifications

Paul Bonagura - Director/Instructor –

Paul has installed fiber and Cat5/6 systems for TSG, Sensormatic and Flywire for the past thirteen years, including telephone and PBX systems. He is certified by the NACC, FOA and ACES and has ten years of broadband training experience. Paul is a graduate of the University of San Diego with a Bachelor degree in Business Administration.

June Perez – Instructor –

June is a veteran installer from Charter Communications. He began as an installer and moved on to become their top technical trainer before eventually moving on to a warehouse manager position. He is a certified Master Technician through NCTI (National Cable and Television Institute) as well as a certified Pole Climbing Trainer through both Charter University and East Los Angeles Training Center. In addition, he is also a certified Broadband Premises Technician from SCTE. Finally, he has proudly served in the United States Navy as an electrician for 15 years.

Leonard Wasser - Instructor, Professional Qualifications Real World Experience

Yolo Gonzales - Instructor, Professional Qualifications Real World Experience

Walter Spires - Instructor, Professional Qualifications Real World Experience

Patrick Henry - Instructor, Professional Qualifications Real World Experience

Corn Collier - Instructor, Professional Qualifications Real World Experience

James McConnell – Instructor, Professional Qualifications Real World Experience

QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833, Website: www.bppe@dca.ca.gov Tel: 1 (888) 370-7589, Fax: 1 (916) 263-1897

COMPLAINT PROCEDURES

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free Tel: 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site:

www.bppe@dca.ca.gov

STUDENT SERVICES

ADVISING / COUNSELING

1. Advising is available to all students. Instructors or administrators will meet with each student to discuss any personal, classroom, or financial problem when needed.
2. Support services: emergency support services, child care, housing, transportation, etc., are available to students who qualify through various agencies under contract, which may provide these services within a 10 mile radius.

NOTE: RWM Fiber Optics, has no responsibility to find or assist a student in finding housing,

3. Each student will have a review of his / her progress each month.
4. Those students experiencing academic or other problems will be advised by an Instructor and/or administrator or the Director to help overcome whatever difficulty being experienced. Counseling on other problems may be referred to various qualified agencies, which provide services (for those who qualify) as needed. Students are encouraged to take advantage of this service.
5. Drug Policy Use, possession, or distribution of narcotic or other controlled substances including Alcohol is prohibited for all Students and Employees except as expressly permitted by law.

Violations of the Drug Policy include but are not limited to:

- The use, cultivation, manufacture, sale, distribution, and/or possession of drugs or any controlled substances in violation of federal, state, or municipal laws is prohibited by RWM and is not permitted on any College property.
- Failure to report the use, cultivation, manufacture, sale, distribution, and/or possession of any illegal substances on any College property to a RWM official.
- RWM works very closely with local law enforcement in situations of drug distribution or Alcohol abuse on campus.

RWM encourages all Persons seeking assistance with a problem with Drug or Alcohol, to speak with a student service official who may assist or refer to outside agencies for direct confidential assistance.

JOB PLACEMENT ASSISTANCE

Placement assistance is provided to graduates at no additional charge. However, no guarantee for employment or any level of wages or income is made.

RWM Fiber Optics prepares its clients for the job market by providing a quality resume and interviewing techniques. Tutoring is provided where special attention is given to such topics as resume preparation, the job search, interview techniques, how to retain employment, and advance in their occupation.

We frequently have career days in which employers come in and interview our students. Our extensive employer base allows for many different employment opportunities and geographical locations. Graduates provide an email address in order to receive up to the minute employment opportunities. They are sent job listings at least twice a week. RWM Fiber Optics does not guarantee job placement but offers full placement services to its graduates.

PERSONAL DEVELOPMENT

Tutoring and advising is to guide the student to achieve personal incentive, self-direction, attitude control, self-confidence, desire to succeed thinking patterns, improved self-image, self-motivation and awareness of goals. The result of this is to show the student how to turn goals into reality and apply their knowledge and skill into daily life.

SCHOOL RECORDS

The Federal Right of Privacy Act of 1964 enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for a minimum five year period. Students may request a review of their records by writing to the Director of the School. All such reviews will be scheduled during regular school hours under appropriate supervision. RWM Fiber Optics will maintain school and student records for minimum of a five year period as required by the BPPE; however Academic Transcript records will be kept on a permanent basis. Student information will not be made available to outside sources without direct consent.

GRADING AND PROGRESS SYSTEM

RWM verifies satisfactory academic progress for Financial Aid eligibility per payment period, and Academically on a monthly basis. Student progress is evaluated using oral, written, and practical tests and projects each month. The out of class work e.g. quizzes, written tests and follow-up question and answers account for 25% of the grade. The midterm and finals account for 25% of the grade. Practical application in-class lab work, classroom participation and in-class tests account for 50% of the grade. A test grade of 60% or less will require a retake of the specific test.

The School's grading system is as follows:

4.0	A	90-100
3.0	B	80-89
2.0	C	70-79
1.0	D	60-69
0.0	F	below 60
0.0	I	Incomplete

Incompletes become an F if not remedied in 15 days. When the grade average for a student is under 2.0 for a month, the student will be placed on Formal Warning. If the grade average for the next month fewer than 2.0 or below the student's training may be interrupted, terminated or placed on Probation at the director's discretion. Re-enrollment may only be approved after evidence is submitted that conditions which caused the interruption have been rectified.

DESCRIPTION OF CLOCK HOUR AND QUARTER CREDIT HOUR

For the Purposes of attendance, a class hour is defined as 50 minutes of actual class participation. RWM Fiber Optics, Inc. uses the Carnegie clock-to-credit hour conversions for lecture and laboratory time for its academic purposes:

Lecture Hours: Instructional hours consisting of theory or new principles. Quarter Credits – Must teach a minimum of 10 lecture hours to award 1 quarter credit. Laboratory Hours: Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced. Quarter Credits – Must teach a minimum of 20 laboratory hours to award 1 quarter credit.

For financial aid purposes, except in certain cases specified by USDE, the method of converting clocks to credit hours for lecture, laboratory, and/or externship/internship is One quarter credit hour is based on 20 clock hours of direct faculty instruction and a minimum of two hours of out of class student work each week. All students have a maximum of one and one-half times their scheduled program length to successfully complete the training program.

TUITION PAYMENT POLICY

All tuition and fees are payable in advance unless other arrangements are made with the school prior to commencing classes. Student payments may be made in the form of cash, check, or any Loan proceeds. "Charge" methods are also accepted. Standard business collection actions will be employed for outstanding debt (delinquent Tuition) at the discretion of the School Director.

FINANCIAL ASSISTANCE

For those students requiring financial assistance to enroll in a school program, a School tuition loan may be available. Additionally, private and public agencies may be willing to provide tuition assistance for those individuals who meet the particular agency's requirements. For further information; including any possible Federal Title IV assistance eligibility, inquire at the Admissions Office.

COPYRIGHT POLICY

RWM Fiber Optics, Inc. uses only original copyrighted materials. Students may only distribute materials when given written permission, under penalty of US copyrights laws.

STUDENT TUITION RECOVERY FUND DISCLOSURE (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

3. You are not a California resident.
4. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

CREDIT FOR PRIOR EDUCATION OR TRAINING

A student wishing to receive credit for prior education or employment must submit copies of school transcript(s) demonstrating 3.5 GPA proficiency and/or relevant work history to the Admissions Office for school review, as well as successfully pass the module test at no less than 80%, (at no cost). Outside Training which may be accepted includes FOA Certification or similar. No standardized academic test will be accepted for unit credit. The school, may accept credit for directly relevant courses and/or employment history, which is equivalent to the chosen program training up-to a maximum of one class module, within the students selected program area. Prospective students may Appeal any decision directly to the school Director in writing prior to enrollment. School Costs would be 100% prorated for the module hours credited. Additionally, RWM Fiber Optics, Inc. will factor and account for previous Class Units Attempted, versus Units completed to assure that successful completion may be achieved within 150% of scheduled class length. Any excepted credits will reduce the applicable hours required and tuition would be prorated accordingly.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at (RWM Fiber Optics, Inc.) 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 RWM Fiber Optics, Inc. educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, 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 (RWM Fiber Optics, Inc.) to determine if your (credits or degree, diploma or certificate) will transfer. RWM Fiber Optics, Inc will provide guidance advice, and an official transcript to a requesting institution at no cost on behalf of the student.

NOTICE OF STUDENTS RIGHTS

1. You may cancel your contract for school, without any penalty or obligation as described in the Notice of Cancellation form that will be given to you at the first day of class (insert 'the first class you go as applicable) Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. You have the right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost you contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below the information.
4. If you have any complaints, questions, or problems which you cannot work out with the school, call or write to: The Bureau for Private Postsecondary Education, Department of Consumer Affairs Consumer Information Division 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 Tel: 1 (888) 370-7589– Website: www.bppe@dca.ca.gov

Notice of Cancellation

You may cancel this contract for school, without any penalty or obligation, 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. If you cancel, any payment you have made and will be returned to you within 45 days following the school's receipt of your cancellation notice. But, if the school gave you any equipment, you must return the equipment within 10 days of the date you signed a cancellation notice. If you do not return the equipment within this 10-day period the school may keep an amount out of what you paid that equals the price of the equipment written into the contract. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to: RWM Fiber Optics, Inc.

Attn: Director 16627 Avalon Boulevard, Suite A ~ Carson, CA 90746.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class. If you cancel after the 5 (or 8) business day, any refund due you or liability for tuition you may owe, is determined by the refund policy as stated in the school catalog.

If you have any complaints, questions, or problems which you cannot work out with the school, call or write to: Department of Consumer Affairs:

The Bureau for Private Postsecondary Education

Department of Consumer Affairs Consumer Information Division 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 Tel: 1 (888) 370-7589– Website: www.bppe@dca.ca.gov

NOTICE: You will receive 2 copies of this document on the day you start classes

SCHOOL POLICIES

- A. Enrollment Policy - Students may enroll on any day that school is in session.
- B. Credit Evaluation Policy - Credit may be given for previous work experience or training from other institutions see catalog page 8 for details.
- C. Attendance Policy
1. Absence - A student must attend 80% of the program in order to receive an RWM Fiber Optics certificate of completion and be considered a graduate of RWM Fiber Optics. One (1) unexcused absence, **OR** Two (2) excused absences in a scheduled five day class week, **OR** any three (3) absences within a month in any program is considered to be excessive. The student will be placed on a formal Warning for the following thirty (30) days and will be notified in writing and the Warning entered into the student's file. If, during a formal Warning the student's attendance remains unsatisfactory or Any unexcused absences, during such Warning period will be a cause for Probation and the student may be terminated or interrupted. or interruption of the student's training program. There is no attendance requirement to attempt certification examinations.
 2. Tardiness - Tardiness is defined as arriving more than 15 minutes after scheduled class start, Tardiness is a disruption of a good learning environment and is discouraged. Tardiness without legitimate reason on two occasions in one month will be considered as one unexcused absence.
 3. Cutting classes - Cutting class (or early exit), will be considered an unexcused absence.
 4. Make-Up Work - Make-up work may be required for any absence. Hours of make-up work cannot be accepted as hours of class attendance. Students must arrange make-up time for course work missed with the instructor within thirty days; however, absences will remain on record.
 5. Leave of Absence – Dependant on the shortness of a program, a leave of absence may be granted. However, in emergency situations students may leave and attend the next available program without additional charge. For programs of more than a month in duration: A signed/ written request in Advance for a Leave of Absence with a specified reason and time period will be considered and such leave may be granted to a student at the discretion of the School Administration. A student must attest to understanding the procedures for return from LOA or the implications for failure to return (dismissal, and/or effects on financial aid). A General leave of absence up-to 60 days and for verified medical reasons for a period of up to 100 days will be granted. Note: leave of absences must be limited to 180 days Accumulated in a calendar year.
- D. Satisfactory Progress Policy - The student must show proficiency in meeting the hands-on portion of the program as well as maintaining an acceptable level of academic performance. An average proficiency score of 2.0 (on a scale of 1-4) is required. A minimum academic grade of 70% is required for graduation. No letter grading shall be given. All third party Certification exams require a minimum score of 76%. The proficiency score shall be made available to the student and kept in the student files. RWM verifies satisfactory progress for Financial Aid payment eligibility per payment period and Academically on a monthly basis (and). When the grade average of a student is unsatisfactory for one (1) month, the student will be placed on Formal Warning and will be notified in writing and entered into the student's file. If, during the next month the student's grade average still remains unsatisfactory, the student may be placed on Probation, terminated or have training interrupted. The Maximum time frame for successful completion of course is one and one-half times the scheduled length of the program.
1. Warning Policy / Financial Aid Warning: - Warning is a formal disciplinary action for the next Financial Aid Payment Period following a cause, e.g. Unsatisfactory Academic Progress or Poor Attendance. Any Warning should be considered as a opportunity for a student to demonstrate improvement and willingness to fulfill his/her academic obligations. It is important to understand that a student on Warning for any reason must take the opportunity to address the cause for the Warning action within the following period or be subject to Loss of Financial Aid Eligibility, Probation, immediate interruption or termination from the school. Students seeking assistance with any issue(s) are encouraged to speak with their instructor or directly with the School Director.

2. Upon successful completion and financial obligations met, a Certificate of Completion will be awarded.
3. Probation Policy: -Probation is a formal disciplinary action for thirty (30) days following a cause, e.g. Unsatisfactory Academic Progress, Poor Attendance or Formal Financial Aid Warning. Any Probation should be considered as a last opportunity for a student to demonstrate improvement and willingness to fulfill his/her academic obligations. It is important to understand that a student on probation for any reason must take the opportunity to address the cause for the Probation action within the thirty (30) day Probationary period or be subject to immediate interruption or termination from the school. Students seeking assistance with any issue(s) are encouraged to speak with their instructor or directly with the School Director.
4. Condition for re-enrollment:
Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption for unsatisfactory progress are rectified.
- E. Conduct Policy/Termination
Students shall at all time, when on the school premises, conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for a formal Warning, Probation or termination at the director's discretion. Termination shall also result from tuition delinquency or unsatisfactory progress.
- F. Student Services Policy: - Students shall use the library, school computer and telephone in the student services room for school work including placement activities. In no case shall the student use the student services room for personal use. During breaks coffee is allowed only in the student services room. The student services room will be open from 8:00 A.M until 4:00 P.M during the day and available to the evening students during class hours only.

G. APPEAL POLICY

Academic Review and Appeal Process: A student placed on a formal Warning or academic probation or deemed not to be making satisfactory academic progress may review the determination and may appeal the determination through the School Director whose judgment in this matter shall be final, conclusive and binding.

1. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for challenge and must include a Academic Plan for completion
2. All requests will be reviewed by the Director, in consultation with the instructor; and a determination, made to either retain the records intact or change them.
3. Student may meet with the Director or anyone designated to review conclusions.
4. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the student's records and findings, and make a recommendation to the Director for final action.
5. Parental access to records is not permitted unless the student is a dependent, in which case all items in numbers 3 and 4 shall apply to parents.

Any Re-Enrollment may only be approved at the discretion of the School Director, after evidence is submitted that demonstrates conditions that caused the interruption have been satisfactorily rectified.

WITHDRAWAL - DISMISSAL PROCEDURES

If a student decides to withdraw from the program, the school must be notified in writing. If such notification is not received, RWM Fiber Optics will consider a student's withdrawal to have taken place on his or her last day of actual attendance.

In the event of termination, RWM Fiber Optics will inform the student in writing and specify the date of termination. RWM Fiber Optics will refund any tuition due the student within 45 days.

BUYERS RIGHT TO CANCEL

Cancellation of Agreement: Per the State of California, You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, 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. Business day means, except for home study or correspondence, a day on which you were scheduled to attend a class session. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. Mail notice to the school's address; attention School Director. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two notice of cancellation forms to use at/or before the first day of class, but you can use any form that you wish. The school will consider a no show/student that never starts training or a rejection of an enrolled student, as a school cancellation; subject to all conditions listed in this policy. If the School has given you any equipment, including books or other materials, you shall return it to the School within 10 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 10-day period, the School may deduct its documented cost for the equipment from any refund that maybe due to you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel this agreement, the School will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received or determined last date or attendance.

Withdrawal from Course: You have the right to withdraw from a course of instruction any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, 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 School will remit a refund less a registration fee, if applicable, not to exceed \$75.00 within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. All refunds will be made within 45 days from the date of cancellation or withdrawal (as described above). If Student does not return from an approved Leave of Absence period as stated in School Catalog, (however, such a leave of absence may never exceed 60 calendar days for regular leave or 100 calendar days for a verified medical reason), Note: leave of absences must be limited to 180 days Accumulated in a calendar year. Refunds will be made within 45 days from the end of the approved Leave of Absence period. Within 45 days of any refund the Student will receive a NOTICE OF REFUND stating the amount of the refund & to whom the refund was made.

Refund: You are obligated to pay only for educational services rendered and for unreturned equipment. The refund for up to 60% of scheduled course completion shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. NOTE: Full tuition is 100 percent earned after 60% of scheduled course completion. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 10 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 10 days period, the school may offset against the refund the documented cost for that equipment. You shall be liable for the amount, if any, by which the document cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

Refund Example: Assume the student upon enrollment attends 30 hours of a 130 hour program, the program and pays \$4,500 for tuition, and the \$75 registration fee. His refund will be as follows: $\$4,500 \text{ less } \$75.00 \times (130-30)/130 \text{ or } \$4,500 \times 100 / 130 = \$3,403.85$. There is no refund for supplies. If workbook and tool kit are not used they will be refunded 100%.

Notice: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE, WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS, OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

GENERAL TERMS:

- This agreement constitutes the complete contract between the School and the Student, and no verbal statements or promises will be recognized and is valid for a 12 month period.
- All expenses incurred while traveling to and from the school, food, and lodging will be the Student's responsibility.

- All textbooks and training materials for selected course will be supplied by the School at the stated charge. Lost, mutilated, or stolen items will be replaced at the expense of the Student.
- Completion Certificates will only be issued after successful completion of entire program & all tuition fees are paid in full
- Excessive absences, poor Grades or Conduct maybe cause for dismissal.
- Non-residents of California and third party recipients are not eligible for protection under and recovery from, the Student Tuition Recovery Fund
- School reserves the right to postpone training in event of Act of God, Labor Disputes, Equipment failure, etc.; The School further reserves the right to withdraw a scheduled course if registration is insufficient for a class. Students will be notified and/or all fees refunded in this event
- Placement assistance may be provided. However, it is understood that the School cannot promise or guarantee neither employment, nor any income level to any Student or graduate.
- If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following If may occur:
 - (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan
 - (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

STUDENT TUITION RECOVERY FUND DISCLOSURE (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

3. You are not a California resident.
4. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

PROGRAMS

RWM Fiber Optics is proud to present **ELEVEN** state of the art * **Vocational Programs** long term programs and four corporate programs in telecommunications allowing the most flexibility for career path choices by encompassing the entire telecommunication subject areas:

Satellite Technician – 120 hours	Broadband Cable Television and Satellite Technician– 360 hrs
Telephone Switch Technician – 120 hours	Security, Surveillance and Alarm Technician - 300 hours
Pole Climbing and Ladder Safety – 80 hours	Broadband Cable Television Technician – 200 hours
Fiber Optic Broadband Technician – 120 hours	Home Audio and Video Technician – 300 hours
Communications Technician 100 – 600 hours	Communications Technician 101 – 720 hours
Communications Technician 102 – 720 hours	

RWM Fiber Optics does not offer English as a Second Language (ESL) Classes.

DESCRIPTION OF CLOCK HOUR AND QUARTER CREDIT HOUR

For the Purposes of attendance, a class hour is defined as 50 minutes of actual class participation. RWM Fiber Optics, Inc. uses the Carnegie clock-to-credit hour conversions for lecture and laboratory time for its academic purposes:

Lecture Hours: Instructional hours consisting of theory or new principles. Quarter Credits – Must teach a minimum of 10 lecture hours to award 1 quarter credit. Laboratory Hours: Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced. Quarter Credits – Must teach a minimum of 20 laboratory hours to award 1 quarter credit.

For financial aid purposes, except in certain cases specified by USDE, the method of converting clocks to credit hours for lecture, laboratory, and/or externship/internship is One quarter credit hour is based on 20 clock hours of direct faculty instruction and a minimum of two hours of out of class student work each week. All students have a maximum of one and one-half times their scheduled program length to successfully complete the training program.

The **Fiber Optic Broadband Technician** program is offered as a **4 week, 120 hour** training program. * **Vocational Program**. Emphasis is in fiber optics and category 5e, and 6 network cabling systems including telephone and DSL. This intense program consists of theory and extensive hands on lab to cement course work together to prepare the student for certification exams and job market. Successful graduates will qualify as entry level fiber optic cable installers, splicing technicians, data cable technicians, network cable installers, cable assembly manufacturing, and repair, test and inspection of network cabling systems. Graduates will receive an RWM Fiber Optics Certificate of Completion. With a score of 76% or better on their certification examinations, graduates will also receive a Fiber Optic Association (FOA) Certified Fiber Optic Certification (CFOT) or ACES Professional Level Fiber Optic and Structured Cabling Installer Certification.

Fiber Optics Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock Credit	Est. Homework Hours Required
Fiber Optics	50	n/a	70	n/a	120 n/a	60

The **Communications Technician 100** program is offered to give the client a comprehensive education as well as the Certifications necessary to obtain gainful employment in several occupations. * **Vocational Program** You will learn fiber optics, twisted pair copper cabling, cable television and satellite installation. By encompassing all of the core aspects of telecommunications the graduate is completely prepared and is more easily placed and sought after by employers. It is presented as a **600 hour / 30 Quarter Credit Hour (see module breakdown below), 21 week** program which includes the same curricula and materials as the individual classes as well as highly intensive Advanced labs to more adequately prepare you for working in the installation field. Learn **advanced** outside plant construction and FTTx splicing, testing and troubleshooting processes and procedures which no other program can offer. Become confident in your ability to perform the tasks necessary for you to become a leader! Upon successful completion of coursework and exams, our graduates will receive RWM Fiber Optics Certificate of Completion, Society of Cable Television Engineers (SCTE) Certification, Satellite Certification, Pole Climbing and Ladder Safety Certification, and The Fiber Optic Association (FOA) Certification. **This course's curriculum also includes our Fiber Optic, Broadband Cable and Digital Satellite courses.** If you have any questions please read their individual descriptions in this section.

Communications 100 Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock Credit	Est. Homework Hours Required
Fiber Optics	50	2.5	70	3.5	120 6.0	60
Broadband Cable/CATV	50	2.5	70	3.5	120 6.0	60
Satellite	70	3.5	50	2.5	120 6.0	60

Pole Climbing/Ladder Safety	40	2.0	40	2.0	80	4.0	40
UTP Copper /Telephony	80	4.0	80	4.0	160	8.0	80
TOTALS	290	14.5	310	15.5	600	30.0	300

Telephone Switch Technician – 4 week/120 Hour Program * Vocational Program A phone switches services a business or organization and is usually located on the organization's premises. The PBX provides phone services including internal calling, and access to the public switched telephone network. It allows a small number of outside lines to be shared among all of the people of the organization. Advanced PBX phone switches sometimes provide auto-attendant, voice-mail, and ACD (automatic call distribution) services for the organization. Due to rapidly developing technologies, PBX installers must adapt and learn new technologies. Instead of installing PBX systems, many companies or choosing to install voice-over Internet protocol (VoIP) systems. VoIP systems operate like a PBX system, but they use a company's computer wiring to run Internet access, network applications, and telephone communications. Specialized phones have their own Internet protocol (IP) addresses. The phones can be plugged into any port in the system and still use the same number. Students will design, build, program and test all types of phone switches

Telephone Switch Tech Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock	Credit	Est. Homework Hours Required
Telephone Switch Tech	50	n/a	70	n/a	120	n/a	60

The **Broadband Cable Television and Satellite Technician** course is a **12 week, 360 hour (18 Quarter Credit Hour)** program. Graduates may be employed as entry level CATV installers, Digital Satellite System (DSS) installers, cable splicing technicians, high speed data, test and maintenance of CATV systems. * **Vocational Program** Graduates will receive a Certificate of Completion and Pole Climbing and Ladder Management Safety Certification from RWM Fiber Optics and SCTE certification upon completion of the SCTE certification examination with a score of 76% or better.

Broadband Cable & Sat Tech Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock	Credit	Est. Homework Hours Required
Broadband Cable/CATV	50	2.5	70	3.5	120	6.0	60
Satellite	70	3.5	50	2.5	120	6.0	60
Pole Climbing/Ladder Safety	40	2.0	40	2.0	80	4.0	40
Modems and Lans	20	1.0	20	1.0	40	2.0	20
TOTALS	180	9.0	180	9.0	360	18.0	180

The **Broadband Cable Television Technician** course is a **7 week, 200 hour** program. Graduates may be employed as entry level CATV installers, HSD installer, telephony technician, cable splicing technicians, and be able to repair, test and maintain CATV systems. * **Vocational Program** Graduates will receive a Certificate of Completion, a Pole Climbing and Ladder Management Certificate & SCTE Certification upon completion of the SCTE certification examination with a score of 76% or better

Broadband Cable Tech Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock	Credit	Est. Homework Hours Required
Broadband Cable/CATV	50	n/a	70	n/a	120	n/a	60
Pole Climbing/Ladder Safety	40	n/a	40	n/a	80	n/a	40
TOTALS	90	n/a	110	n/a	200	n/a	100

The **Home Audio and Video Technician** is an **10 week, 300 hour (15 Quarter Credit Hour)** intensive program that introduces the student to the parameters of daily job challenges. * **Vocational Program** Students are introduced to the tools of the trade. Hands on activities are designed to familiarize students with the variety of tools used by industry professionals. In addition, students will begin to understand the many trades involved in the field as well as how to co-exist in the job environment. Students are also introduced to the fundamentals of system design. This topic discusses system parameters ranging from system configuration to reading blueprints, and will prepare the graduate to undertake the challenges of correct system interpretation and installation execution.

Home Theatre Tech Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock	Credit	Est. Homework Hours Required
Satellite	20	1.0	20	1.0	40	2.0	20
Modems and Lans	20	1.0	20	1.0	40	2.0	20
Ladder Safety	20	1.0	20	1.0	40	2.0	20
UTP Copper /Telephony	30	1.5	30	1.5	60	3.0	30
Home Theatre	60	3.0	60	3.0	120	6.0	60
TOTALS	150	7.5	150	7.5	300	15.0	150

Security, Surveillance and Alarm Technician is an **10 Week, 300 Hour (15 Quarter Credit Hour)** Program. This course presents an overview of the theory, installation and maintenance of alarm systems, basic electricity, standards, perimeter detection, space detection, fire systems, control panels, communications, CCTV, job planning and false alarm prevention. * **Vocational Program** Course instructors will review the operation, applications, installation and maintenance of commonly used equipments and components and present industry standards and legal requirements.

Security Surveillance /Alarm Tech Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock	Credit	Est. Homework Hours Required
Fiber Optics	20	1.0	20	1.0	40	1.0	20
Modems and Lans	20	1.0	20	1.0	40	2.0	20
Ladder Safety	20	1.0	20	1.0	40	2.0	20
UTP Copper /Telephony	30	1.5	30	1.5	60	3.0	30
Security Surveillance /Alarm	60	3.0	60	3.0	120	6.0	60
TOTALS	150	7.5	150	7.5	300	15.0	150

The **Satellite Technician** course is a **3 week, 120 hour** program which presents an overview of the theory, installation and maintenance of satellite systems, basic electricity, and standards. * **Vocational Program** It is designed to prepare students for entry-level jobs with satellite installation companies. Students are given instruction in a classroom environment as well as being submersed in hands-on training with real-life scenarios.

Satellite Tech Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock	Credit	Est. Homework Hours Required
Satellite Technician	50	n/a	70	n/a	120	n/a	60

The **Pole Climbing and Ladder Safety** course is a **3 week, 80 hour** highly intensive program that will train participants how to safely and effectively ascend and descend wooden poles using pole climbing gaffs and associated equipment. * **Vocational Program** The pole climbing technique that will be taught is the "3-point contact free hand method." Students will also learn how to use ladders on the pole and at mid-span using the appropriate ladder securing equipment. The participants will complete exercises using construction tools and equipment. Climbers will adhere to all safety practices. Note: This course is physically demanding. Students must earn at least 76% of the competency points to become certified in this course. Upon successful completion, clients will receive a Pole Climbing and Ladder Management Safety Certification.

Satellite Tech Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock	Credit	Est. Homework Hours Required
Pole Climbing/Ladder Safety	40	n/a	40	n/a	80	n/a	40

The **Communications Technician 101** program is designed for the individual who wants to work in the home audio/video and automation installation industry * **Vocational Program**. You will learn fiber optics and twisted pair copper cabling, as well as cable television, satellite, and home theater installation. By covering the core aspects of telecommunications, the graduate is completely prepared to gain employment in an exciting and rewarding industry. It is presented as a **720 hour / 36 Quarter Credit Hour (see module breakdown below), 27 week** program which includes the same curricula and materials as the individual classes at a cost savings to the client. Upon successful completion of coursework and exams, our graduates will receive RWM Fiber Optics Certificate of Completion, Society of Cable Television Engineers (SCTE) Certification, Satellite Certification, Pole Climbing and Ladder Safety Certification, Home Audio and Video Certification and The Fiber Optic Association (FOA) Certification. **This course's curriculum is a culmination of our Communications 100, Fiber Optic, Broadband Cable, Digital Satellite and Home Theater courses.** If you have any questions please read on the specific topics above.

Communications 101 Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock	Credit	Est. Homework Hours Required
Fiber Optics	50	2.5	70	3.5	120	6.0	60
Broadband Cable/CATV	50	2.5	70	3.5	120	6.0	60
Satellite	70	3.5	50	2.5	120	6.0	60
Pole Climbing/Ladder Safety	40	2.0	40	2.0	80	4.0	40
UTP Copper /Telephony	80	4.0	80	4.0	160	8.0	80
Home Theatre	60	3.0	60	3.0	120	6.0	60
TOTALS	350	17.5	370	18.5	720	36.0	360

The **Communications Technician 102** program is designed for the individual who wants to work in the home audio/video and automation installation industry * **Vocational Program**. You will learn fiber optics and twisted pair copper cabling, as well as cable television, satellite, and alarm installation. By covering the core aspects of telecommunications, the graduate is completely prepared to gain employment in an exciting and rewarding industry. It is presented as a **720 hour / 36 Quarter Credit Hour (see module breakdown below), 27 week** program which includes the same curricula and materials as the individual classes at a cost savings to the client. Upon successful completion of coursework and exams, our graduates will receive RWM Fiber Optics Certificate of Completion,

Society of Cable Television Engineers (SCTE) Certification, Satellite Certification, Security and Alarm Certification, Pole Climbing and Ladder Safety Certification and The Fiber Optic Association (FOA) Certification. **This course's curriculum is a culmination of all our Communications 100, Fiber Optic, Broadband Cable, Digital Satellite and Security courses.** If you have any questions please read on the specific topics above.

Communications 102 Course/ Module	Lecture Clock Hrs	Lecture Credit Hrs	Supervised Lab Clock Hours	Supervised Lab Credit Hours	Total Hours Clock	Credit	Est. Homework Hours Required
Fiber Optics	50	2.5	70	3.5	120	6.0	60
Broadband Cable/CATV	50	2.5	70	3.5	120	6.0	60
Satellite	70	3.5	50	2.5	120	6.0	60
Pole Climbing/Ladder Safety	40	2.0	40	2.0	80	4.0	40
UTP Copper /Telephony	80	4.0	80	4.0	160	8.0	80
Security Surveillance /Alarm	60	3.0	60	3.0	120	6.0	60
TOTALS	350	17.5	370	18.5	720	36.0	360

RWM Fiber Optics also provides corporate training. There are several short courses that are available to streamline operations which are cost effective to meet your every need.

COUNSELOR INFORMATION

After successful completion of our courses, graduates can find employment in several fields including those listed below. Graduates can enter into any of the following occupations as listed by O*Net codes:

27-4011.00	49-2022.01	49-2022.05	49-9031.01	33-9031.00	49-2022.03
49-2097.00	49-9052.00	49-2022.00	49-2022.04	49-2098.00	49-9098.00

JOB DESCRIPTIONS

Telecommunications Cabling Technician (Inside plant)

This construction-oriented position requires the technician to be highly skilled and knowledgeable. The technician will be involved with various cable types and must understand how to install, terminate and test all of them. Technicians should understand the industry standards of installation as well as the relevant articles of the National Electric Code. They will be familiar with various products to be able to make suggestions in different situations and be able to overcome various obstacles to complete the job. Cabling Technicians will travel to different locations and should be able to identify and cope with the different installation applications for telecommunication cabling. They will work with various hand tools in a construction environment. Work may be performed in an existing office space or other facility, which may require good customer relation skills, a professional appearance and attitude.

A good portion of many projects is installing, placing or pulling the cables to the various areas within a building or campus environment. This position requires intelligence, physical ability and problem solving skills. Having your own hand tools, reliable transportation and a positive work attitude are often necessary.

Fiber Optic Installer (Outside Plant)

As an outside plant cable installer the crew is responsible for either placing cable underground in trenches or conduit, or by hanging it from poles and aerial applications. Cabling is nearly always installed with machinery, taking the work load off of the technicians. The fiber optic installers will be responsible for terminating and splicing the fiber into splice cases or equipment cabinets. Splicing is usually performed inside a specialty trailer or tent to protect the delicate equipment. A lot has been said about FTTP projects and this course prepares the client for lucrative career in the broadband industry.

Both inside and outside plant technicians may be responsible for testing and certification of the installed cabling systems. Technicians in these positions must be very well versed in the technologies behind fiber optic and copper cabling systems and must know how to operate all types of test equipment. Graduates of RWM Fiber Optics will be fluent in the operation of LAN cable certifiers, optical power meters, optical fault locators, and Optical Time Domain Reflectometers (OTDRs), making them well suited for these demanding and high paying positions. These positions require very little physical ability, but require strong trouble shooting skills.

Fiber Optic Assembler (Manufacturing)

In a manufacturing environment, technicians will usually be placed at assembly tables where they will work in the manufacture of optical components, assemblies and sub-assemblies. These positions require minimal physical ability but do require good eyesight or the use of magnifiers.

Cable Television (CATV)/Digital Satellite (DSS) Installer

The CATV/DSS installer daily tasks will consist of visiting customer sites to install CATV or DSS television systems. Installers must demonstrate excellent customer relations skills. This position requires good physical strength as many installations may require ladder or pole climbing. Installers must be able to work unsupervised,

maintaining the expected level of workmanship and safety habits. Sales skills may be beneficial as many providers reward installers for selling premium viewing packages to customers. The installer will be responsible for completing the cable installation from the pole/pedestal to the home, mounting the dish to the roof, and connecting customer equipment such as televisions, VCRs, stereos, etc.

Cable Television (CATV) Installer

The CATV installer daily tasks will consist of visiting customer sites to install, test and troubleshoot CATV television systems, high speed modems, telephony service or customer upgrades. Installers must demonstrate excellent customer service skills. This position requires good physical strength as many installations may require ladder or pole climbing. Installers must be able to work unsupervised, maintaining the expected level of workmanship and safety habits. Sales skills may be beneficial as many providers reward installers for selling premium viewing packages to customers. The installer will be responsible for completing the cable installation from the pole/pedestal to the home, and connecting any customer equipment such as televisions, DVRs, DVDs, VCRs, stereos, video games, etc.

Home Audio and Video Equipment Technicians

Set up and operate audio and video equipment, including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards, and related electronic equipment for concerts, sports events, meeting and conventions, presentations, and news conferences. They may also set up and operate associated spotlights and other custom lighting systems.

Electronic home entertainment equipment installers and repairers, also called service technicians, install and repair a variety of equipment, including televisions and radios, stereo components, video and audio disc players, video cameras, and video recorders. They also install and repair intercom equipment, stereo and home theater systems, which consist of large-screen televisions and sophisticated surround-sound audio components.

Telephone Switch Technician

Installation and configuration of telephone systems. Typical tasks include: installs line cards, network cards, circuit packs, and related PBX hardware for customer move, add and change activity, changes in network trunking, changes in switch configuration, PBX upgrades, and other system install activity typically performed in telecom rooms which house PBX cabinetry, network interface points, MDF's, and the like; performs work on MDF's and network interface locations found in switch rooms; installs or oversees the installation of various customer premise station equipment such as PBX feature phones, PBX digital sets, key systems sets, key system common equipment, and associated ancillary hardware; performs all telecom room related work associated with customer premise move, add and change activity; configures switch or makes recommendations for switch configurations to ensure optimum utilization of switch and network circuitry as well as telecom room space and facilities; performs switch translations and other engineering changes for network or switch upgrades.

They also set up private branch exchange (PBX) switchboards, which relay incoming, outgoing, and interoffice calls within a single location or organization. To install switches and switchboards, installers first connect the equipment to power lines and communications cables and install frames and supports. They test the connections to ensure that adequate power is available and that the communication links function. They also install equipment such as power systems, alarms, and telephone sets. New switches and switchboards are computerized; workers install software or program the equipment to provide specific features. For example, as a cost-cutting feature, an installer may program a PBX switchboard to route calls over different lines at different times of the day. However, other workers, such as computer support specialists generally handle complex programming. Finally, the installer performs tests to verify that the newly installed equipment functions properly. If a problem arises, PBX repairers determine whether it is located within the PBX system or originates in the telephone maintained by the local phone company.

Security, Surveillance and Alarm System Technician

Fit and repair security systems in homes and businesses. An installer may perform the following tasks:

- Inspect sites and talk to clients to determine security requirements
- Provide estimates to clients for installation of equipment
- Feed cable through roof spaces and cavity walls, and position and terminate cables, wires and strapping
- Assemble, erect, position and label all items of equipment
- Test equipment and diagnose faults
- Make connections to telephone lines for alarm monitoring
- Maintain and adhere to operational procedures and complete appropriate documentation
- Be responsible for assigned tools, plan and test equipment
- Develop and keep good relations with clients

Security system installers must develop knowledge of the range of security equipment, including electronic and electrical surveillance systems and closed circuit TV, as well as knowledge of simple electronic principles and

terminating techniques. They must also understand the principles of operation and characteristics of controllers, detectors, relay, bells, sirens, screamers and telephone circuits.

Security systems installers work mainly indoors and sometimes have to work in confined roof spaces. They have considerable contact with customers in businesses and private homes.

With experience, it is possible to become the manager of a team of security system installers, become self-employed, or specializes as a Security Advisor.

Satellite Installers are responsible for the installation, testing and repair of Digital Broadcast Satellites (DBS) and related equipment in residential settings. Other duties include teaching customers how to use their equipment as well as ensuring proper documentation of all customer interactions.

In a typical workday a Satellite Installer may

- Install, upgrade, service and repair satellite products
- Handle customer questions and develop solutions
- Complete work orders, retrieving proper signatures for accurate billing
- Ensure all installation work is done according to quality standards
- Assist with work overflow
- Adhere too safety policies and procedures

RWM FIBER OPTICS 2012 SCHEDULE OF CLASSES

Schedule is Subject to Change without Notice

THERE ARE STARTS NEARLY EVERY MONTH SO PLEASE CALL THE ADMISSIONS OFFICE FOR DETAILS

Day Schedule: Communications Technician 100

You may start on any of the Course Modules covered in the Program – **October 24; April 30**
October 24 – March 22, 2012
November 14 – April 19 2012
December 12 – May 10, 2012
January 9 – June 7, 2012
February 6 – July 5, 2012
February 20 – July 19, 2012
March 19 – August 16, 2012
April 2 – August 30, 2012
April 30 – September 27, 2012

Day Schedule: Communications Technician 101

You may start on any of the Course Modules covered in the Program – **October 24; April 30**
October 24 – April 20, 2012
November 14 – May 24, 2012
December 12 – June 21, 2012
January 9 – July 19, 2012
February 6 – August 16, 2012
February 20 – August 30, 2012
March 19 – September 27, 2012
April 2 – October 11, 2012
April 30 – November 8, 2012

Day Schedule: Communications Technician 102

You may start on any of the Course Modules covered in the Program — **October 24; April 30**
October 24 – April 20, 2012
November 14 – May 24, 2012
December 12 – June 21, 2012
January 9 – July 19, 2012
February 6 – August 16, 2012
February 20 – August 30, 2012
March 19 – September 27, 2012
April 2 – October 11, 2012
April 30 – November 8, 2012

Day Schedule: Broadband Cable Television and Satellite

November 14 – February 16, 2012
December 20 – March 15, 2012
January 9 – April 13, 2012
February 6 – May 10, 2012

Day Schedule: Fiber Optic Broadband Technician

November 14 – December 15, 2011
December 12 – January 12, 2012
January 9 – February 9, 2012
February 20 – March 8, 2012

Day Schedule: Pole Climbing and Ladder Safety

Second Monday of every Month

2011 - Holidays

Memorial Day	May 30
Independence Day	July 4
Labor Day	September 5
Thanksgiving Day	November 24, 25

***Don't Miss Out on this
CAREER! Get into this
Exciting Green Industry!***

***Your Career Could have
Started Yesterday!!!***

IT'S YOUR FUTURE!

***WHAT ARE YOU
WAITING FOR?***

***START YOUR CAREER
NOW!***

TUITION

Fiber Optic Broadband Technician Program * Vocational Program:

Total fees of \$6,550.00 include all books (The Complete Guide To Network Wiring/Third Edition by Barnett, Groth and McBee {ISBN 0-7821-4331-8}), materials, and an installation tool kit. Certification examination and one re-test are included. Also included is a non refundable Student Tuition Recovery Fund fee of 2.50 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student. Upon achievement of a passing score of 76%, students will receive Certification from either ACES International or The Fiber Optic Association (FOA). The FOA Certification is valid for one year. Certification must be renewed annually. Renewal costs \$50/1 year, ACES must be renewed every years.

Fees: Tuition	\$5,775.00
Registration	\$ 75.00
Toolkit	\$ 400.00
Certification	\$ 150.00
Books and Supplies	\$ 150.00

TOTAL \$6,550.00

Broadband Cable Television and Satellite Technician Program * Vocational Program:

Total fees of \$6,550.00 include all books (From Tap to Home /The Jones/ NCTI Installation Manual {ISBN 1-930634-23-4}), materials and an installation toolkit. Also included is a non refundable Student Tuition Recovery Fund fee of 2.50 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student. The course includes the SCTE one year membership, enrollment and testing fees. After one year the annual membership fee of \$48, payable to the SCTE is the responsibility of the graduate.

Fees: Tuition	\$5,725.00
Registration	\$ 75.00
Toolkit	\$ 400.00
Certification	\$ 50.00
Books and Supplies	\$ 300.00

TOTAL \$6,550.00

Broadband Cable Technician Program * Vocational Program:

Total fees of \$4,975.00 include all books (From Tap to Home /The Jones/ NCTI Installation Manual {ISBN 1-930634-23-4}), materials, tuition, toolkit and certification testing. Also included is a non refundable Student Tuition Recovery Fund fee of 2.50 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student. The course includes a one year SCTE membership, enrollment and testing fee.

Fees: Tuition	\$4,400.00
Registration	\$ 75.00
Toolkit	\$ 300.00
Certification	\$ 100.00
Books and Supplies	\$ 100.00

TOTAL \$4,975.00

Satellite Technician * Vocational Program

Total fees of \$1,575.00 include tuition, books (RWM course book) and supplies. Also included is a non refundable Student Tuition Recovery Fund fee of 2.50 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student. Graduates will receive RWM certification and SBCA testing fee.

Fees: Tuition	\$ 1400.00
Registration	\$ 75.00
Certification	\$ 50.00
Books and Supplies	\$ 50.00

TOTAL \$1,575.00

Home Audio and Video Technician * Vocational Program

Total fee of \$4,575.00 include tuition, book (Achieve the Ultimate in Custom Sound, 4th Ed., Ken Pehlmann 736 pg. ISBN: 134819-0; Premise Cabling, Donald Sterling; Data, Voice and Video Cabling, Jim Hayes), supplies and Certification. Also included is a non refundable Student Tuition Recovery Fund fee of 2.50 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student.

Fees: Tuition	\$4,300.00
Registration	\$ 75.00
Certification	\$ 100.00
Books and Supplies	\$ 100.00

TOTAL \$4,575.00

Telephone Switch Technician * Vocational Program

Total fees of \$2,575.00 include tuition, books (PBX Systems for IP Telephony, 1st Ed., Allan Sulkin 487 pages. ISBN: 0071375686; Avaya, Cisco, Nortel, Panasonic, Toshiba Systems Manuals), materials, and certification. Also included is a non refundable Student Tuition Recovery Fund fee of 2.50 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student.

Fees:

Tuition	\$2,200.00
Registration	\$ 75.00
Certification	\$ 100.00
Books and Supplies	\$ 200.00
TOTAL	\$2,575.00

Security, Surveillance and Alarm Technician * Vocational Program

Total fees of \$4,575.00 include tuition, books (Applied Security Devices and Circuits, CCTV for Security Professionals ('03) ISBN: 0-7506-7303, Low Voltage Wiring: Security/Fire Alarm Systems (2002) ISBN: 0-07-137674-7), materials, toolkit and certification. Also included is a non refundable Student Tuition Recovery Fund fee of 2.50 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student.

Fees:

Tuition	\$4,000.00
Registration	\$ 75.00
Toolkit	\$ 300.00
Certification	\$ 100.00
Books and Supplies	\$ 100.00
TOTAL	\$4,575.00

Communications Technician 100, 101, 102 * Vocational Programs

Total fees of \$12,775.00 or \$14,400.00 include tuition, books (From Tap to Home /The Jones/ NCTI Installation Manual {ISBN 1-930634-23-4}) and (The Complete Guide To Network Wiring/Third Edition by Barnett, Groth and McBee {ISBN 0-7821-4331-8}), materials, toolkit and certification. Also included is a non refundable Student Tuition Recovery Fund fee of 2.50 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student.

Fees:

	CommTech 100	CommTech 101 or 102
Tuition	\$ 11,650.00	\$12,850.00
Registration	\$ 75.00	\$ 75.00
Toolkit	\$ 500.00	\$ 500.00
Certification	\$ 300.00	\$ 450.00
Books and Supplies	\$ 250.00	\$ 525.00
TOTAL	\$12,775.00	\$14,400.00

Pole Climbing and Ladder Safety: * Vocational Program

Total fee of \$1,370.00 includes tuition, books (RWM course book) and certification. Also included is a non refundable Student Tuition Recovery Fund fee of 2.50 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student.

Fees:

Tuition	\$1,250.00
Registration	\$ 75.00
Books and Supplies	\$ 45.00
TOTAL	\$1,370.00

*****NOTE:** An additional **LABORATORY FEE** may be accessed for additional lab training beyond the regularly scheduled training within the program. The purpose for additional Laboratory Time is for increased proficiency within desired field training module. The Laboratory fee may be from \$500.00* to as much as \$2,000.00* dependant on the time, training and materials involved as determined by the School Director. In any event the exact fee to be charged will be fully disclosed and additional payment made or arranged for prior to any applied Laboratory Fee.

Corporate Training Courses

Our onsite programs are designed for you to take control of your optical communications networks. We will precisely train each person in the latest technologies making them more efficient and more productive. Please call us so we can design a course for your needs.

Basic Fiber Optics is a 24-hour course that provides an overview of the history of fiber optics, fiber optic transmission theory, optical fiber manufacturing, system design parameters, installation guidelines, introduction to fiber optic fusion splicing and testing, fiber optic connector termination, and technical standards. This training course complies with the ANSI / TIA / EIA and NEC Standards.

Advanced Fiber Optics continues where the Basic Fiber Optic course ends giving more insight in the field of fiber optics. This 3-day **Hands-On** training course provides “Real-World Experience” to fiber optic mechanical and fusion splicing and testing required for communication fiber optic cabling. The course material covers a range of splicing applications and prepares each student to understand premise (ISP) and outside plant (OSP) splicing as well as maintenance skills used for fiber optic cabling. This course also covers a range of the testing requirements set forth by TIA & EIA standards and prepares each student to understand premise and outside plant (OSP) fiber optic cable testing.

The Fiber Optic Installation and Design course combines the Basic and Advanced Fiber Optics courses together for an intense 5 day, 40-hour session. This allows for cost savings to the client.

The **Comprehensive Structured Cabling** course is a 24-hour hands-on course provides training on how to install structured Cabling systems for both telephone and local area network (LAN) computer systems. The course emphasizes skills necessary to install unshielded twisted pair (UTP) cables to meet new Category 5e and 6 standards. The course also includes training in other architectures including Category 3 and Ethernet LAN cabling systems.

The Copper Splicing course is suited for the technician who will be splicing, maintaining and test accepting paired copper cables in the OSP. This course will train students to splice and maintain cables in aerial and direct buried applications. Students will learn how to splice cables in new construction, as well as dealing with cut-over's in existing cable plant. This is a lab intensive course and will develop the Hands-On practical skills in splicing, maintaining and test accepting that are required for an outside plant cable environment. It is optimized for entry level and experienced field technicians, as well as supervisors and managers

You need to train and certify your existing employees to stay competitive in the installation and certification of high-speed structured cabling systems. Investing in our training and certification program will not only improve installer skills, but also their effectiveness and productivity on the job in testing, certifying and troubleshooting cabling systems.

Our course objectives are accomplished by using state-of the-art equipment. Our instructors have real world installation experience and teach the latest in communications technology. To provide comprehensive and up-to-date courses, we constantly revise our seminars to include the latest technology and standards.

Our corporate courses are not always required to be BPPE approved. Please inquire for more details.

Corporate Training Course FEES

Basic Fiber Optics: Course fees include tuition, books, supplies and certification.

Fees:

Tuition \$1,495.00
TOTAL \$1,495.00

Advanced Fiber Optics: Course fees include tuition, books, supplies and certification.

Fees:

Tuition \$1,495.00
TOTAL \$1,495.00

Fiber Optic Installation and Design: Course fees include tuition, books, supplies and certification

Fees:

Tuition \$1,895.00
TOTAL \$1,895.00

Comprehensive Structured Cabling: Course fees include tuition, books, supplies and certification

Fees:

Tuition \$1,495.00
TOTAL \$1,495.00

Copper Cable Splicing: Course fees include tuition, books, supplies and certification.

Fees:

Tuition \$1,495.00
TOTAL \$1,495.00

TUITION POLICIES / TUITION PAYMENT POLICY

All tuition and fees are payable in advance unless other arrangements are made with the school prior to commencing classes. Student payments may be made in the form of cash, check or any Loan Proceed. "Credit Card Charge" methods are accepted. Scheduled Payments must be made in accordance with any contractual agreements made. Delinquent tuition may at the discretion of school director be cause for dismissal- Standard business collection procedures will be followed including possible credit agency reporting debt transfer and no completion certificate issued while debt outstanding.

FINANCIAL ASSISTANCE

For those students requiring financial assistance to enroll in a school program, tuition or in-house financing, third party School Loan(s) may be available as private/public agencies may be willing to provide tuition assistance for those individuals who meet the particular agency's requirements. Any such financing agencies are not affiliated with the school. RWM Fiber Optics is Certified to participate by the US Department of Education to offer Title IV financial assistance for its eligible programs. For more information; including possible Federal Title IV assistance eligibility, inquire at the Admissions Office

Constitution Day and Citizenship Day

Constitution Day state delegates signed the framework for the Constitution of the United States on September 17, 1787. Citizenship Day; a day to celebrate US Citizenship is an event that occurs in the United States on September 17 each year. On this day US citizens remember the blessings of liberty and are recognized for holding the responsibilities of citizenship. Constitution Day and Citizenship Day are combined in recognition; Friday, September 16, 2011 – (Observed).

RWM Fiber Optics, Inc. encourages all citizens to register and Vote; It's a right and a privilege! When to Re-Register to Vote: - Registered voters will need to re-register if they: Move to a different address; Change name; Change political party affiliation. – You can download a Voter Registration form in English or Spanish by visiting www.sos.ca.gov/nvrc/fedform/.

REFUND TABLE

Based on the Tuition as listed in the School Catalog for Vocational Programs

REFUND AT:	10%	at 25%	at 50%	at 60%	at 75%
Broadband Fiber					
Optic Technician:	4162.50	3468.75	2312.50	1850.00	0.00
Broadband Cable Television					
And Satellite Technician:	4612.50	3843.75	2562.50	2050.00	0.00
Broadband					
Cable Technician:	3960.00	3300.00	2200.00	1760.00	0.00
Satellite Technician:	1125.00	937.50	625.00	500.00	0.00
Home Theater Technician	3870.00	3225.00	2150.00	1720.00	0.00
Telephone Switch Technician	1980.00	1650.00	1100.00	880.00	0.00
Security, Surveillance and Alarm Technician	3600.00	3000.00	2000.00	1600.00	0.00
Communications Technician 100	7987.50	6656.25	4439.00	3550.00	0.00
Communications Technician 101	11565.00	9637.50	6425.00	5140.00	0.00
Communications Technician 102	11565.00	9637.50	6425.00	5140.00	0.00
Pole Climbing and Ladder Safety	1125.00	937.50	625.00	500.00	0.00
<u>Corporate Training Programs</u>					
Basic Fiber Optics:	1345.50	1121.25	747.50	598.00	0.00
Advanced Fiber Optics:	1345.50	1121.25	747.50	598.00	0.00
Fiber Optic Installation & Design:	1705.50	1421.25	947.50	758.00	0.00
Structured Cabling:	1345.50	1121.25	747.50	598.00	0.00
Copper Cable Splicing:	1345.50	1121.25	747.50	598.00	0.00

NOTE: Tuition is 100 percent earned after 60% of scheduled course completion

All tuition costs listed above have non refundable Student Tuition Recovery Fund fee of 2.50 per \$1,000.00 of Tuition, Note the School pays the STRF fee on behalf of the student.

NOTE: The Median Loan amount for student participation during July 1, 2009 to June 30, 2010 was \$6,255.00* for our Federal Title IV eligible; Communications Technician 100 program.

COURSE OUTLINES

COMMUNICATIONS 100

This Program's curriculum is a culmination of the Fiber Optic Broadband, Broadband Cable Television, Satellite Technician, Telephone Switch and Pole Climbing Courses. Please see below.

COMMUNICATIONS 101

This Program's curriculum is a culmination of the Fiber Optic Broadband, Broadband Cable Television, Satellite Technician, Home Audio and Video Technician, Telephone Switch and Pole Climbing Courses. Please see below

COMMUNICATIONS 102

This Program's curriculum is a culmination of the Fiber Optic Broadband, Broadband Cable Television, Satellite Technician, Security Surveillance & Alarm Tech, Telephone Switch & Pole Climbing Courses. Please see below

CABLE TELEVISION

Module 1 CATV Networks

History
The Television Signal
Basic Cable System Operation
The Broadband Network
Architecture

Module 2 Customer Relations

Professional Conduct
Scope
Conclusion
Chapter 2 Review
Applications

Module 3 Safety

The Occupational Safety and Health
Administration
Vehicle Safety
Personal Protective Equipment (PPE)
Utility Poles & Clearances
Chapter 3 Review
Applications
Test for Module 1, 2 & 3

Module 4 Tools & Materials

Tools
Materials
Conclusion
Chapter 4 Review
Applications

Module 5 Cable & Connectors

Drop Cable Characteristics
Drop Cable Electrical Characteristics
Connectors
Chapter 5 Review
Applications
Test for Module 4 & 5

Module 6 Aerial Drop Installations

Installing an Aerial Drop
Other Types of Installation Work
Chapter 6 Review
Applications
Test for Module 6

Module 7 Underground Drop Installations

Completing The Drop
Burying Methods
Obstructions
Chapter 7 Review
Applications
Test for Module 7

Module 8 Exterior & Interior Wiring

Basic Building Construction
Basics of Exterior Routing
Drilling for Cable Entry
Basics of Interior Routing
Routing Cable Lines
Chapter 8 Review
Applications
Test for Module 8

Module 9 Bonding and Grounding

Ground versus Bond
Bonding and Grounding Codes
National Electric Code (NEC)
National Electrical and Safety Code (NESC)
The Building Grounding Electrode System
Methods and Priorities
Chapter 9 Review
Applications
Test for Module 9

Module 10 Terminal Devices

Tuners and Receivers
Converters

Televisions
VCR's, VCPs and HDTV
Other Terminal Devices
Chapter 10 Review
Applications

Test for Module 10

Mid-Term Test

Module 11 Connecting Customer Equip

Technology and Terminology / The Installation /
Making the Connection
CPE Preliminaries / RF Connections /
Converter/VCR/TV
Baseband Connections / Combination RF and
Baseband Connections
Surround Sound System
Chapter 11 Review
Applications

Module 12 Prewires

General Considerations
Types of Prewires
Prewiring Single-Family Homes
Prewiring Multiple-Dwelling Units
Damaged Cable Problems
Chapter 12 Review
Applications **Test for Module 11 & 12**

Module 13 Multiple Dwelling Units

General Guidelines
Wiring the MDU
Wiring Concepts
Reconnection of MDU's
Chapter 13 Review
Applications

Module 14 Digital Signals & The Return Path

Analog Transmissions
Digital Transmissions
Digital Services
Troubleshooting
Chapter 11 Review
Analog and Digital Signals

Test for Module 13 & 14

Module 15 Cable Modems

DOCSIS
Implementing High-Speed Data
Cable Modem Installation
Chapter 16 Review
Applications
· Introducing Cable Modems
· Understanding Broadband Cable Modems

Test for Module 15 & 16

Module 16 VOIP

Integrated Two-Way Services
VOIP Basics
Safety Precautions
Tools & Equipment
VOIP Installations
Other Installation Issues
Chapter 16 Review
Applications

Module 17 Trouble Shooting & Repair

Basic Signal Measurements
Measuring and Calculating Signal Levels
Identifying Common Cable Problems
Test Equipment Care & Use
Troubleshooting the House Drop
Attenuation Specifications
Module 17 Review
Test for Module 17

SATELLITE

Module 1 Introduction To Satellite Television

Course Objectives
Regulatory Affairs
OTARD
Installer Responsibilities
Installers Code of Ethics
Signal Piracy
Module 1 Review

Module 2 Basic System Technology

DBS Breakdown
Providers
Satellites
Transponders
Customer Premise Equipment
LNB's
Module 2 Review

Module 3 Coaxial Cable and Connectors

Connectors
Coaxial Cable
Cable Properties
Cable Preparation
Module 3 Review

Module 4 Site Survey

Determining AZ/EL
Magnetic Azimuth
Clear Line of Site
Customer Involvement
Module 4 Review

Module 5 Antenna Installation

Dish Mounting Recommended Practices
Safety
Installation Aspects
Customer Relations
Mounting Choices
Coaxial Cable
Signal Acquisition
IRD Connection
Module 5 Review

Module 6 Grounding and Surge Protection

Grounding/Bonding Materials
Typical Grounding
Copper Clad Steel as Bond
Cable Routing Techniques
Ground Block
Module 26 Review

Module 7 Primary Hookup & System

Integration

Objectives
Connection
System Integration
Dual Receiver/Dual TV
Single IRD/Off-Air
Basic VCR Connection
VCR Connection Options
Other Connections
Module 7 Review

Module 8 Primary Hookup & System

Integration continued

Home Theater
Module 8 Review

Module 9 High Definition

Objectives
What is High Definition (HD)
Why HD is Better
HD Broadcasts
High Definition IRD
Module 9 Review

Module 10 Off-Air Antennas

Objectives
Directional/Bi-Directional/Omni Directional
Antenna Components
Off-Air Bands
Off-Air Broadcasts
Antenna Web
Sample Antenna Web Results
Antennas

Antennas Installation
Diplexers
Off-Air Antennas
Module 10 Review

Module 11 Test Equipment & Troubleshooting

Objectives
Multi-Meter
Troubleshooting Basics
Troubleshooting
Module 11 Review

Module 12 Customer Education

Objectives
Customer Education
Module 12 Review

Module 13 Multiple Satellite Antenna Installation

Objectives
Clear Line-Of-Sight Mast Leveling
Multiple Satellite
Typical Elevation Lock
Signal Strength Indications
Dual Meters
Switching Between LNB's
Multiswitches
Dish Pro Plus
Medium Power KU Satellites
Dish Solutions
Module 13 Review

TELEPHONE SWITCH TECHNICIAN

Fiber optic safety rules,
Understands PBX fundamentals
Identifying switch types
Knowledge of software
Quality of installations
Speed of installations
Operation of Test sets
VOIP wiring, VOIP
Customer Service Skills
Ladder safety
Tool safety

COPPER CABLING

Cabling fundamentals and installation
Cable color codes
Testing principles (NEXT, RL, Attn., PSNEXT, etc.)

Terminate RJ-45 connectors
Terminate 66/110 style cross-connects
Operation of wiremap test tools
Operation of cable certification equipment

SECURITY

Module 1 Introduction To Security, Surveillance and Alarm Technician Program

Introduction
Safety and Personal Protective Equipment (PPE)
Tools and Materials
Customer Service and Professional Communication
Ladder Handling & Safety

Module 2 CCTV cameras

General Information About Cameras
Tube Cameras
CCD Cameras
Camera Specifications and Their Meanings
CMOS Technology

Module 3 CCTV monitors

General about monitors; Monitor sizes
Monitor adjustments; Impedance switch
Viewing conditions; Gamma
LCD monitors; Projectors and projection monitors
Plasma display monitors; Field emission technology displays

Module 4 Video processing equipment

Analog switching equipment
Switching and processing equipment

Module 5 Analog video recorders

A little bit of history and the basic concept
The early VCR concepts
The video home system (VHS) concept
Super VHS, Y/C, and comb filtering
Time-lapse VCRs (TL VCRs)

Module 6 Digital Video

Digital video recorders (DVRs)
The various standards
The need for compression; Types of compressions; DCT as a basis
The variety of compression standards in CCTV
About Pixels and resolution

Module 7 Transmission media

Coaxial cables; Twisted pair video transmission

Microwave Links
RF wireless (open air) video transmission
Infrared wireless (open air) video transmissions
Transmission of images over telephone lines
Fiber optics; Fiber optics cables
Installation techniques
Fiber optic link analysis

Module 8 Hardware Installation

Wireless Systems
Wireless Intercom Systems
Wireless Smoke Alarms
Motion Detectors
Electronics and Security Monitoring

Module 9 Networking in CCTV

The Information Technology era
Computers and networks; LAN and WAN
Ethernet; The main Ethernet categories
Ethernet over coax and UTP cables
Fiber optics network cabling
Network concepts and components; Networking Software
IP addresses; Domain Name Systems (DNS)
Networking hardware
Wireless LAN; Putting a network system together

Module 10 Auxiliary equipment in CCTV

Pan and tilt heads; Pan and tilt domes
Preset positioning P/T heads; PTZ site drivers
Camera housings; Lighting in CCTV
Infrared lights; Ground loop correctors
Lighting protection
In-line video amplifiers/equalizers
Video distribution amplifiers (VDAs)

Module 11 Locking Systems

Multipoint Locking System
Impact Handle & Lock Set
Smart Key Lock Set Installation
Garage Door Locking System

FIBER

Module 1 Introduction To Networks

Network Function
Transmission Types
Topologies
Components
The Fiber Network
Review Questions

Module 2 A Light Overview

Light Language
Behavior
Light Properties
Review Questions

Module 3 Fiber

Structure
Types and Characters
Performance
Review Questions

Module 4 Cable

Structure
Types
NEC Compliance
Dielectric Design
Installation Characteristics
Standards
Review Questions

Module 5 Connectors

Function
Structure
Performance
Connector Features
Types
Installation Methods
Review Questions

Module 6 Splices

Locations
Types
Structure
Performance
Review Questions

Module 7 Passive Devices

Two Installation Concerns
Couplers
Splitters
Wavelength Division Demultiplexer
Review Questions

Module 8 Optoelectronics

Installation Concern
Transmitter Types
Performance Characteristics
Summary
Review Questions

Module 9 Hardware

Functions
Types

Summary
Review Questions

Module 10 Cable Installation Principles

Introduction
Environmental Limits
Installation Limits
Cable Placement
Planning and Management Issues
Safety Issues
End Preparation
Summary
Review Questions

Module 11 Connector Installation Principles

Introduction
Cable End Preparation
Adhesives
End Finishing
Cleave and Crimp Installation
Summary
Review Questions

Module 12 Splicing Principles

Introduction; Cable-Enclosure Compatibility
Attachment Locations; Attachment
Tray Preparation; Fiber End Preparation
Cleaving; Fusion Splicing; Mechanical Splicing
Fiber Placement; Tray Placement
Test All Splices; Enclosure Closure
Summary; Review Questions

Module 13 Testing Principles

Introduction
Insertion Loss Testing
Optical Domain Reflectometry
Reflectance Testing
Protocol Testing
Other Equipment
Standards
Review Questions

Module 14 Certification Principles

Introduction
Required Information
Insertion Loss Calculations
Develop Of A Strategy
Certification
An Alternative Strategy
Summary
Review Questions

Module 15 Cable Preparation

Introduction; Tools And Supplies; Fiber Handling
Loose Tube End Preparation For Pulling; Tight Tube End Preparation For Pulling
Loose Tube End Preparation For Termination; Tight End Preparation For Termination
Open Page Summary

Module 16 Connector Installation: Epoxy

Introduction
Materials and Supplies
Procedure
Troubleshooting
Summary

Module 17 Connector INSTALLATIONS:

Quick Cure Adhesive

Introduction; Materials and Supplies
Procedure; Single Mode Polishing
Final Cleaning; Inspect Connector
White Light Test; Final Assembly
Troubleshooting; Summary

Module 18 Connector Installation: Hot Melt Adhesive

Introduction; Materials and Supplies
Procedure; Final Cleaning
Inspect Connector; White Light Test
Salvage; Trouble Shooting
One Page Summary

Module 19 Connector Installation: Cleave and Crimp # 1

Introduction
Tools and Supplies
Procedure
Troubleshooting
Summary

Module 20 Connector Installation: Cleave and Crimp # 2

Introduction
Tools And Supplies Required
SC Procedure
ST Compatible Procedure
Test Loss
Troubleshooting
Summary

Module 21 Connector Inspection

Applicability
Equipment Required

Procedure
Trouble Shooting

Module 22 Mid Span Splicing

Introduction; Tools and Supplies Required
Cable End Preparation; Enclosure Preparation
Cable Attachment; Buffer Tube Attachment
Fiber Length Verification; OTDR Set Up
Splicing; Test Loss
Fiber Coiling; Buffer Tube Coiling
Tray Attachment; Enclosure Finishing
Trouble Shooting; Summary

Module 23 Pig Tail Splicing

Introduction; Tools and Supplies
End Preparation; Enclosure Preparation
Cable Attachment; Buffer Tube Attachment
Fiber Length Verification; OTDR
Splicing; Test Loss
Fiber Coiling; Buffer Tube Coiling
Enclosure Tray Attachment; Enclosure Finishing
Troubleshooting; Summary

Module 24 Ribbon Splicing

Introduction; Tools and Supplies Required
Cable End Preparation; Enclosure Preparation
Enclosure Preparation; Cable Attachment
Furcation Tube Attachment; Fiber Length Verification
OTDR Set Up; Fusion Splicing
Process Completion; Troubleshooting
Summary

Module 25 Appendices

Indices of Refraction
Glossary
Acronyms
Chapter 12 Answers
Chapter 14 Answers

MODULE 26 COPPER UTP CABLING

Introduction to UTP/STP Cabling
Design Characteristics
Specifications and Standards - ANSI/TIA/EIA
Copper Color Codes
UTP Cable Design
Cable Applications and Categories
UTP Cable Installation Techniques
Wiring 66/110 Blocks
Wall Plates; Patch Panels; Jack Orientation,
Wiring Schemes
Connectors; RJ 11-45

HOME THEATER

Module 1 Introduction To Home Audio and Video Technician Program

Introduction
Safety and Personal Protective Equipment (PPE)
Tools and Materials
Customer Service and Professional Communication
Ladder Handling and Safety

Module 2 Home Theater

Home Theater Basics
Big Screen Televisions
Surround Sound
Picture and Sound Sources
Accessories

Module 3 Customer Relations

Professional Conduct
Scope, Conclusion
Review, Applications

Module 4 Safety

The Occupational Safety and Health Administration
Personal Protective Equipment (PPE)
Ladder, Vehicle Safety
Applications

Module 5 Industry Standards

Wiring Standards
Industry Associations and Organizations
Standardized Industry Symbols
Installation Tools

Module 6 Home Theater – Video Displays

Technical Terms
Screen Size and Aspect Ratio
Picture Adjustability and Connections
Monitor Versus Television, Contrast Ratio, Comb Filters
Resolution and Interlaced and Progressive Scan
Scan Frequency, HDTV, EDTV and SDTV
Calibration

Module 7 Home Theater - Audio

Speakers / Components
Surround Sound Configuration
Equalization
Amplifiers and Power

Module 8 Home Theater – Installation

Details of Installation

Home Theater Cabling
Installing A/V Systems
Plugging Into Whole-Home Entertainment Networks

Module 9 Home Theater – In Depth HDTV

HDTV Fundamentals

Module 10 Home Theater – In Depth HDTV

Continued

HDTV Broadcasts
HDTV Cables, DVRs
Internet Based HDTV
DVDs, Gadgets

Module 11 Home Theater – In Depth HDTV

Continued

Audio
Enhancing HDTV
Projecting
LCD Installation
CRT / Tubes
Plasma Installation
Buying HDTVs
HDTV Accessories
Surround Sound Installation

POLE CLIMBING

Module I Personal Protection Equipment

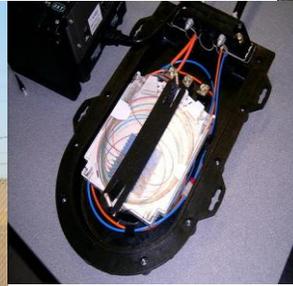
Equipment Inventory
Equipment Standards
Equipment Inspection
Equipment Proper Wear

Module II Pole Climbing

Climber Cut Out Test
Physical Inspection of a Pole
Ascending & Descending A Pole
Belting on and off a Pole
Circling Around the Pole
Hitch-hiking up/down a pole
Working Position Left and Right
Bucksqueeze Inspection and use

Module III Ladder Handling and Safety

Identify & Inspect The Parts of a Ladder
Determine how and when to use the three ladder carry methods
Safety ratio using the proper ratio
Ascend and Descend the Ladder Safely
Work from a Ladder Safely



RWM FIBER OPTICS, INC.

16627 AVALON BOULEVARD, SUITE A, CARSON, CA 90746
PH: 310-769-0968 FAX: 310-769-0990

WWW.RWMFIBER.COM

www.MySpace.com/RWMFiberOpticsInc

PLACEMENT STATISTICS



INTRODUCTION LETTER

JOB PLACEMENT INFORMATION

CERTIFICATION INFORMATION

COURSE TITLES & INFORMATION



RWM FIBER OPTICS, INC.

16627 Avalon Boulevard, Suite A ~ Carson, California 90746
Phone 310.769.0968 ~ Fax 310.769.0990

Thank you for inquiring about training with **RWM FIBER OPTICS, INC.** We are happy to provide you with this information package to help give you some insight on what RWM has to offer.

Included in this package is the following:

- Introduction
- Job Placement Information
- Certification Information
- Course Titles & Information

RWM Fiber Optics, Inc. has been a leader in the telecommunications training business since 1994. Our students participate in highly intensive training programs that give the best, most industry specific training available today. We look forward to discussing more opportunities and possibilities with you. Please view the detailed information provided in this catalog and in the following pages.



RWM FIBER OPTICS, INC.
BPPE 2011 ANNUAL REPORT FIGURES FOR

SCHOOL COMPLETION AND PLACEMENT REPORT

As a leader in the telecommunications training business, RWM Fiber Optics, Inc. yields high results in the actual placement of its graduates into the Industry. Below is a chart containing actual placement statistics for RWM Fiber Optics, for January 1, 2011 – December 31, 2011 School Year.

“For the last 12 months in the following programs at RWM”

In the *Fiber Optic Broadband Technician Program*, 1 student started of which 1 graduated for a **completion percentage rate of 100%**. Of the 1 graduates eligible for placement, 1 was placed in industry related fields for a **placement rate of 100.00%**.

In *Broadband Cable Television & Satellite Program*, 3 students started of which 3 graduated for a **completion percentage rate of 100%**. Of the 3 graduates eligible for placement, 3 were placed in industry related fields for a **placement percentage rate of 100%**.

In the *Communications Technician 100 Program*, 11 students started of which 9 graduated for a **completion percentage rate of 82%**. Of the 9 graduates eligible for placement, 8 were placed in industry related fields for a **placement percentage rate of 89%**.

In the *Communications Technician 101 Program*, 13 students started of which 12 graduated for a **completion percentage rate of 92%**. Of the 11 graduates eligible for placement, 10 were placed in industry related fields for a **placement percentage rate of 91%**.

In the *Communications Technician 102 Program*, 11 students started of which 11 graduated for a **completion percentage rate of 100%**. Of the 11 graduates eligible for placement, 10 were placed in industry related fields for a **placement percentage rate of 91%**.

In the *Pole Climbing and Ladder Safety Program*, 7 students started of which 7 graduated for a **completion percentage rate of 100%**. Of the 7 graduates eligible for placement, 7 were placed in industry related fields for a **placement percentage rate of 100%**. 5601591

The *Telephone Switch Technician / Security Surveillance and Alarm Technician / Home Audio and Video Technician / Satellite Technician / and Broadband Cable Television Technician Programs*, Had no students enrolled, started nor graduated during this period therefore have no statistics to report for this period. 0 zero entered into program data

JOB PLACEMENT INFORMATION

The placement information illustrated above reflects actual numbers of graduates of RWM Fiber Optics, Inc. who were placed in careers/jobs in their particular field of study in the Telecommunications Industry. RWM Fiber Optics, Inc. offers Job Placement Assistance and prepares each graduate for the workforce, through proper training, certification and resume writing and application services. Placement assistance is provided to graduates at no additional charge. However, no guarantee for employment or any level of wages or income is made.

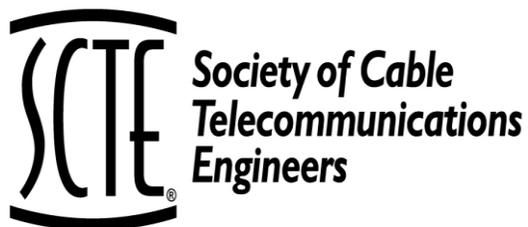
RWM FIBER OPTICS, INC.

16627 Avalon Boulevard, Suite A ~ Carson, California 90746
Phone 310.769.0968 ~ Fax 310.769.0990

CERTIFICATION INFORMATION

RWM has developed a curriculum that provides state-of-the-art equipment and hands on training. Graduates will receive a RWM Certificate of Completion and qualify for level 2 fiber, copper, cable, satellite telecommunications, audio/video, security and low voltage wiring positions of employment.

Our Nationally Recognized Certification Exams are available through The Fiber Optic Association (FOA), Association of Communications & Electronics Schools International (ACES), Satellite Broadcasting and Communications Association (SBCA) and Society of Cable Telecommunications Engineers (SCTE).



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PROGRAMS AND HOUR & INFORMATION

PROGRAMS

RWM Fiber Optics is proud to present Eleven state of the art long term programs and four corporate programs in telecommunications allowing the most flexibility for career path choices by encompassing the entire telecommunication subject areas:

- **Fiber Optic Broadband Technician – 120 hours**
- **Broadband Cable Television and Satellite Technician – 360 hours**
- **Broadband Cable Television Technician – 200 hours**
- **Satellite Technician – 120 hours**
- **Home Audio and Video Technician – 300 hours**
- **Telephone Switch Technician – 120 hours**
- **Security, Surveillance and Alarm Technician – 300 hours**
- **Pole Climbing and Ladder Safety – 80 hours**
- **Communications Technician 100 – 600 hours**
- **Communications Technician 101 – 720 hours**
- **Communications Technician 102 – 720 hours**

RWM Fiber Optics does not offer English as a Second Language (ESL) Classes.

COURSE DURATION / DESCRIPTION OF CLOCK HOURS

For the purposes of attendance a class hour is defined as 50 minutes. The Maximum time frame for successful completion of course is one and one -half times the scheduled length of the program.

For More Information, Contact RWM Fiber Optics at:

Call Us at...
888-768-0968

CAREER TRAINING

**WANT A NEW CAREER IN A BOOMING INDUSTRY WITH
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DIGITAL CABLE  **BROADBAND**

SATELLITE/SECURITY

**Our Intensive Programs Get YOU WORKING FAST... And
*We Have the Placement to Prove it!***

MASTER SEVERAL Different Installation Careers in Just Weeks!

COMMUNICATIONS TECHNICIAN 100
COMMUNICATIONS TECHNICIAN 101
COMMUNICATIONS TECHNICIAN 102
BROADBAND CABLE & SATELLITE TECHNICIAN
SATELLITE TECHNICIAN
TELEPHONE SWITCH TECHNICIAN

FIBER OPTICS BROADBAND TECHNICIAN
BROADBAND CABLE TELEVISION TECHNICIAN
HOME AUDIO AND VIDEO TECHNICIAN
SECURITY, SURVEILLANCE & ALARM
TECHNICIAN
POLE CLIMBING AND LADDER SAFETY

- System Technology, Site Survey, Installation
- Testing and Troubleshooting
- Pole Climbing, Ladder Handling, OSHA Safety
- Exterior and Interior Wiring
- Aerial & Underground Installation
- High-Speed Data (Modem) Installation
- Terminal Device Installation: Tuners, Receivers, Surround Sound, DVD, VCR and Converters
- Satellite DSS Installation
- SCTE Certification Exam
- Pole Climbing Certification

- ALL Classes are 65% Hands-on
- Fiber Optic Theory, Installation, Testing and Troubleshooting
- Mechanical & Fusion Splicing, Connector Terminations
- Power Meter & OTDR Testing
- Fiber to the Premises (FTTP)
- Telephone and Data Networks Cabling and Installation
- Category 5e, 6 Installation & Testing
- 568B Standards
- FOA or ACES Certification Exam
- Customer Service

Here are Some of the HIGH TECH SKILLS YOU Will Learn:

LEARN FROM THE LEADER
Proper Hands-On training taught by Industry Professionals
Job Placement Assistance
Classes Include Books and Tool kit
BPPE # 5601591
VA Approved

EMPLOYERS REQUIRE:
Submit to background check and drug screening analysis
Have a current driver's license and a clean DMV printout
Have NO felony convictions within the past 7-10 years
Have reliable transportation, pickup or utility van is a plus!
Be able to lift and carry up to 75 lbs

HURRY!
SPACE IS LIMITED &
CLASSES FILL QUICKLY!

CALL NOW!
888.768.0968
Financial Assistance for those who qualify!

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Carson, CA 90746
www.rwmfiber.com

NOTICE TO STUDENTS:

ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution. However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be in writing and mailed, faxed, or emailed to the ACCET office.
Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a. A detailed description of the problem(s);
 - b. The approximate date(s) that the problem(s) occurred;
 - c. The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
 - d. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - e. The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).

4. SEND TO: ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
Website: www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.