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**M-5 Training School of Protective Services**

## **STUDENT PROGRAM CATALOG**

**March 1, 2018 - March 1, 2019**

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## STUDENT PROGRAM CATALOG

### PROSPECTIVE STUDENT INSTRUCTIONS

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.

### MISSION & PURPOSE, Vision, & Objectives

Provide highly skilled, trained, private security officers for all security and related professions throughout the State of California. Provide highly skilled and trained Customer Service representatives and Small Business Entrepreneurs to enhance and improve the community and the life of the student.

**Our Vision for the Future:** M-5 Training School of Protective Services (Hereafter known as the School) is a private institution that will be a resource for private and public partnerships, developing collaboration between education and industry, providing educational enrichment and improved quality of life for our students.

- Provide innovative student-centered teaching and support services to foster students' personal and social development;
- Provide programs and courses in varied schedules to meet students' needs
- Evaluate and update curricula, programs, and courses in response to workforce and industry needs
- Provide access to information in changing and emerging formats
- Continue to operate in a cost-effective manner

**About Us:** Classes are held at: M-5 Training School of Protective Services (School) located at 44806 Elm Ave Lancaster CA 93534 ([www.m5protectivetraining.com](http://www.m5protectivetraining.com)), Telephone Number: 661-418-6995. The School is in the State of California as a "for profit school". M-5 Training School of Protective Services has a license to operate a business from the City of Lancaster, (License #10028143), and is licensed by the Department of Consumer Affairs, Bureau of Security & Investigative Services: Training Facility Baton; Training Facility Firearms.

### BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE) APPROVAL

M-5 training School of Protective Services is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). "Approved" means the school operates in compliance with the standards established under the law for occupational instruction and postsecondary educational institutions

### ACADEMIC FREEDOM

The School is committed to assuring full academic freedom to all faculty members. Confident in the qualifications and expertise of its faculty members, the School encourages its faculty to exercise their individual judgments regarding the content of the assigned courses, organization of topics, and instructional methods, providing only that these judgments are made within the context of the course descriptions as

currently published, and providing that the instructional methods are those sanctioned by the institution, methods for which the School has received oversight approval.

The School encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

### **ADMISSION REQUIREMENTS**

The School courses are available to all interested parties who meet the qualifications, as follows:

English language requirement: Students must have the ability to read and write English at the level of a graduate of a United States of America high school as demonstrated by the possession of: (a) high school diploma or transcript, or (b) General Education Diploma or transcript (GED), or (c) High School Equivalence Test (HiTest); or (d) Test Assessing Secondary Completion (TASC) offered by California Department of Education approved companies or schools authorized to issue a California High School Equivalency Certificate or Official Transcript; or attained a higher level of education in the United States which would be (1) An Associate Degree, (2) Bachelor's Degree, (3) Master's Degree or above (J.D., PhD, EDD, etc.) from an accredited United States university or college.

Age 18 and over: Government issued picture identification indicating that the student is 18 years of age or older: Passport, Driver's License, and State issued Identification Card

Felony/Misdemeanor Disclosure: Students who have a felony will not be able to pass the Background Check required to obtain the Guard Card with Firearms.

Admission procedures include: Completed and signed Enrollment Registration application forms, receipt of this Catalog (student signed receipt), School Performance Fact Sheet (student receipt initialed by the student) , and a tour of the school.

**NO ABILITY TO BENEFIT STUDENTS WILL BE ADMITTED.**

### **ADMINISTRATION BUSINESS HOURS**

Monday – Friday: 9:00am to 6:00pm (Closed during lunch 12:00-12:30)

### **ARTICULATION/TRANSFER AGREEMENTS**

The School does not have any articulation or transfer agreements.

### **ATTENDANCE POLICY**

Any missed days or missed coursework must be made up. All courses require 100% attendance to all classes and demonstrations.

Students are expected to attend scheduled classes at the scheduled starting time and to continue as scheduled throughout the day. Attendance is recorded daily. It is the students' responsibility to telephone in advance to notify the instructor of an absence or tardy. It is the students' responsibility to sign the attendance sign-in sheet daily, located in all classrooms.

### **CANCELATION, WITHDRAWAL & REFUND POLICY**

Any student wishing to cancel or withdraw from class should deliver or send by United States postal delivery a written notice of cancellation or withdrawal to the School's Administrative Office, M-5 Training School of Protective Services 44806 Elm Ave Lancaster CA 93534; or cancellation or withdrawal may be demonstrated by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid by the student through attendance at the first class session, or the seventh day after the enrollment agreement is signed, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

The School shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a prorated refund. The institution shall pay or credit refunds within 45 days of a student's written notification of cancellation or withdrawal.

The student shall have the right to cancel the agreement and receive a full refund of student paid fees before the first lesson and materials are received and/or outside licensing or testing fees are paid on the student's behalf. Cancellation is effective on the date written notice of cancellation is delivered or received. The School will make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

**Refund Calculation Policy.** The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in the School Catalog.

If the School has collected money from a student for transmittal on the student's behalf to a third party for fees for a license, application, or examination \*\*\* (fingerprint fees) and the

institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the School will refund the money to the student within 45 days of the student's written notification of withdrawal or cancellation.

### **CHALLENGE EXAMS/TRANSFER-IN CREDITS**

The School does not offer challenge examinations and/or achievement tests for credits. The School does not accept transferring in of credits.

### **CREDIT POLICY RE: PRIOR EXPERIENTIAL LEARNING**

The School does not grant credit for "prior experiential learning."

### **DESCRIPTION OF FACILITIES/LOCATION**

The School is located in the Frappier Professional Building located downtown on Elm Ave in the City of Lancaster. The building is a well-maintained, attractive, office complex. Student parking is provided at no charge. The offices and classrooms of the building include one full classroom, small computer lab, interview room and administrative office space.

### **ENGLISH LANGUAGE PROFICIENCY & SERVICES**

All courses are taught in English. There are no English language services provided. English as a Second Language Instruction is not provided.

### **FACULTY & QUALIFICATIONS**

**Susan Carter, MCJ, Chief Academic Officer:** Over 30 years in Law Enforcement and Criminal Justice administration, and instruction experience. California Credentials: Administrator, Supervisor and Instructor in the disciplines of BSIS, Post

**Michael Wilson,** BSIS Instructor Firearms, post certified firearms instructor, DOJ firearms instructor, NRA firearms instructor, Baton instr., Defensive Tactics instr., Martial Arts instr., First Aid CPR AED Instructor for Red Cross and Livescan Operator. Over 30 years of experience in the Security and Law Enforcement community. Associate Degree in Criminal Justice. Campus Security Instructor and consultant.

**Faculty Minimum Qualifications:**

- 1 Three years of work experience directly related to the industry/program:  
 Security Officer Programs: Three years’ experience: Law Enforcement, and/or Military Police, and/or Private Security Officer, and/or School Security Officer, and/or three years in a government security position (i.e. Homeland Security, Drug Enforcement Agency (DEA), Federal Bureau of Investigations (FBI), Border Patrol Officer, Prison Guard (State of Federal) or similar security or law enforcement work experience. Customer Service Programs: Three years’ work experience in Customer Service. Small Business Enterprise Entrepreneurship Programs: Three years as a small business owner.  
 One year equals a minimum of 1000 clock hours and the experience may be full-time or part-time, paid or unpaid.
- 2 Bureau of Security and Investigative Services (BSIS) Certification Classes:  
 Instructors must be approved and hold current credentials/license from BSIS to teach Firearms and/or Baton courses.
- 3 First Aid CPR AED instructors must hold current authorization, credentials, certification/license from American Heart Association or the American Red Cross.

**CERTIFICATE PROGRAMS OFFERED**

<b>Program Title #1</b> Program Description SOC Code #33-9032	<b>Private Security Officer (Unarmed)</b> 40 Hour Private Security Officer Training
Program Objective: Purpose: Outcomes:	Professional License Prepare students for employment. BSIS identifies 40 hours of mandated training in the first year of receiving a California Security Guard Card; this program meets that requirement. Upon successful completion of this program, the student will be able to perform the duties of an Unarmed Private Security Officer. (Business Professions Code Section 7581, 7583.6, 7683.7)
Components of Instruction:	Additional requirement to receive the state security guard card—fingerprint and background check clearance. Powers to Arrest - 4 hours Weapons of Mass Destruction & Terrorism Awareness - 4 hours Communication & Its significance - 4 hours Public relations - 4 hours Observation & Documentation Trespass- 4 Hours - 4 hours Liability/Legal Aspects - 4 hours Arrest, Search & Seizure – 4 hrs Crowd Control – 4 hrs Parking/Traffic Control – 2 hrs Radio Procedures – 2 hrs
Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments. Lecture; Class discussion; Demonstration; Role Play;



	Cooperative learning in small groups; video/DVD
Total Clock Hours	40
Final Exam & Graduation Requirements	100% Score on State of California Powers to Arrest and Weapons of Mass Destruction tests; completion of Clock Hours; competency in all curriculum topics.
Internship or Externship	None

<b>Program Title #2</b> Program Description SOC Code #33-9032	<b>Private Security Officer (Armed)</b> 44 Hour Customized Certification Security Officer Training												
Program Objective: Purpose: Outcomes:	Professional License Prepare students for employment. Upon successful completion of this program, the student will be able to perform the duties of a Private Security Officer (Armed); and the student will have four certifications in addition to the Guard Card: Baton, Firearms, Chemical Agent, and First Aid CPR AED. Additional requirements to receive the state security guard card—fingerprint and background check clearance.												
Components of Instruction:	<table border="0"> <tr> <td>Powers to Arrest</td> <td style="text-align: right;">– 4 hours</td> </tr> <tr> <td>Weapons of Mass Destruction &amp; Terrorism Awareness</td> <td style="text-align: right;">- 4 hours</td> </tr> <tr> <td>Firearms Training</td> <td style="text-align: right;">- 16 hours</td> </tr> <tr> <td>Chemical Agents</td> <td style="text-align: right;">- 2 hours</td> </tr> <tr> <td>Baton Training</td> <td style="text-align: right;">- 8 hours</td> </tr> <tr> <td>First Aid CPR AED</td> <td style="text-align: right;">- 8 hours</td> </tr> </table>	Powers to Arrest	– 4 hours	Weapons of Mass Destruction & Terrorism Awareness	- 4 hours	Firearms Training	- 16 hours	Chemical Agents	- 2 hours	Baton Training	- 8 hours	First Aid CPR AED	- 8 hours
Powers to Arrest	– 4 hours												
Weapons of Mass Destruction & Terrorism Awareness	- 4 hours												
Firearms Training	- 16 hours												
Chemical Agents	- 2 hours												
Baton Training	- 8 hours												
First Aid CPR AED	- 8 hours												
Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments; Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD, Hands-on with equipment and hands-on practical application training.												
Total Clock Hours	44												
Final Exam & Graduation Requirements	100% Score on State of California Powers to Arrest and Weapons of Mass Destruction tests; 85% Score on the Baton & Firearms Tests. Completion of all clock hours; competency in all curriculum topics.												
Internship or Externship	None												

<b>Program Title #3</b> Program Description SOC Code #33-9032	<b>Private Security Officer (Armed) &amp; School Security Officer</b> 112-hour Security Officer (Armed) & School Security Officer Certification Training
Program Objective:	Professional License

Purpose: Outcomes	Prepare students for employment Upon successful completion of this program, the student will be able to perform the duties of a Private Security Officer Armed & School Security Officer. BSIS identifies 32 hours of training to take place in the first year of receiving the California Security Guard Card (8 hours of training); this program meets that requirement and the student will have an additional 72 hours of training resulting in six certifications in addition to the Guard Card: School Security Officer, Baton, Firearms, Chemical Agent, and First Aid CPR AED Certification and Emergency Response HazMat certificate. Additional requirement to receive the state security guard card—fingerprint and background check clearance.
Components of Instruction	40-hour training (noted above in Program #1) 72 additional hours of that includes: Firearms - 16 hours                      Baton - 8 hours Report Writing - 4 hours Chemical Agent - 4 hours              Asset Protection - 4 hours Weaponless Defense & Use of Force 4 - hours First Aid CPR AED 8 - hours SB1626 24 - hours Emergency Response HazMat - 4 hours (Officer Safety)
Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments; Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD, , Hands-on with equipment and hands-on practical application training.
Total Clock Hours	112
Final Exam & Graduation Requirements	100% Score on State of California Powers to Arrest and Weapons of Mass Destruction tests; 85% Score on the Baton & Firearms Tests. Completion of all clock hours; competency in all curriculum topics.
Internship or Externship	None

Program Title #4 Program Description SOC Code #33-9032	<b>School Security Officer (Unarmed)</b> 24 Hour Public Safety School Security Training (SB 1626)
Program Objective: Program Outcomes:	Professional License Prepare students for employment as a School Security Officer (Unarmed) With the passage of SB 1626, California State Law now requires Campus Safety Officer in K-12 school districts or California Community College Districts to complete a course of training developed by BSIS. The law affects

Components of Instruction	guards working on school property for more than 20 hours per week. The training requirement affects guards employed pursuant to a contract between a K-12 school district or California Community College District and a private patrol operator. Completion of this training will allow an existing security guard (with a guard card) to be authorized to work within a school setting. 1.0 Role and Responsibility of School Security Officer (4) 2.0 Laws and Liability (8) 3.0 Security Awareness in the Educational Environment (3) 4.0 Mediation/Conflict Resolution (4) 5.0 Disasters and Emergencies (1) 6.0 Dynamics of Student Behavior (3) 7.0 Examination (1)
Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments; Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD
Total Clock Hours	24
Final Exam & Graduation Requirements	At the conclusion of this course, student will demonstrate competency in the topic. Completion of clock hours required.
Internship or Externship	None

<b>Program Title #5 (A-G)</b> Program Description SOC Code #33-9032	<b>Individual Certifications for Private Security Officer</b> (Armed / Unarmed) (Scheduled with existing/ongoing classes as available.) Individual Certification opportunities provided to students who need refreshers, updates, requalification, and/or continuing education.	
Program Objective:  Purpose:  Outcomes	Certification/Requalification/Continuing Education. Update/renew existing or expired certifications required to be employed as a Private Security Officer or complete extended required training for employment. Obtain new, renew, update existing or expired students' certifications for continued employment or to obtain employment.	
Program/Module SOC Code #33-9032	5A: Guard Card Only or Annual Refresher	8 hours (Powers to Arrest and Weapons of Mass Destruction)
SOC Code #33-9032	5B: Chemical Agents***	2-4 hours
SOC Code #33-9032	5C: Firearms Certification***	16 hours
SOC Code #33-9032	5D: Firearms Requalification (1 caliber)	2-4 hours

SOC Code #33-9032	5E: Baton Certification***	8 hours
SOC Code #33-9032	5F: Baton Refresher***	4-8 hours
SOC Code #33-9032	5G: First Aid CPR AED	8 hours
Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments; Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD, Hands-on with equipment & hands-on practical application.	
Total Clock Hours	2 – 16 hours	
Final Exam & Completion Requirements	100% Score on State of California Powers to Arrest and Weapons of Mass Destruction. 85% Competency on Baton & Firearms training. Completion of Clock Hours; competency in all curriculum topics.	
Internship or Externship	None	

<b>Program Title #6</b>	<b>Customer Service – 8 Hour</b>	
Program Description SOC Code #43-4051	8 Hour Customer Service Training Certificate of Achievement & Completion	
Program Objective: Purpose:	8-hour Customer Service course to prepare Security Officers, Loss Prevention Professionals, and “others” for customer relations in a broad range of industries and may be customized for specific industries and/or situation for employment in customer service or any position requiring contact with the public.	
Outcomes:	Upon completion of this course students will demonstrate personal behaviors appropriate to the workplace; be able to identify and meet employer and customer needs; work effectively with others; demonstrate effective communication skills; and the ability to operate essential equipment; demonstrate necessary, organizational skills.	
Components of Instruction:	Occupational & Personal Safety & Health 2 hours Career Opportunities & Requirements & Job Acquisition Skills; - 1 Hour; Employer Expectations - 1 hour Human Relations Skills & Communications Skills - 2 hours Quality Customer Service - 1 hour Organizational Skills - 1 hour	
Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments; Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD.	
Total Clock Hours	8	
Final Exam & Completion Requirements	Completion of Clock Hours; 75% Competency in all curriculum topics.	
Internship or Externship	None	

<b>Program Title #7</b> Program Description SOC Code #43-4051	<b>Customer Service – 40 Hour</b> 40 Hour Customer Service Training
Program Objective: Purpose:	Certificate of Achievement & Completion Prepare Security Officers, Loss Prevention Professionals, and “others” for customer relations in a broad range of industries and may be customized for specific industries and/or situation for employment in customer service or any position requiring contact with the public.
Outcomes:	Upon completion of this course students will demonstrate personal behaviors appropriate to the workplace; be able to identify and meet employer and customer needs; work effectively with others; demonstrate effective communication skills; and the ability to operate essential equipment; demonstrate necessary, organizational skills.
Components of Instruction:	Course Expectations & Requirements 2 hours Occupational & Personal Safety & Health 4 hours Career Opportunities 2 - hours Employer Expectations - 4 hours Human Relations Skills - 8 hours Communication Skills - 8 hours Quality Customer Service - 8 hours Organizational Skills - 4 hours
Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments; Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD.
Total Clock Hours	40
Final Exam & Completion Requirements	Completion of Clock Hours; 75% Competency in all curriculum topics.
Internship or Externship	None

<b>Program Title #8</b> Program Description SOC Code #13-1199	<b>Small Business Enterprise / Entrepreneurship</b> 40 Hour Small Business Enterprise / Entrepreneurship
Program Objective: Purpose:	Certificate of Achievement & Completion Prepare Veterans and Civilians with the business tools and strategies to start their own business. During the program the student will develop a business plan under the guidance of the instructor with the input from fellow students.
Outcomes:	Upon completion of this course students will have identified the form of business ownership, completed a draft business plan; identified all the government licenses required to operate in their community; developed a marketing/promotion plan; and presented their idea to a

Components of Instruction:	<p>panel of industry professionals which include bankers. Entrepreneurial Personality Traits; Components of a Business Plan; Ethics, Form of business ownership Government licensing and tax requirements – 8 hours Management/Leadership Styles Staffing procedures &amp; regulations for employers Risk management. 8 hours Costs/budget preparation; financial resources. Market identification, product/service mix. 8 hours Business image; location, layout. Pricing policies &amp; strategies. Selling merchandise and services. Promotional strategies. Promotional Mix. 8 hours Financial Records and Sales Projections. Presentation to Panel of Professionals which includes banking professionals 8 hours</p>
Method of Instruction	Written tests/Quizzes; Observation of student performance and interaction; Completion of assignments; Lecture; Class discussion; Demonstration; Role Play; Cooperative learning in small groups; video/DVD.
Total Clock Hours	40
Final Exam & Completion Requirements	Completion of Clock Hours; 75% Competency in all curriculum topics.
Internship or Externship	None required.

**CHARGES: TUITION, BOOKS & SUPPLIES/MATERIALS**

All fees are subject to change from time to time, without notice. The total charges for a current period of attendance are the same as the total program charges listed below.

Program Name	Program Hours	Refundable Total Program Tuition	Non-Refundable STRF Fee	*Non-Refundable Books & Supplies Expenses	**Non-Refundable Local & State Fees	Total Program Charges
1: Private Security Officer Unarmed	40	456.00	.00	0	144.00	600.00
2: Private Security Officer Armed	44	470.00	.00	75.00	365.00	910.00
3: Private Security Officer Armed & School Security Officer	112	1731.00	.00	94.00	365.00	2190.00
4: School Security Officer	24	235.00	.00	0	0	235.00
Private Security Officer Individual Certifications 5:						
5A: Guard Card	8	41.00	.00	0	144.00	185.00

Only or Annual Refresher						
5B: Chemical Agents***	2-4	55.00	.00	5	0	60.00
5C: Firearms Certification***	16	206.00	.00	55.00	189.00	450.00
5D: Firearms Requalification (Student's Gun/Ammo)	2-4	50.00	.00	5.00	40	95.00
5E: Baton Certification***	8	150	.00	0	50.00	200.00
5F: Baton Refresher***	4-8	50	.00	0	0	50.00
5G: First Aid & CPR AED	8	50.00	.00	30.00	0	80.00
6: Customer Service 8 hour	8	95.00	.00	5.00	0	100.00
7: Customer Service 40 Hour	40	575.00	.00	25.00	0	600.00
8: Small Business Enterprise / Entrepreneurship	40	537.50	.00	63.50	0	600.00

**\*Books and Training Manuals** are loaned for all programs except the following that are included in the Charges above:

Private Security Officer (Armed) & School Security Officer 112 hour	<p><i>California Peace Officers' Penal Code</i> 2016 (QWIK CODE); LawTech Publishing Group, Ltd, 2015. <b>\$11.00</b></p> <p><i>Emergency Response Book</i> Standard Edition ERG0019 (2012). Printed and distributed by LabelMaster. Chicago, IL. <b>\$8.00</b></p>
Customer Service 40 Hour	<p>Text: <i>Customer Service for Dummies, 3<sup>rd</sup> Edition</i>, 2006. (Leland, K. &amp; Bailey, K) John Wiley &amp; Sons, Inc. (ISBN 978-047-1768692) <b>\$25.00</b></p>
Small Business Enterprise / Entrepreneurship	<p>Texts: <i>Small Business for Dummies</i>, 4<sup>th</sup> Edition, 2012. (Tyson, E., &amp; Schell J.); John Wiley &amp; Sons, Inc. (ISBN 978-1-118-08372-7) <b>\$25.06</b></p> <p><i>Business Plans Kit for Dummies</i>, 4<sup>th</sup> Edition, 2014. (Peterson, S.D., Jaret, P., &amp; Schenck, B. F.); John Wiley &amp; Sons, Inc. (ISBN 978-1-118-72562-7) <b>\$38.44</b></p>



Where the training manual is published by a State Agency and provided on-line for free we encourage all students to visit the State site regularly to insure they are always up to date with regard to any changes in the Training Manuals.

**\*Supplies and Materials:**

All programs: Pens, pencils and handouts are provided for all students at no charge. Security Program Specific Supplies/Materials included in Charges above, where applicable:

- Chemical Agent Practice Spray (Water) \$5.00
- Face Shields/Masks, hand sanitizer, sterile gloves, bandages, tape. \$15.00
- Ammunition, Paper Targets \$55.00

Customer Service and Small Business Enterprise/Entrepreneurship:

Specific Supplies/Materials: None

**\*\*Local and State Fees include, where applicable:**

- State of California Guard Card Application processing: \$50.00
- State of California Firearms Application processing: \$80.00
- State of California Numbered Baton Card: \$50.00
- Fingerprinting Background Check no Firearms: \$69.00
- Fingerprinting Background Check for Guard Card & Firearms Certification: \$107.00
- Fingerprint Rolling Fee: \$25
- Gun Range fees for Firearms Certification: \$40
- American Red Cross, American Heart Association for First Aid CPR AED Training Certification cards: \$27.00

\*\*\*Student must currently possess an active California State Guard Card to take these classes or be enrolled in the Guard Card Class concurrently  
Program tutoring available at no extra charge, talk to your instructor or any staff member.

The Student Enrollment Registration Agreement will itemize your refundable and nonrefundable charges.

**CLASSROOM EQUIPMENT**

- |   |                             |
|---|-----------------------------|
| Tables and chairs                         | Television                  |
| White Boards                              | LCD Projector or DVD Player |
| Appropriate posters, charts, and handouts | Instructor Laptop           |

The School loans all necessary equipment to be used in all programs, including:

**PROGRAM SPECIFIC EQUIPMENT**

The School **loans** all necessary equipment for Baton and Firearms Certifications under the direction, supervision, control, and oversight of the Bureau for Security and Investigative Services (BSIS) approved instructor.

1: Private Security Officer Unarmed	No program specific equipment required.
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2: Private Security Officer Armed	<b>Classroom:</b> Batons Straight, Side Handle PR24, Expandable; Floor Mats (Padding); Practice Weapons (Blue Guns); Handcuffs and keys; CPR Mannequins, Practice AED Equipment, <b>Firearms:</b> 9 MM, 45 caliber, 40 caliber, 38 caliber firearms
3: Private Security Officer (Armed) & School Security Officer	<b>Classroom:</b> Batons Straight, Side Handle PR24, Expandable; Floor Mats (Padding); Practice Weapons (Blue Guns); Handcuffs and keys; CPR Mannequins, Practice AED equipment, <b>Firearms:</b> 9 MM, 45 caliber, 40 caliber, 38 caliber firearms; Chemical Agent Practice Spray (Water)
4: School Security Officer	No program specific equipment needed
5: Private Security Officer Individual Certifications: 2-16 hours	
5A: Guard Card Only or Annual Refresher	No program specific equipment needed
5B: Chemical Agents	Chemical Agent Practice Spray (Water)
5C: Firearms Certification	Classroom: Practice Weapons (Blue Guns) Firearms: 9 MM, 45 caliber, 40 caliber, 38 caliber firearms
5D: Firearms Requalification	Classroom: Practice Weapons (Blue Guns) Firearms: 9 MM, 45 caliber, 40 caliber, 38 caliber firearms
5E: Baton Certification	Classroom: Batons Straight, Side Handle PR24, Expandable
5F: Baton Refresher	Classroom: Batons Straight, Side Handle PR24, Expandable
5G First Aid CPR AED	Classroom: CPR Mannequins, Practice AED Equipment
6: Customer Service 8 hour	No program specific equipment needed.
7: Customer Service 40 Hour	No program specific equipment needed.
8: Small Business Enterprise / Entrepreneurship	No program specific equipment needed; however computers are available in Student Computer Lab.

## FINANCIAL AID & LOAN POLICIES & DISCLOSURES

The School does not participate in federal and state financial aid programs.

**Loans:** If a student obtains a loan from a financial institution in order to pay for an educational program at the School, the student will have the full responsibility to repay the full amount of the loan plus interest. The School is not responsible for any financial obligations incurred by the student at any time. The student will receive any refund that the student is owed for cancellation of programs, if the student qualifies under the School's policy.

## Tuition and Fees Paid

Students are allowed to pay for the tuition and fees by check, cash, or credit card (Master Card or Visa only) before class begins. The School does not offer loans or a payment plan or accept partial payments. Students who pay for their training in advance receive a receipt for their payment. STRF will be paid to BPPE for students.

### **FINANCIAL SOLVENCY OF SCHOOL**

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

### **GRADES AND STANDARDS FOR STUDENT ACHIEVEMENT – Satisfactory**

#### **Progress**

Student achievement is measured using a Pass/Fail system. Students must pass all exercises, tests, or quizzes in order to maintain satisfactory progress.

### **HOLIDAYS**

Classes are not scheduled on the following holidays: Holidays of all religious beliefs are respected and allowed (please notify your instructor of any religious holidays that do not fall within the time frame of those listed below):

Martin Luther King's Birthday	President's Day	Memorial Day
Independence Day	Labor Day	Veterans Day

Thanksgiving Day & day after Thanksgiving (2) days

Christmas Eve, Christmas Day (2 days) New Year's Eve, New Year's Day (2 days)

Floating Holiday: A special holiday may be declared for emergency or extraordinary purposes. Summer Break: The School may elect to **not** hold classes during Summer Break (July) of each year.

### **HOUSING INFORMATION**

The School does not have dormitory facilities. The School has no responsibility to find or assist a student in finding housing. The School only offers "non-residential" programs. However, each spring, before the publication of the Student Catalog, a survey is conducted to ascertain the availability and price range for housing near the School facility. There is housing located reasonably near the School's main office and the approximate cost or range of housing varies depending on the size and location. The price range for a one bedroom apartment on March 1, 2019 in Lancaster, California ranged between \$995 and \$1500 per month.

### **LEAVE OF ABSENCE POLICY**

Only written requests for a leave of absence will be considered and such leave may be granted to a student at the discretion of the Chief Executive Officer or designee. If more

than one leave of absence is granted within a twelve (12) month period. The combined time of the leave of absences may not exceed 30 calendar days. Failure to return from an approved leave of absence will result in cancellation of your enrollment status.

### **LICENSE/CERTIFICATION**

The private security officer training programs are designed to lead to positions in a profession, occupation trade or career field requiring licensure in the State of California. The requirements for eligibility for licensure are detailed in the syllabus for each course. To obtain a California Security Guard Card the individual must receive a score of 100% on the Powers to Arrest and Weapons of Mass Destruction Tests. To receive a California License for Firearms and Baton, the student must pass these courses with an 85% score.

### **LIBRARY & LEARNING RESOURCE CENTER**

The School does not offer a post-secondary degree or graduate degree, however a Library is provided to meet the instructional needs of the students by providing access to any optional reading resources recommended by faculty. The Library is located in the Classroom and the students may utilize the reading resources by requesting them from their instructor or the Office Technician. There is no charge passed on to the student for access or utilization of the resources in the Library. The Library is open Monday through Friday from 9am until 3:00 p.m.

### **NOTICE OF NON-DISCRIMINATION POLICY**

The School admits students of any race, color, sex, national and ethnic origin, or physical handicap to all the rights, privileges, programs and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, sex, national and ethnic origin or physical handicap in the administration of its educational policies, admission policies, and other School administered student programs.

The School does not discriminate on the basis of race, color, sex, national and ethnic origin or physical handicap in its administration of employee policies as relating to hiring, promotion, and application of benefits accorded to such employees.

### **OFFICE EQUIPMENT**

Students are not to use any of the office equipment as this is reserved for office staff only.

### **JOB PLACEMENT SERVICES**

Limited placement assistance is provided to graduates at no additional charge. However, there is no guarantee of employment or any level of wages. Graduates may take advantage of placement assistance. Placement assistance is provided through on-site employer interviews; job leads sent via email and telephone to all graduates who wish to receive them. Job Leads are posted on Bulletin Boards at the School. Employers conduct interview on location at the School.

## **PRIVACY ACT**

It is the School's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act (FERPA). It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written permission or request to do so, or unless otherwise required by law.

## **SMOKING**

Smoking is not permitted anywhere inside the School facility, building, or within 20 feet of the entrances to the building.

## **STUDENT RECORDS**

The School maintains student records permanently. Student records at a minimum will include: Electronically Scanned and hard copies of Certificates earned (example: Program Certificate, Baton Card, First Aid CPR AED Card, Chemical Agent (OC/Mace) Card. Students may inspect and review their training records. To do so, a student should submit a written request to the Administrative Office, identifying the specific information to be reviewed. Should a student find, upon review, records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain progress reports and test results.

The original of the earned Program Certificate(s) is provided at no charge upon successful completion. Subsequent copies are available upon five day advance notice and payment for copies. A file location and copy fee of \$10.00 for up to four certificates. Student record copies will only be released to the student upon a receipt of written request bearing the student's live/original signature. No student certificates will be issued until all tuition and other fees due to the School are paid and current.

Contact: To obtain a copy of your **certificate(s)** contact the Administration Office, M-5 Training School of Protective Services located at 44806 Elm Ave Lancaster CA 93534.

## **STUDENT SERVICES**

Advising is available to all students. Instructors or Administrators will meet with each student to discuss any personal, classroom, academic, or financial problem when needed. Each student will have a review of his / her progress each month. Those students experiencing academic or other problems will be advised by an Instructor and/or the Chief Executive Officer to help overcome whatever difficulty is being experienced. Tutoring may be available after class hours by at no additional charge, check with your instructor.

Support Services: the student may inquire in the office regarding information on emergency support/referral services, child-care, housing, transportation, professional

counseling services available within the community. The School facility is conveniently located near hospitals and will refer students and staff to them whenever the need should arise. In case of emergencies, 911 will be called.

**Student Parking:** Student parking is available at the Frappier Business Parking lot and along Elm Ave (street parking). Enrolled and registered students should request a placard from the Clerical Support staff. The School is not responsible for parking violations, property theft, property damage, etc. Please keep vehicle locked at all times. Any parking fees to use any other lot are the sole responsibility of the student however this fee may be covered by a third party payer.

Do not leave books, supplies, or personal items (purse, backpack, computers, iPad, iPhone, mobile phones) unattended in any classroom, office, or training facility. The SCHOOL will not be responsible for property theft or damage to student or staff's personal property.

### **USE OF IMAGES**

Students acknowledge that during the course of your program, there may be photographic or video images taken of you. You understand that these images might be used in print media publications, advertisements, on-line, and in any other format that M-5 Training School of Protective Services chooses.

Students release M-5 Training School of Protective Services, their employees, agents, and designees from liability for any violation of any personal proprietary right you may have in connection with such use of these images.

### **STUDENT TUITION RECOVERY FUND (STRF)**

**“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.**

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.

## TELEPHONES

The Receptionist Desk will only take emergency calls for students. School phones are not intended for personal use by students.

## STUDENT CONDUCT AND DISCIPLINE STANDARDS

**Student Dress Code:** Students are expected to meet the following dress code standards.

- Clothing must be in good repair, free from tears and holes.
- Clothing must cover undergarments, the top of the shoulders, the back, and the midriff.
- Shoes must be worn at all times.
- Clothing must be size-appropriate, e.g. **oversized baggy pants are not acceptable.**

- Clothing must be free of crude, violent, vulgar, profane, prejudicial or obscene remarks, sexually explicit, express racial, gender, ethnic or religious messages, promotes the use of alcohol, drugs or tobacco
- Hats of any kind, bandannas or head coverings are not to be worn in the classroom or on campus.
- Belts must not be oversized and not show any letters or logos.
- Clothing and jewelry, which are potentially dangerous, may not be worn.
- Chains, spikes, handcuffs and generally heavy-metal type accessories are unacceptable.
- Earphones or ear-buds for iPad, iPhone, telephones, and other devices for pleasure and entertainment are not acceptable. Hearing aids and other assistive devices are always allowed.
- Follow the dress code rules specific to the course.

**Mobile/Cell Phone Usage** - Cell phone usage is not permitted in class, nor is texting. Students may make phone calls and send texts during scheduled class breaks.

**Unacceptable Behavior** - Any unacceptable behavior either in and or around the class will be discussed with student, if behavior persists, the students referring agency will be contacted and the “Process for Violation” will be followed.

### **ACADEMIC PROBATION**

In the event a student fails to meet satisfactory progress, students in certificate programs will be placed on probation for one module. By the end of the probationary period, the student must meet satisfactory progress. Students are encouraged to repeat any course or receive private tutoring to meet satisfactory progress in all modules.

### **SEXUAL HARASSMENT OF AND BY STUDENTS**

Sexual harassment of or by any student is prohibited. This applies to conduct during and relating to class sponsored activities. Sexual harassment is inappropriate and offensive. All students have a right to be educated in an environment free from sexual harassment.

#### **a. Definition of Sexual Harassment**

Prohibited sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student’s academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student’s academic or work performance or of creating an intimidating, hostile or offensive educational or work environment for students or employees.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors,

programs, or activities available at or through the school.

Examples of conduct, which may constitute sexual harassment and would therefore be prohibited, include:

1. Unwelcome leering, staring, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, and derogatory comments or sexually degrading descriptions.
3. Unwelcome graphic verbal comments about an individual body or overly personal conversation.
4. Unwelcome sexual jokes, stories, drawings, pictures or gestures.
5. Unwelcome spreading of sexual rumors.
6. Unwelcome teasing or sexual remarks about any student.
7. Unwelcome touching of an individual's body or clothes in a sexual way.

#### **b. Discipline/Consequences**

- Any student who engages in the sexual harassment of anyone in class may be subject to disciplinary action up to and including being dropped from the class. All disciplinary actions taken against students from any of referring agencies will be carried out in conjunction with the agency that referred the student.
- Any employee who permits or engages in sexual harassment of students may be subject to disciplinary action up to and including dismissal.
- Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to his or her supervisor shall be disciplined appropriately.

#### **c. Reporting Procedure/Investigation**

1. Any staff member who receives a report, verbally or in writing, from a student regarding sexual harassment of that student or another student by a student, employee, vendor, or visitor, in the SCHOOL or training setting, must forward that report to his or her immediate supervisor within 24 hours or within a reasonable extension of time thereafter for good cause.
2. All complaints of sexual harassment will be investigated and promptly resolved.
3. Upon receipt of an allegation of sexual harassment, an investigation will be initiated by the Chief Executive Officer or by his/her designee within 48 hours.

#### **DRUG AND/OR ALCOHOL USE**

The use of illicit drugs and/or abuse of alcohol are dangerous to students and employees. There are local, state, and federal sanctions for unlawful possession, use, or distribution of illicit drugs. Such sanctions include fines and imprisonment. Use or possession of illicit/illegal drugs or alcohol during class hours is prohibited.

#### **PROCESS FOR VIOLATION OF ANY OF THE ABOVE**

1. Discussion between student and instructor.
2. Notification of CHIEF EXECUTIVE OFFICER or designee



3. If student referred by agency; CHIEF EXECUTIVE OFFICER or designee notifies referring agency
3. Written problem report sent to referring agency
4. Suspension of student
5. Drop from the program

### **COMPLAINT & GRIEVANCE PROCEDURE**

The student grievance procedure provides every student with a prompt and equitable means of seeking an appropriate resolution for any alleged violation to his or her rights. The rights protected under these procedures include, but are not limited to, those guaranteed by the established rules and regulations of the School. The procedures do not apply to the employment right of protection against capricious, arbitrary, unreasonable, unlawful, false malicious or professionally inappropriate evaluation or actions by an employee of the School.

The School procedure to resolve alleged violations to all programs including state/federal-funded programs consists of a few simple steps.

Level:

1. The complainant should first approach the instructor or other School representative and try to resolve the issue verbally and informally.
2. If the complainant's issue is not resolved at Level 1, the complainant needs to submit a written complaint as early as possible to the School CHIEF EXECUTIVE OFFICER or designee at: M-5 Training School of Protective Services 44806 Elm Ave Lancaster CA 93534, or may leave a telephone message at the School to speak to the Chief Executive Officer, or any administrator at: 661-418-6995
3. If complaint is not resolved in a timely manner, please contact:

DCA/Bureau of Security and Investigative Services  
 Mailing Address:  
 2420 Del Paso Road, Suite 270  
 Sacramento, CA 95834  
 916-322-4000

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

The transferability of CREDITS) you earn at M-5 Training School of Protective Services is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in the \_\_\_\_\_ Program is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate(s) 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 M-5 Training School of Protective Services to determine if your certificates will be accepted for transfer.

VISA:

M-5 Training School of Protective Services does not admit students from other countries, (unless those students were permanent residents or American citizen, other wise BSIS will not issue a BSIS license).

(CEC §94909(a)(16))

M-5 Training School of Protective Services is not accredited by an accrediting agency recognized by the United States Department of Education.

**CATALOG QUESTIONS: QUESTIONS REGARDING THE CATALOG**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the SCHOOL may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone: (888) 370-7589 (916) 431-6959 or by fax (916) 263-1897.

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

**My signature below indicates that I have received the Student Catalog and have read and understood all of the information in the Student Catalog:**

Student Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_ Student Signature \_\_\_\_\_

Date: \_\_\_\_\_ School Staff Signature \_\_\_\_\_