

COMPUTER TRAINING COLLEGE  
&  
ENGLISH LANGUAGE CENTER  
  
CATALOG

From January 2012 to December 2013

3200 Wilshire Bl. #1201  
Los Angeles, CA 90010

Tel : (213) 388-5558  
Fax : (213) 388-4277

## OVERVIEW

CTCELC offers ESL and introductory computer classes for those students who have finished secondary education. The computer courses are offered in the Korean Language to teach Korean-speaking immigrants and Korea Americans. The ESL classes are offered to help students who are seeking to improve their English Language skills, either in preparation for upper level college and university study, or for personal and career development, as well as for smooth adjustment to life in the U.S.. The school is located at the heart of Korea Town in Los Angeles. We refer students who want to change visa status to specialists who can assist them.

The courses that are available through CTCELC School are as follows:

- . ESL I, II, & III
- . AMERICAN CULTURE \*
- . CURRENT GLOBAL AFFAIRS \*

## MISSION STATEMENT

The primary objective of CTCELC is to provide low -cost educational opportunities to Korean-speaking immigrants and Korean - Americans to learn the basic skills in the use of personal computers and English usage. CTCELC believes that the basic computer literacy and bilingual ability are fundamental requirements for any meaningful employment in the U.S.

## TUITION

CTCELC changes tuitions to students as follows.

| PROGRAM  | TUITION (month) |
|--|-----------------|
| ESL I (level 1, 2)                             | \$300.00        |
| ESL II (level 3, 4)                            | \$300.00        |
| ESL III (level 5, 6)                           | \$300.00        |
| ESL IV (level 7, 8)                            | \$300.00        |
| ESL V (level 9, 10)                            | \$300.00        |
| ESL VI (level 11, 12)                          | \$300.00        |
| ESL VII (level 13, 14)                         |                 |
| ESL VIII (level 15, 16)                        |                 |
| Total charges for one semester : \$ 1,200.00   |                 |
| Total charges for entire program : \$ 9,600.00 |                 |
| STRF   |                 |

The tuition and charges are payable as follows

| PAYMENT               | DUE DATE                                  | AMOUNT                   |
|-----------------------|---|--------------------------|
| Registration Fee      | AT time Application                       | \$100.00(non-refundable) |
| Tuition (any program) | One day prior to the first day of classes | Full amount              |
| Books and equipment   | By the first day of classes               | Full amount              |

A detailed payment schedule, including specific dates and dollar amounts, will be provided to the prospective student at the time of acceptance into a program.

## **CTCELC STAFF AND INSTRUCTORS**

Wha Young Lee, President and Academic Director, has extensive experience in teaching English as a second language (ESL) and operating an educational institution.

All faculties must have at least a B.A from an accredited American University, as well as prior experience(s) in teaching ESL.

## **ADMISSION STANDARDS AND GRADUATION**

All student attending CTCELC must be at least 17 years of age or have a secondary education. The school district does not discriminate in its education programs in the basis of sex, race, religion, color, nationality, marital status and/or disability. Students are educated in programs that foster knowledge of respect and appreciation for both historical and contemporary contributions of groups. Students who feel they have been discriminated against are encouraged to report it to the school, and may also write to

**The Bureau for Private Postsecondary Education**  
2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833  
www.bppe.ca: toll-free telephone number (888)370-7498 or  
fax (916)263-1897

### **The Admission Process**

- 1) Complete the application.
- 2) Provide a valid identification and proof of required Visa status.
- 3) Pay the appropriate CTCELC tuition fee.
- 4) Prior to enrollment, the student will receive a copy of the school catalog in print or in electronic form. Each student must sign an agreement that states that he/she has read and understood the admission requirements, including refund, attendance, academic standards, and policies of CTCELC.
- 5) Upon enrollment, all students must take an ESL Level Test to determine their proper level of instruction.
- 6) Students with disabilities are equally welcome to apply to CTCELC. Our facilities are fully capable of accommodating the need of disabled students.

## **ATTENDANCE POLICY**

Students must attend 80 percent of the lecture hours stated in the course outline and/or attain a passing grade on quizzes to receive a certificate of completion. Students who fail to meet the above standards will be required to attend a make-up session in order to meet the specified number of lecture hours and/or lab hours.

## **STUDENT EVALUATION REPORT**

CTCELC instructors evaluate their students at the end of each exam. The following page is a copy of the evaluation report used by CTCELC instructors and the D.S.O.:

**SAMPLE CAN BE FOUND ON THE FOLLOWING PAGES**



**Intensive E.S.L. Program  
Course Evaluation of Student Performance**

Student Name:

D.O.B.:

Date / Trimester:

Instructor:

Level:

Course Grade:

| Evaluations   | Percentage of Grade  | Comments |
|---|--|----------|
| Listening and Speaking Skills<br>(listening comprehension, oral grammar, vocabulary, pronunciation) | 15% Participation<br><br>15% In-Class Workbook Exercises & Quizzes |          |
| Reading and Writing Skills<br>(reading comprehension, written grammar, vocabulary)                  | 30% Midterm<br><br>30% Final                                       |          |
| Attendance & Punctuality  | 10%  |          |
| <b>TOTAL PERCENTAGE GRADE</b>   |  |          |

*Grade Explanation: A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = 0-59%.*

Signature: \_\_\_\_\_

*Instructor*



## Intensive E.S.L. Program Course Evaluation of Student Performance

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Trimester Period:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Course Grade:** \_\_\_\_\_

*Grade Explanation: A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = 0-59%*

| Evaluations   | Above Average | Average | Needs Improvement | N/A |
|---|---------------|---------|-------------------|-----|
| Listening and Speaking Skills<br>(listening comprehension, oral grammar, vocabulary, pronunciation) | V             |         |                   |     |
| Reading and Writing Skills<br>(reading comprehension, written grammar, vocabulary)                  | V             |         |                   |     |
| Other:  |               |         |                   |     |
| Participation   | V             |         |                   |     |
| Attendance  | V             |         |                   |     |
| Punctuality   | V             |         |                   |     |

**Comments:**

Signature: \_\_\_\_\_

Thomas Lee / D. S. O

## PROGRAM AND COURSE DESCRIPTIONS

Program and course offered under CTCELC program from January 2012 through December 2013 school year are presented below:

CTCELC offers four 4-week modules. Students completing program will have finished a total of 288 hours of CURRICULUM instructions.

| Course Number       | Course Listing | Total Hours |
|---------------------|----------------|-------------|
| ESL I               | Level 1        | 288         |
|                     | Level 2        | 288         |
| ESL II              | Level 3        | 288         |
|                     | Level 4        | 288         |
| ESL III             | Level 5        | 288         |
|                     | Level 6        | 288         |
| AMERICAN CULTURE    | Level 7        | 288         |
| CURRENTGLOBALAFFAIR | Level 8        | 288         |
|                     |                |             |
| <b>Total</b>        |                | <b>2304</b> |

**\*Please note that all instructions and courses will be given only in English.**

We do not credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay.

|                           |
|---------------------------|
| <b>Course Description</b> |
|---------------------------|

Times offered: ESL: four-month modules in one trimester: Monday-Friday, 4 hours per day

**ESL 1 - Level 1** is a beginner's course that teaches basic vocabulary, pronunciation, listening, speaking, reading, grammar, numeracy, writing, and conversational skills for every application. Students successfully completing this course will be able to understand and demonstrate command over the skills and abilities outlined in the course content.

**ESL 1 - Level 2** is a high-beginner's course that teaches high- beginner level vocabulary, pronunciation, listening, speaking, reading, grammar, numeracy, writing and conversational skills for everyday application. Students successfully completing this course will be able to understand and demonstrate command over the following course content.

**ESL 2 - Level 3** is an intermediate course that teaches intermediate level vocabulary, pronunciation, listening, speaking, reading, grammar, numeracy, writing, and conversational skills for everyday application. Students successfully completing this course will be able to understand and demonstrate command over the following course content.

**ESL 2 - Level 4** is a high-intermediate course that teaches high-intermediate level vocabulary, pronunciation, listening, speaking, reading, grammar, numeracy, writing, and conversational skills for everyday application. Students successfully completing this course will be able to understand and demonstrate command over the following course content.

**ESL 3 - Level 5** is an advanced course that teaches advanced level vocabulary, pronunciation, listening, speaking, reading, grammar, numeracy, writing, and conversational skills for everyday application. Students successfully completing this course will be able to understand and demonstrate command over the following course content.

**ESL 3 - Level 6** is a high- advanced course that teaches high- advanced level vocabulary, pronunciation, listening, speaking, reading, grammar, numeracy, writing, and conversational skills for everyday application. Students successfully completing this course will be able to understand and demonstrate command over the following course content.

**American Culture - Level 7** is an advanced conversation course that analyzes current global affairs through political, economic and artistic analysis.

**Current Global Affairs – Level 8** give a structure for students to examine current issues and positions of the United States. Students are encouraged to form opinions and determine their personal response (including voting) based on researched facts. The class will cover historical, economic, social, and political issues in “hot spots” around the world, especially as they relate to the development of American foreign policy

Beginning with an examination of the traditional way of thinking about international relations, this course examines global changes over the past half-century and examines the driving forces of globalization on political authority, on conflict between states and groups, on economic and personal well-being and on environmental sustainability. Particular attention is paid to the impact of globalization on state, local and national levels.

## **INSTITUTION PHYSICAL FACILITIES & EQUIPMENT DESCRIPTIONS & REQUIRED BOOK AND MATERIALS**

Our Computer training College & English Language Center (DBA Wilshire Language School) is located in the heart of Korea Town. The school facility uses two floors, consisting of fourteen classrooms, an administration lobby, a student lobby, two men’s restrooms, two women’s restrooms, and a library resource center. Each classroom has a minimum of fifteen (15) desks for students, a PC computer equipped with monitor, speakers, and a CD drive, along with a whiteboard, markers, and erasers. All of our equipment used at this facility is owned by Computer Training College & English Language Center (DBA Wilshire Language School)

CTCELS will select textbooks (Pearson Longman Future English for Results) and references. Such information would be provided upon acceptance into a specific program. Each student shall be provided with a syllabus or course outline that contains:

- (1) A short, descriptive title of the educational program;

- (2) A statement of educational objectives;
- (3) Length of the educational program;
- (4) Sequence and frequency of lessons or class sessions;
- (5) Complete citations of textbooks and other required written materials;
- (6) Sequential and detailed outline of subject matter to be addressed or a list of skills to be learned and how those skills are to be measured.
- (7) Instructional mode or methods.

## **SCHOOL LIBRARY**

CTCELC has created an ESL student library that includes new and used book collections and technology. The goal of the school library is to ensure that all members of the school community have equal access to books for reading, research, and information technology. The library serves as the heart of learning for promoting English language and literacy skills. Students will be issued a textbook and/or workbook appropriate for each course level.

## **STUDENT'S RIGHT TO CANCEL**

To cancel the contract with the school the student must mail or deliver a signed and dated copy of the cancellation notice or any other written notice, or a telegram to the address listed below. The notice need not take any particular form and is effective if it shows that the student no longer wishes to be bound by the agreement.

COMPUTER TRAINING COLLEGE  
&  
ENGLISH LANGUAGE SCHOOL

3200 Wilshire Bl. #1201  
Los Angeles CA 90010

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.

Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:

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**

2535 Capitol Oaks Drive, suite 400, Sacramento, CA 95833

[www.bppe.ca.gov](http://www.bppe.ca.gov). toll- free telephone number (888)370-7589 or by fax (916)263-1897

## STUDENT ASSESMENT AND GRADING

Assessment of the student's academic growth will be periodically performed using teacher developed assessment. The student's personal portfolios will be built using assessment instruments that accurately reflect skill acquisition are responsible for informing the students who are not performing at minimum performance levels what the students can do to improve performance. The administration, classroom teacher, and student will collaborate in designing an instructional assistance program to insure student success in all classes. The final evaluation shall be pass/fail.

CTCELC policy on student tardiness is predicated on the student's active engagement in the program. Although punctuality is encouraged in all activities, unavoidable delays will occasionally occur. Chronic tardiness will result in written warning to the student and a suggested conference between the student, faculty, and administration designed to solve the problem.

The following statements:

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

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

## RECORD RETENTION

CTCELC maintains student records for each student, whether or not the students has completed the educational service, for a period ending five years after in date of the student's graduation, withdrawal, or termination. All records shall be maintained at the school location:

COMPUTER TRAINING COLLEGE  
&  
ENGLISH LANGUAGE SCHOOL

3200 Wilshire Bl. #1201  
Los Angeles CA 90010

Student records will include the following:

- (a) Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the institutions. A copy of the Application for Enrollment is attached.
- (b) Copies of all documents signed by the student including enrollment contracts, registration documents, and documents relating to financial arrangements
- (c) Copies of assessment tests, if applicable, given to student prior to admission, including ability to benefit test required by Ed Code section 943192 of the Act.

- (d) Records of the dates of enrollment, withdrawal leave absences, and completion date.
- (e) Transcripts of all classes and courses, or other educational services that were completed, or were attempted but not completed that pertain to the program in which the student enrolled.
- (f) A document showing the total amount of fees received from or on behalf of the student and the date on which the money was received.
- (g) When applicable, a document specifying the amount of the refund, including the amount refunded for tuition and for equipment, the method calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent.
- (h) When applicable, copies of complaints received from the students including any correspondence relating to the complaint.
- (i) Daily attendance of students is maintained by the school. Total attendance is recorded in the student's file at the completion of the coursework.

Security and safekeeping of records are the responsibility of the Custodian of Records. Student files are maintained in a locked file cabinet and are accessible only by administrative and instructional staff. Upon written request from the students, copies of files will be provided to the students.

School records are maintained in the Director's office. CTCELC administrators are confident that student records will be kept safe from other files and theft. The CTCELC record maintenance schedule includes provisions to ensure that students' records are stored for a period of not less than five years from the date if graduated or withdrew from CTCELC programs. Cabinets containing student files are locked at the end of each day. It is not permissible to remove student files from the cabinets without completing a file notice card indicating why the file was removed and by whom.

## **STUDENT SERVICE**

CTCELC offers language counseling to student. CTCELC does not offer job placement or other kind of student service.

### **Housing:**

The CTCELC does not have any dormitory facilities under its control and does not provide any housing services for student. The institution is not responsible for finding and/or assisting any student with housing.

## **WITHDRAWAL FROM PROGRAM**

The student has the right to withdraw from CTCELC at any time and receive a refund for part of the program not taken. The refund will be computed as a prorated refund in accordance with California Education Code Section 994318 and Section 943185. The withdrawal date shall be the last day of attendance. CTCELC's termination of the student of the student's failure to attend classes does not change or mitigate the school's obligation to make a prorated refund to the student.

## **DROPOUT AND LEAVE OF ABSENCE POLICIES**

When a student discontinues his/her CTCELC programs, he/she is entitled to receive prorated refund as specified in the preceding section on Withdrawal From Program, Students requiring leave of absence should submit a request in writing at least two weeks prior to program cessation . Allowance will naturally be made for sudden emergency contingencies.

## **SUSPENSION AND DISMISSAL POLICY**

CTCELC expects professional behavior from all students. If a student is reported for misconduct or misuse of school property, the student shall be dismissed or suspended depending on the severity of the incident.

Students are expected to conform to the rules and regulations established by CTCELC. Students may be suspended or dismissed by the School Director for any the following reasons:

- Failure to meet financial obligations
- Possessions of drugs, alcohol, or weapons on school premises
- Cheating or stealing
- Behavior creating a safety hazard to other persons at school
- Malicious damage to school equipment

The school will notify the student in writing as suspension and/or dismissal. The student will be given an opportunity to discuss the consequence with the School Director and instructor to explain why the school should not terminate him/her. Until the meeting with the student occurs, the student will be on a suspension for a period not to exceed three (3) days. Dismissed students will be required to return all materials loaned to them by the school.

Students who feel they have been suspended or dismissed unjustly may appeal in writing to the School Director. Appeals must be submitted within five (5) days from the date suspension or dismissal.

## **STUDENT GREIVANCE PROCEDURE**

It is the intention of CTCELC to treat all individuals with respect, fairness, and consideration at all times. In keeping with this policy, students are encouraged to bring any complaints to the attention of their current instructor as soon as possible. The instructor will then attempt to resolve any problems or issues or advise the student to discuss the matter with an appropriate administrative staff. After following this procedure, and if the matter cannot be resolved, the student may make an appointment with the School Director. Requests for appointments with the School Director should be directed to the address listed below:

COMPUTER TRAINING COLLEGE  
&  
ENGLISH LANGUAGE SCHOOL  
3200 Wilshire Bl. #1201  
Los Angeles CA 90010

## REFUND POLICY

The refund policy for a student who has completed 60 percent or less of the course of instruction shall receive a prorated refund. Except, as provided in the following paragraph, the refund shall be the amount that the student paid for the instruction or the number of lessons in a home study course which the student has not received but for which the student has paid, and the denominator of which is the total number of hours of instruction or the number of lessons in a home study or correspondence course for which the student has paid. The institution will refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$100.00 of notice of cancellation that is made prior to or on the fifth day of instruction. If the first lesson in a home study course is sent to the student by mail, the institution shall send it by first-class mail, postage prepaid, documented by a certificate of mailing, and the student shall have the right to cancel until midnight of the eighth business day after the first lesson was mailed. Refunds will be mailed to students within 30 days of cancellation or withdrawal.

**Notice: If you wish to cancel, you must submit a request for a refund in writing.**

The following points outline the refund policy:

- 1) A refund is made normally when a student drops from a program before he/she has completed the course. The amount of tuition that CTCELC is entitled to collect is calculated based on the hours the student have actually completed.
- 2) The school director will determine the refund due based on a 100% prorated basis including any termination by CTCELC due to violation of school rules by a student.
- 3) In case of termination, upon the calculation of a refund by the school, a request will be submitted to the School Director for approval and issuance of a refund check. This process normally takes no longer than 14 days. The student or responsible party should receive a refund no longer than 30 days after the student's last day of attendance.

## STUDENT LOAN OBLIGATION

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

If any portion of the student's tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan. Any remaining amount of refund will be used to repay any student benefits, in proportion the benefits received. Any remaining amount will be paid to the student

## STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private post-secondary institution from losing money if he/she prepaid tuition and

suffered a financial loss as a result of the school closing. Failing to live up to its enrollment agreement or refusing to pay court judgment.

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the STRF. This statement shall also describe the purpose and operation of the STRF and the requirements for filing a claim against the STRF.

To be eligible for STRF, you must be a California resident and reside in California at the time of the enrollment is signed or when a student receives lessons at a California mailing address from an approved institution offering correspondence instruction to students who are temporarily residing in California for the sole purpose of pursuing an education specifically those who hold student visas considered California residents.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau for Private Postsecondary Education (BPPE), you have four years from the date of closure to file a STRF application. If a judgment is obtained, you must file an STRF application within two years of the final judgment.

### **Student Tuition Recovery Fund Disclosures**

(a) “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 in an educational program, who is a California resident, or are enrolled in a residency program, and prepay 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:

1. You are not a California resident, or are not enrolled in a residency program, or
2. 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.”

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charge:

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs 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 or are enrolled in a residency program, 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. 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.
3. School's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the BPPE.

“And inability after diligent efforts to prosecute, proves, and collects on a judgment against the institution for a violation of the ACT.”

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the moneys paid to the school. Questions regarding the STRF may be directed to the following address:

**Bureau for Private Postsecondary Education  
2535 Capitol Oak Drive, Suite 400  
Sacramento, CA 95833**

## **SEXUAL HARASSMENT**

CTCELC is uniformly opposed to sexual harassment and such behavior is prohibited both by the State and Federal law and by school policy.

Definition: Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly as term or condition of Instruction, employment, or participation in other school activity;
- Submission to or rejection of such conduct by an individual; or
- Such conduct has the purpose or effect unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive instructional environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration will be given to the record as a whole and to the totality of circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred.

Students or instructors who believe they have been sexually harassed should immediately contact CTCELC administration for help and information regarding sexual harassment complaint resolution and/or grievance procedures.

## **DRUG-FREE WORKPLACE POLICY**

The use, sale purchase, transfer, or possession of any illegal drug on school premises is prohibited. Having the presence in urine or any body fluid, of any illegal drug, unauthorized controlled substance or excessive amounts of alcohol while performing school business or while in a school facility on school premises is also prohibited disciplinary action including termination will be taken against employees and students in violation of this policy

## **GUIDELINES ESTABLISHED BY CTCELC**

We believe that chemical dependency, including alcoholism, is a treatable disease, which can be permanently arrested and individuals can be returned to productive healthy lives. Identification and treatment of chemical dependency in its early stage will benefit both the school and students/employees. We also recognize that chemical dependency by another member of the immediate family can create stress for the student/employee that is detrimental to job performance. We encourage students/employees to utilize the procedures that are available in seeking assistance.

All instructors are responsible to ensure that no employee or staff member with alcoholism or other chemical dependency is terminated or demoted for seeking or accepting diagnosis or treatment. CTCELC does not expect instructors/supervisors to become experts in the diagnosis or treatment of the illness, but they must become familiar with job-related symptoms in order to discuss the subject with the individual when unsatisfactory job performance is accompanied by indications of chemical dependency.

CTCELC reserves the right to request reasonable cause testing based on observable actions, physical evidence, or on observable changes in established behavior patterns. Reasonable cause testing may be requested by any school official or supervisory employee if circumstances warrant.

The confidential nature of the medical records of students/employees with chemical dependency, including alcoholism, will be preserved in the same manner as all other medical records. A person who suffers from this disease will receive the same student/employee health insurance plans. Counseling service and health insurance coverage also extend to eligible dependents.

CTCELC will make every reasonable effort to assist and encourage the student/employee to make the decision to accept the recommended form of treatment for chemical dependency.

However, if the student/employee refuses to accept the treatment, or does not respond to the treatment, or the indications of chemical dependency persist, disciplinary action will be taken.

### **Approval**

This institution has received approval to operate from the Bureau for Private Postsecondary Education ("Bureau"). A temporary approval is merely an interim designation the Bureau can authorize pending a qualitative review and assessment of the institution. At the time it is issued, the Bureau has not yet conducted a site visit. It is issued if the Bureau determines the institution's operational plan satisfies the minimum standards listed in Education Code Section 94901(g) or 94951(f), whichever is applicable. The

temporary approval will remain in effect for at least 90 days, but not more than 360 days in order to enable the visit, the Bureau will then determine whether the institution should be approved on a permanent basis.

### **NOTICE CONCERNING TRANSFER OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, ore certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. Of 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 tour attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credit or degree, diploma or certificate) will transfer.

### **NOTICES**

This institution has no pending petition for bankruptcy, nor has it has a bankruptcy petition filed against it.

This institution does not provide placement services.

### **TO THE PROSPECTIVE STUDENT:**

**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.**

**If this institution has a general student brochure, this institution shall provide that brochure to the prospective student prior to enrollment. In addition, if this institution has a program specific student brochure for the program in which the perspective student seeks to enroll, the institution shall provide the program specific student brochure to the perspective student prior to enrollment.**

**In addition, the institution shall provide the school catalog to any person upon request. In addition, if this institution has student brochures, this institution shall disclose the requested brochures to any person upon request.**