1911 Carnegie Avenue Santa Ana, CA 92705
Phone: (714) 242-7959
FAX: (323) 774-3321

BSIS TFF # **1539**

BPPE School Code # 97715627

#4, #42 **https://ipsnationwide.com/academy/**

IPS NATIONWIDE

SCHOOL CATALOG

Valid from January 1st through December 31st 2026 #6

The Catalog is updated annually

This publication is certified as true and correct in content and policy as of the date of publication. IPS Nationwide, however, reserves the right to make changes of any nature in programs, calendar, or academic schedules whenever these are deemed necessary or desirable, including changes in course content, class rescheduling, and

the canceling of scheduled classes or other academic activities. Changes become binding on all students at the time they are announced officially and posted.

IPS Nationwide is committed to equal opportunity and equal treatment for all qualified individuals. Emergency Response Training will not discriminate against any person because of age, gender, color, race, national origin, religion, marital status, disability, veteran status, sexual orientation, or any other class status protected by law.

IPS is approved to operate by the California Bureau for Private Postsecondary Education (BPPE) , and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR from the current. The California Private Postsecondary Education Act of 2009 (Act) provides that all institutions may continue to operate but shall comply with, and are subject to, the Act under Title 5, Division 7.5 of the California Code of Regulations (5, CCR) #7

Distance education is not offered at IPS Nationwide #39

Administration and Faculty Staff who are proud to be part of this institute and to work for the betterment of our students' lives:#26

Administration and Faculty Staff who are proud to be part of this institute and to work for the betterment of our students' lives:

David Sayed, Founder and CEO, CFO, COO, Placement Director

Martell Higareda Recruiter/Admissions

Mark Treston CAO, Student Services Director/ Admissions Director

Youngae Cho, Head instructor for Logistics and Supply Chain

Eldridge H. Taylor Head instructor for Guard Card, Firearms, Baton, CPR/First Aid and EMT

TABLE OF CONTENTS

MISSION & PURPOSE, AND OBJECTIVES 4

OUR VISION 4

ADDRESS OF INSTRUCTIONAL LOCATION 1

ADMISSION POLICIES 5

ACADEMIC FREEDOM 6

ATTENDANCE POLICY 6

CANCELLATION AND WITHDRAWAL 6

REFUND POLICY 6

HOLIDAYS AND HOURS OF OPERATION 7

EQUIPMENT AND MATERIALS UTILIZED FOR INSTRUCTION 7

LIBRARY AND LEARNING RESOURCE CENTER 8

PROGRAM DESCRIPTION 8

STANDARDS FOR STUDENT ACHIEVEMENT 10

STUDENT GRIEVANCE POLICY 11

TUITION AND FEES 11

NOTICE CONCERNING TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED 11

POLICIES AND PROCEDURES REGARDING EXPERIENTIAL LEARNING 11

ADMISSION OF STUDENTS FROM OTHER COUNTRIES 12

ENGLISH AS A SECOND LANGUAGE 12

FINANCIAL AID, LOAN POLICIES AND OTHER DISCLOSURES 13

STUDENT TUITION RECOVERY FUND (STRF) 13

MAINTENANCE OF STUDENT RECORDS 14

LEAVE OF ABSENCE 14

PROBATION, DISMISSAL, AND STUDENT CONDUCT.....14

NON-DISCRIMINATORY POLICY 14

PLACEMENT ASSISTANCE 15

HOUSING ASSISTANCE 15

STUDENT SERVICES 15

FEDERAL PRIVACY ACT 16

STATEMENT ON BANKRUPTCY.....17

ACKNOLEDGEMENT OF RECEIPT.....18

CONSUMER INFORMATION #7, 8, 13, 14, 25, 26, 26.6

This catalog is provided to assist new students in order to become acquainted with IPS. It is intended to be used as a guide to familiarize the students with the school's regulations, as well as general information regarding the program. A hard copy will be given upon request. The catalog can also be found on IPS website.

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

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

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818

Website: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 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

Currently IPS is not accredited by a recognized accrediting agency by the United States Department of Education. Currently the school does not need to meet national accredited standards in order for our graduates to be eligible to sit for the applicable licensure exam in California and other states. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. #22

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (toll-free telephone number) or by visiting (internet website address). #15

Toll-free telephone #: (888) 370-7589

Website Address: www.bppe.ca.gov #15

OUR MISSION & AND OBJECTIVES #10

Our mission is to provide and insure that each of our students has access to high quality education and prepare them for a variety of professions in vocational education.

At IPS Nationwide, we are committed to developing and fostering long term working relationships with our students even after graduation.

OUR VISION

IPS Nationwide is a private institution that will

ADDRESS OF INSTRUCTIONAL LOCATION #5

IPS Nationwide or IPS is located at 1911 Carnegie Avenue Santa Ana, CA 92705.
Office: (323) 77-4JOBS Fax: (323) 774-3321

DESCRIPTION OF THE FACILITIES #11

The school is located on the first floor of a business office suite located in a commercial zone. The structure is of concrete tilt up design. CEO office, Administrative Office, Admissions Offices, Placement Services, and Receptionist area are located at this location. The facility is ADA compliant.

ADMISSION POLICIES #17, 21

The requirements are as follows:

- Proof of citizenship or legal status (INS card)
- Must be 18+ years old
- Have a valid photo identification
- Have no felony or severe misdemeanors
- Undergo a criminal background check through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI)
- English Proficiency equivalent to the 10th Grade level
- Show a copy of high school diploma/GED or higher, or DD214 for veterans

Other helpful resources are available to help those who do not possess high school diplomas or GEDs: High School Equivalency Test (HiTest) or Test Assessing Secondary Completion (TASC) offered by California Department of Education.

ACADEMIC FREEDOM

The institute is committed to assuring academic freedom to all faculty members. Confident in the qualifications and expertise of its faculty members, the institute 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.

ATTENDANCE POLICY #31, 32

The student must attend all classes in order to receive all certifications offered in this program. If any class is missed, the student must make it up the following session. The program hours necessitates full attendance from beginning to end in order to graduate. Students that arrive 15 minutes or more later or leave fifteen minutes or more they will be considered tardy. Three tardies equals one absence.

Instructors are required to submit attendance records after each class. If known in advance, the student is encouraged to disclose to the instructor the day he or she will be absent.

CANCELLATION AND WITHDRAWAL #25, 26

STUDENTS RIGHT TO CANCEL & REFUND 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 more than 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 this institution's catalog.

You have the right to cancel your enrollment agreement and obtain a refund of charges paid through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment agreement, whichever is later. YOU MUST CANCEL IN WRITING. Students do not have the right to cancel by telephoning the school or by not coming to class.

For official cancellations the cancellation date will be determined by the postmark on written notification at the following address: Attention: Student Services IPS Nationwide, 1911 Carnegie Avenue Santa Ana, CA 92705, or by the date said information is delivered to the school administrator/owner in person. Written cancellations need not take any particular form.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 10 days of the student's withdrawal or cancellation.

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

Any monies due the student shall be refunded within 45 days of official cancellation or withdrawal.

REFUND POLICY #25 #26

The student shall receive a full refund of student paid fees prior to starting the program.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for fees for a license, live scans, range fees, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

After the cancellation period, the student shall have the right to a withdrawal and receive a pro-rata refund of services paid for, but not received through 60% of the period of attendance.

The student must exercise their right to cancel or withdraw on or before the first day of class or within the first week of the program. The notice to withdraw is considered effective, which shall be no later than the date received by the institution. The notice of withdrawal and cancellation should be sent to:

IPS Nationwide, Attention Registrar

1911 Carnegie Avenue

Santa Ana, CA 92705

HOLIDAYS AND HOURS OF OPERATION

Long Term Classes are not scheduled on the following days:

· New Year's Eve And New Year's Day

· Martin Luther King's Birthday

· President Day

· Independence Day

· Labor Day

· Memorial Day

· Thanksgiving Day

· Christmas Eve and Christmas Day

The School's regular business hours are:

9:00 A.M. to 5:00 P.M. Monday through Friday

EQUIPMENT AND MATERIALS UTILIZED FOR INSTRUCTION

All training Manuals are loaned for the length of the program, except the following:

- *California Peace Officers' Penal Code* 2016 (QWIK CODE);

  LawTech Publishing Group, Ltd, 2015. **$11.00**

- *Emergency Response Book* Standard Edition ERG0019 (2012).

  Printed and distributed by LabelMaster. Chicago, IL. **$8.00**

Supplies and materials provided every session: Pens, pencils and handouts are provided for all students at no charge.

Classroom equipment consists of tables, chairs, white board, screen projector, posters, handouts, charts, and laptop.

Private Security Officer Armed & School Security Officer Equipment:
Batons Straight, Side Handle PR24, Expandable; Practice Weapons (Blue Guns); Double Lock Handcuffs with keys; CPR Mannequins, Practice AED equipment, **Firearms:** 9 MM, 38 caliber, 40 caliber, 45 caliber, firearms; Pepper Spray Practice Spray (Water)

LIBRARY AND OTHER LEARNING RESOURCES #12

IPS does not offer an on-site library; however, all learning resources needed to complete this program are provided to all students participating in this program.

The fundamental part of this program stems from the Bureau of Security and Investigative Services website.

For hybrid programs, the number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation is a maximum of three business days. **#41**

SECURITY TRAINING PROGRAM #20, #13

Days of the Week - Monday through Friday

Time offered – 9am to 5pm

Faculty – Susan Carter

Description

The Security Training program is 88 hours, broken down into two weeks. Upon completion, the student will receive all certifications necessary to be able to work as a security guard or security officer right after graduation. A security guard must complete 40 hours of required training and an 8-hour refresher course every 12 months after completing the 40-hour course. As part of that training, a security guard must complete an 8-hour Power to Arrest/Weapons of Mass Destruction Terrorism Awareness training course prior to submitting an application. The 72 hours left consist of 8 hrs. of Baton, 4 hrs. of Asset Protection, 4 hrs. of Chemical Agents, 4 hrs. of Weaponless Defense & Use of Force, 24 hrs. of SB1626, 16 hrs. of Firearms, 8 hrs. of First Aid/ CPR AED, and 4 hrs. of Emergency Response Hazmat for first Responders.

Sample schedule:

Schedule	Course	Hours
Day 1	CA BSIS Guard Card	8
Day 2	Arrest and Control	8
Day 3	School Security Agents SB1626 I – II	12
Day 4	School Security Agents SB1626 II –III	12
Day 5	CA Exposed Firearms Permit I/ Hand Gun Shooting	8
Day 6	CA Exposed Firearms Permit II / Hand Gun Shooting	8
Day 7	Observation & Documentation/Liability Legal Aspects	8
Day 8	CA BSIS Baton Permit	8
Day 9	CPR/First Aid/AED/Hazmat	8
Day 10	Sexual Harassment/ Job Placement	8
Total Program Hours		**88**

This program is a combination of the following methods of instruction:

- Lecture (reading and videos)
- Written tests/examinations and quizzes at the end of every module
- Assignments and handouts
- Role plays and hands-on demonstrations
- Class discussion and group projects

Name of Program	**Security Training In class/Hybrid** **SOC: 33-9032 #40**

Program Description	The Security Training (ST) Program is a 88 hours two weeks security program. The ST program is ideal for individuals wishing to break into the static security industry by receiving the training and certificates in numerous high end security and security related courses. This course includes the following courses: • CA BSIS Guard Card • CA BSIS Exposed Firearms Permit • CA BSIS Baton Permit • Arrest and Control • Executive Protection Fundamentals • CPR • 'Taser' • Sexual Harassment Prevention • Chemical Agents
Program Objectives	Objectives: • Legal & Ethical Conduct: Understand laws, use of force, and ethical responsibilities. • Observation & Reporting: Recognize suspicious activity and write clear, factual reports. • Emergency Response: Implement procedures for fires, breaches, and medical issues. • Conflict De-escalation: Use communication and tactics to resolve situations verbally first. • Physical Security: Conduct patrols, manage
Instructors Needed	• 3
Instructor Qualification Needed **#12, #27**	• Minimum three years of security or law enforcement experience • CA BSIS Firearms Certified Instructor permit • CA BSIS Baton Certified Instructor permit • American Heart Association Certified Instructor permit • Taser Certified Instructor permit

Special Admission Requirements **#18, #21**	• Must be 18 or older • **Must have a high school diploma or equivalent** • **Free from all felony and some misdemeanor convictions (call for misdemeanor disqualifiers)** • **Pass a fingerprint check through the FBI and California DOJ**
Graduation Requirements **#12**	To graduate, a student must complete all prescribed coursework, earn a passing grade (this is a pass/fail short course) and be in good
Certification and Licenses Requriements **#12, #22**	• **Pass a fingerprint check through the FBI and California DOJ** • **California Guard Card Permit issued by the BSIS** • **California Exposed Firearms Permit issued by BSIS California Baton Permit issued by BSIS** • **'Taser' International Certificate** • **American Heart Association (AHA) 2 Year Certification**
Total Clock Hours	This program is 88 hour.
Final Tests or Exams	Final Exam
Required Internship or Externship	None
Enrollment Projection	2025 2026 2027 0 60 120

Program Equipment #13

Course Name	Equipment	Equipment to Student

CPR – First Aid – AED (Defibrillator)	Adult CPR Practice Dummies Child CPR Practice Dummies Infant CPR Practice Dummies Defibrillator Sanitation Masks Supplemental Instructional Videos Power Point Presentation Projector / Screen Student Desks/Chairs Heartsaver First Aid CPR AED Instructor Manual with Lesson Maps and Instructor CD Heartsaver First Aid CPR AED Student Workbook with Heartsaver First Aid Quick Reference Guide Hearsaver CPR AED Adult, Child & Infant Reminder	1:4
California Guard Card Certification	Course Syllabus/Curriculum Exam Materials Supplemental Instructional Videos Power Point Presentation Projector / Screen Handcuffs Student Desks/ Chairs	1:1
OC Spray	Instructor Computer Course Syllabus/Curriculum PowerPoint Presentation Exam Materials Student Desks/Chairs Practice Pepper Spray Canisters (water)	1:1
Arrest and Control	Course Syllabus/Curriculum Supplemental Instructional Videos Power Point Presentation Projector / Screen Handcuffs Student Desks/ Chairs Instructor Computer	1:1

SUPPLY CHAIN LOGISTICS PROGRAM #20, #13

Days of the Week - Monday through Friday

Time offered – 9am to 5pm

Faculty – Youngae Cho

The Logistics and Supply Chain Training program is 96 hours, broken down into two weeks. Upon completion, the student will receive all certifications necessary to be able to work in Industry. This course covers the hazards and injuries likely to occur in public warehousing and storage operations, including encounters with powered industrial trucks, material handling, lifting and ergonomics, hazard communication, walking and working surfaces, and life safety including fire protection and evacuation.

This course is intended for warehouse workers, supervisors, and employers responsible for developing safe work practices and procedures in a warehouse setting. Upon course completion students will have the ability to recognize the potential for injuries from forklifts, material handling and lifting, exposure to hazardous substances, slips, trips, and falls and methods to control and abate these hazards.

Sample Schedule:

Schedule	Course	Hours
Day 1	**Introduction to Logistics and Supply Chain**	**8**
Day 2	**OSHA 30**	**8**
Day 3	**OSHA 30**	**8**
Day 4	**OSHA 30**	**8**
Day 5	**OSHA 30**	**8**
Day 6	**Blood Borne Pathogens/ Incident Accident Investigation/Active Shooter/ Fall Protection**	**8**
Day 7	**Forklift/Scissor Lift/ Train the Trainer**	**8**
Day 8	**CPR/First Aid/AED**	**8**
Day 9	**HAZWOPER**	**8**
Day 10	**HAZWOPER**	**8**
Day11	**HAZWOPER**	**8**
Day 12	**Career Management**	**8**
Total Program Hours		**96**

This program is a combination of the following methods of instruction:

- Lecture (reading and videos)
- Written tests/examinations and quizzes at the end of every module
- Assignments and handouts

- Role plays and hands-on demonstrations
- Class discussion and group projects

Name of Program	Supply Chain Logistics In class/Hybrid SOC: 11-3071.03 #40
Program Description	• Logistics Will Familiarize Students With The Basic Concepts Of Product Distribution And Terminology Used In The Logistics Field Such As Methods Of Transportation, Inventory Control, Protective Personal Equipment, Customer Service and OSHA 10 General Industry. • Osha 30Hour General Industry (30 Hours) Intro To Osha, Machine Guarding, Exit Routes, Emergency Action Plans, Fire Prevention, Electrical, Ppe, Material Handling, Walking Working Surfaces, Fall Protection, Hazardous Materials, Blood Borne Pathogens, Hazard Communication • American Red Cross/American Heart Association • CPR/FIRST AID and AED
Program Objectives	Objectives: • Legal & Ethical Conduct: Understand laws, use of force, and ethical responsibilities. • Observation & Reporting: Recognize suspicious activity and write clear, factual reports. • Emergency Response: Implement procedures for fires, breaches, and medical issues. • Conflict De-escalation: Use communication and tactics to resolve situations verbally first. • Physical Security: Conduct patrols, manage access, operate surveillance, and use defensive tactics.

Instructors Needed	• **1**
Instructor Qualification Needed #12, #27	• **Minimum three years of logistics experience** • **Logistics and Supply Chain Instructor**
Special Admission Requirements #18	• **Must be 18 or older** • **Must have a high school diploma or equivalent**
Graduation Requirements #12	**To graduate, a student must complete all prescribed coursework, earn a passing grade (this is a pass/fail short course) and be in good financial standing with IPS.**
Certification and Licenses #12, #21	• **IPS Certificate of Completion** • **No additional license is required**
Total Clock Hours	**This program is 96 hours.**
Final Tests or Exams	**Final Exam**
Required Internship or Externship	**None**
Enrollment Projection	**2025 2026 2027** **0 60 120**

Program Equipment #13

OSHA Certification	Course Syllabus/Curriculum Supplemental Instructional Videos Power Point Presentation Projector / Screen Student Desks/ Chairs Instructor Computer	1:1

STANDARDS FOR STUDENT ACHIEVEMENT #30

Student achievement is measured using a Pass or Fail system. All Students must pass all assignments, quizzes and tests in order to maintain satisfactory progress.
Trainees who fail examinations may restudy and try again.

STUDENT GRIEVANCE POLICY #34, #5

It is the student's right to be able to file a complaint. The purpose of this policy is to enable the student to resolve a complaint arising out of any alleged unauthorized or unjustified act or decision, other than a grade appeal. Students are encouraged to address their concerns promptly and to the appropriate channels such as academic to the instructor and administrative and financial to the IPS Nationwide staff. All complaints will be investigated thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint. All complaints are reviewed by management. Student will receive a response within three (3) business days.

A Complaint Form is given to the student the first day of class. All complaints must be in writing and submitted to the School Administrator At this address: 1911 Carnegie Avenue Santa Ana, CA 92705

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov

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

Website Address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897.

PROGRAM TUITION AND FEES #23

SCHEDULE OF CHARGES #24

SECURITY PROGRAM	Private Security Officer Armed & School Security Officer
HOURS	88
REFUNDABLE AMOUNT TUITION	$1500.00
NON-REFUNDABLE STRF FEE	$0.00

BOOKS/SUPPLIES (NON-REFUNDABLE)	$100.00
LOCAL AND STATE FEES	$365.00
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE	**$1965.00**
ESTIMATED SCHEDULE OF TOTAL CHARGES	**$1965.00**
TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT	**$1965.00**

LOCAL AND STATE FEES REQUIRED TO OBTAIL SECURITY LICENSE: #24

CA Guard Card Application: $50.00

CA Firearms Application: $80.00

CA Baton permit: $50.00

Live scan for no Firearms: $69.00

Live scan for Guard Card & Firearms Certification: $105.00

Fingerprint Rolling Fee: $25

Gun Range fees for Firearms Certification: $40

American Red Cross for First Aid CPR AED Training Certification cards: $27.00

SCHEDULE OF CHARGES #24

LOGISTICS PROGRAM	LOGISTICS AND SUPPLY CHAIN MANAGEMENT
HOURS	**96**
REFUNDABLE AMOUNT TUITION	$1,950.00
NON-REFUNDABLE STRF FEE	$0.00
BOOKS/SUPPLIES (NON-REFUNDABLE)	$300.00

LOCAL AND STATE FEES	$100.00
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE	**$2,350.00**
ESTIMATED SCHEDULE OF TOTAL CHARGES	**$2,350.00**
TOTAL CHARGES OBLIGATED TO BE PAID UPON ENROLLMENT	**$2,350.00**

NOTICE CONCERNING TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED #15

The transferability of credits you earn at (insert name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (insert degree, diploma, or certificate) you earn in (insert name of educational program*) is also at the complete discretion of the institution to which you may seek to transfer. If the (insert credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending IPS Nationwide to determine if your certificate will transfer.

IPS does not have an articulation agreement with any other institutions and that includes colleges, universities or any other training facilities. IPS does not accept transfer students from any outside school.

Credits earned from any other institution are not acceptable by IPS unless it is a continuation for the Guard Card levels as well as other additional courses.

POLICIES AND PROCEDURES REGARDING EXPERIENTIAL LEARNING #18

The Bureau of Security and Investigative Services does not allow any institution to provide credit for prior experience; unless it is a continuation for the Guard card levels. If the student currently holds a Guard Card from the 8hour training, he or she will still need to complete the required hours of training including the 40 hours. **IPS does not give credit for previous educational training or professional experience.**

ADMISSION OF STUDENTS FROM OTHER COUNTRIES #17

IPS is proud to welcome all students from all over the world. IPS does not provide I-20 forms for individuals seeking student visas or any type of visa services. Furthermore, it does not vouch student status.

ENGLISH AS A SECOND LANGUAGE #19

All security training classes at IPS are taught in English. No English program is offered at this moment; therefore, the student is expected to have the necessary English proficiency level in order to be part of this training. Foreign students may show proof of language proficiency, such as a passing score on **TOEFL of 450 on the paper test (Test of English as a Foreign Language). This test should be taken at a third party agency**.

Language Assistance Policy

If a students primary language is not English the student may bring an interpreter, when signing the enrollment agreement to obtain a clear understanding of the terms and conditions of the enrollment agreement in the students primary language.

FINANCIAL AID, LOAN POLICIES AND OTHER DISCLOSURES #27, 29

IPS does not participate in federal and state financial aid programs. Any student enrolled in an unaccredited institution is not eligible for federal financial aid.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.. **#28, 29**

IPS Nationwide is not accredited or recognized by the United States Department of Education. No accredited or unaccredited degree program is offered at IPS and that includes bachelors, masters, and doctoral degrees. IPS shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in the program.

STUDENT TUITION RECOVERY FUND (STRF) #24

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (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 noncollection 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.

MAINTENANCE OF STUDENT RECORDS #38, #39

IPS will retain all students' information files for a minimum of 5 years whether the program is finished or not. Transcripts will be held for 5 years from the students date of withdraw or completion.. Hard copies will be maintained at **1911 Carnegie Avenue Santa Ana, CA 92705.** Student files shall be available for inspection and copying during

normal business hours, Monday through Friday and may be charged reasonable costs actually incurred for the use of equipment and material to make copies as specified in Section 1563(b) (1) of the Evidence Code:

"Reasonable cost," as used in this section, shall include, but not be limited to, the following specific costs: ten cents ($0.10) per page for standard reproduction of documents of a size 8 1/2 by 14 inches or less. IPS will also maintain a second set of all academic and financial records in digital format off-site, which are maintained in a manner secure from damage or loss.

Transcripts are held indefinitely by IPS Nationwide

LEAVE OF ABSENCE #33

Leave of absence (LOA) may be taken up to one year from start of program, for any reason, at the discretion of the paying department or agency. Fees must be paid for each completed module at the beginning of the leave of absence. Student must re-start training prior to the one-year leave of absence. LOA must be in writing and must also be pre-approved by the Student Services Director. The letter must include the dates. The length of A Leave of Absence is up to 14 days at a time. Students who fail to return from a LOA on their scheduled return date will be terminated and will be considered dismissed as of the last day of attendance prior to the start of their LOA.

PROBATION, DISMISSAL, AND STUDENT CONDUCT #32

Students are expected to conduct themselves in a respectful and professional manner at all times. The same respect is expected from faculty and any person who is part of the staff. The school reserves the right to suspend or dismiss any student who does not abide by school regulations.

The following conducts may result in probation or dismissal:

- Inappropriate or unethical conduct
- Theft or destruction of equipment, school or student property
- Plagiarism
- Verbal and physical abuse towards anybody on school property
- Failure to meet attendance policies or academic standards
- Illegal possession of firearm or any other weapon without permission
- Possession, use or sale of illicit drugs and alcoholic beverages on school property
- Smoking on school property
- Violation of any school regulation

NON-DISCRIMINATORY POLICY

IPS does not discriminate against any individual on the basis of age, sex, race, color, creed, financial status, religion, national and ethnic origin, handicap, political affiliation or sexual orientation in the administration of its educational program or employment practices if applicable.

SEXUAL HARASSMENT

Sexual harassment of or by any student is unquestionably prohibited. It is IPS's policy to maintain an environment free of any form of discrimination and sexual harassment is one of them. Sexual harassment involving a staff member, a student or any individual on school property is forbidden. This policy is applicable to individuals of the opposite sex as well the same sex.

PLACEMENT ASSISTANCE #36

Job placement assistance is provided to graduates at no additional charge. Upon successful completion of the full training, assistance may either be conducted via phone, emails or on-site employers. Job placements are never 100% guaranteed since it depends on availability. On graduation day, the student will receive a certificate of completion, other certificates (depending on Guard Card clearance), referrals, and official letter of recommendation from the school (upon request).

HOUSING ASSISTANCE 37.A, 37.B, 37.c

IPS security training is a non-residency program. The school does not have dorms nor does it provide housing assistance. IPS has no responsibility in finding housing for students. The price range for a one-bedroom apartment as of January, 2026, near the school area ranges approximately from $2,200 to $3,100 per month.

STUDENT SERVICES #35

IPS provides on-site training resources, employment brochures, guidance and counseling should the student request any type of help related to the program. IPS faculty and staff members are available for help throughout the student's enrollment as well as post graduation, especially regarding licensing and job placement.

The student's success is essential to IPS. If a student is encountering problems related to transportation, child-care, finances or any problem that could jeopardize the attendance of the training, he or she is strongly advised to let the instructor know in case help is available right away.

FEDERAL PRIVACY ACT

The Federal Privacy Act of 1974 requires IPS to notify students that their social security number may be disclosed under certain circumstances. Social security numbers are used to verify students' identities and to process the awarding of funds, collection of funds and tracing of individuals who have borrowed funds from federal, state or private programs.

STATEMENT ON BANKRUPTCY

IPS Training has not filed bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, nor has had a petition in bankruptcy filed against it within the preceding 5 years that resulted in re-organization under Chapter 11 of the U.S. Bankruptcy Code. #8

EQUIPMENT PER CLASS #13

Course Name	**Equipment**	Equipment to Student Ratio

CPR – First Aid – AED (Defibrillator)	Adult CPR Practice Dummies Child CPR Practice Dummies Infant CPR Practice Dummies Defibrillator Sanitation Masks Supplemental Instructional Videos Power Point Presentation Projector / Screen Student Desks/Chairs Heartsaver DVD Set Heartsaver First Aid CPR AED Instructor Manual with Lesson Maps and Instructor CD Heartsaver First Aid CPR AED Student Workbook with Heartsaver First Aid Quick Reference Guide Hearsaver CPR AED Adult, Child & Infant Reminder Card	
California Guard Card Certification	Course Syllabus/Curriculum Exam Materials Supplemental Instructional Videos Power Point Presentation Projector / Screen Handcuffs Student Desks/ Chairs	
Taser Training/ OC Spray	Projector/Screen Instructor Computer Course Syllabus/Curriculum PowerPoint Presentation Exam Materials Student Desks/Chairs Simulator Simulator X26 Taser Simulator Pepper Spray X26 Taser and Training Cartridges C2 Taser and Training Cartridges Practice Pepper Spray Canisters (water)	

California Baton	Course Syllabus/Curriculum Exam materials Supplemental Instructional Videos Power Point Presentation Projector / Screen Baton Padded Baton Strike Pads Student Desks/Chairs	
Arrest and Control	Course Syllabus/Curriculum Supplemental Instructional Videos Power Point Presentation Projector / Screen Handcuffs Student Desks/ Chairs Instructor Computer	

ACKNOLEDGEMENT OF RECEIPT

I have received a copy of the IPS Nationwide catalog. I have read the policies, regulations, course completion requirements, costs, payments and refund policies. I have asked all questions in relation with this program and I understand what is expected of me while attending the program.

I certify that I have received a copy of the catalog, school performance sheet, completion rates, placement rates, license examination passage rates, as well as salary/ wage information included in the school performance Fact sheet.

Student Full Name: _____

Student Signature: _____ Date: _____

School Representative Signature: _____ Date: _____