

Catalog

Program Year: July 1st, 2023 – June 30th, 2024



**1460 Washington Blvd. Ste. 205
Concord, CA 94521**

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Administrators and Staff

Administrators:

John Tang, Ph.D.

President

G. Paul Giomi, M.S.

Vice-President

Admissions and Placement Officer

Emma Botea, M.A.

Student Advisement

TBA

Bursar Office

TBA

School Secretaries and Attendance Staff

Secretaries and attendance staff are available Monday through Friday from 7:30 a.m. to 9:00 p.m.

Attendance Secretary, Juana Enriquez-Tang

510-384-2452

Website

<https://www.cheapcharlies.net>

School Calendar

The following holidays will be observed by the school and classes will not be held. Holidays are not counted as part of the contracted time schedule and are calculated into your contract.

Observed Holidays

New Years Day

Martin Luther King Day

Independence Day

Memorial Day

Labor Day

Thanksgiving

Christmas

Classroom Locations

1460 Washington Street Suite 205
Concord, CA 94521

Online resources

<https://www.cheapcharlies.net>

Mission Statement

The mission of Cheap Charlies Test Prep Academy (CCTPA) is to promote excellence in academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce.

Instructor Requirements

All instructors for CCTPA have a minimum of 3 years working in an IT or computer related field with experience working at a private or public educational institution teaching related subjects.

Name	Years IT Teaching or IT Work Experience
Gary Paul Giomi, MS	30+ yrs
Aaron Boisseau, AS	30+ yrs
Sounthay Monokham, BS	8 yrs
Richard Horne, A+, N+, S+	5 yrs

Catalog Period and Annual Updates

This catalog covers the program year 2021/2022. The program year began on July 1st. 2021 and will end on June 30th 2022. The school catalog will be updated annually and published on July 1st. of each year. Updates will include any pertinent changes to CCTPA educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation.

Access to the School Catalog

All students will be given a printed copy of the current program year's school catalog at their time of enrollment. Additionally, the current program year's school catalog will be published on the school website: www.cheapcharlies.net. All prospective students and interested parties will be directed to the school website for access to the catalog.

Class Schedules

The total hours of each program vary and are dependent upon the curriculum. Business hours are from 7:30 a.m. until 9:00 p.m. Monday through Friday and from 8:30 am until 2:00 pm on Saturdays.

- Classes are scheduled for 2 hours Monday through Friday from 12:00 pm (noon) to 2:00 p.m. Subject to change per term, due to circumstances.
- Saturday classes are scheduled from 8:30 a.m. until 2:00 p.m.
- Make-up sessions are scheduled Wednesday evenings and Saturdays

Program Starting and Completion Dates (October 2, 2021 to October 27, 2022) – 2021 to 2022

August 31st to October 23rd 2021
January 4th to February 26th 2022
April 26th to June 18th 2022

October 26th to December 18th 2021
March 1st to April 23rd 2022

Registration Requirements

Cheap Charlies Test Prep Academy is currently only accepting students who are located in the California Bay Area and have the proper documentation to live and work here. Currently, no F-1 visa students, even with the proper documentation and living in the Bay Area will be eligible to enroll. There is no F-1 visa exchange program. The requirements are listed below.

Students may register for courses up to one week (5 business days) prior to the start of classes. Students must register in person with the admissions officer. Please bring or have the following with you:

- 9th Grade level proficiency in English. At time of registration, person registering the student will speak only English and determine if student has sufficient English skills to enroll in the program. All course instruction will be conducted in English. No English as a Second Language training will be offered.
- Identification (current driver's license, birth certificate, passport, green card-if the student is a permanent resident of the U.S.)
- High school certificate or G.E.D. certificate
- Foreign nationals who are U.S. permanent residents must provide proof of a TOEFL exam with a score of 83 or higher.
- Initial payment for administrative and tuition fees (we accept cash, personal checks and all major credit cards) will not be charged at time of registration. Students will have until 4 months to pay ½ of their tuition and the end of the program to pay the remainder. Students receiving financial aid from an outside institution or who have procured a student loan from an outside institution should bring documentation of such when registering.

Financial Aid

Cheap Charlies Test Prep Academy currently has no Federal Student Loan program and no financial assistance programs available. All or any student loans and financing are up to the perspective student to explore and apply for.

School Policies

Entrance Requirements

1. All students must be at least eighteen (18) years of age on or before the first day of class.
2. Students must possess a High School Certificate or a General Education Development (G.E.D.) Certificate.
3. The minimum educational requirement for enrollment is the Ability to Benefit which is defined as:
 - A. Ninth (9th) grade reading and math level as measured by the Wonderlic.
 - B. An interview with the admissions officer to review the Wonderlic scores of the student and discuss any prerequisites needed for enrollment.

Acceptance of Credits Earned at Other Institutions

CCTPA does not have articulation agreements with any other educational institutions. Therefore, credits from other institutions will not automatically transfer to CCTPA. However, an enrolling may demonstrate mastery of a specific course by passing a “challenge examination”. The passing score for a challenge examination will be set at 70% or greater. Challenge examinations will be roughly equivalent in duration and complexity to the final examination for a CCTPA course.

Foreign Student Enrollment

CCTPA is currently not accepting foreign student on F1 or J1 visas. Foreign nationals who have permanent resident status in the United States are welcome to apply to CCTPA.

Housing

Currently, Cheap Charlies Test Prep Academy has no housing facilities or arrangements with any entity to provide housing for students. CCTPA has no responsibility for finding or assisting students in finding housing. Students will be responsible for procuring their own housing.

Housing located reasonably near CCTPA at 1460 Washington Blvd. in Concord is available. The average rent of a studio apartment in Concord is currently \$1,662 per month. The average rent for a one-bedroom apartment in Concord is currently \$1,795 per month. A list of available housing units can be found on www.craigslist.com and

www.apartmentlist.com.

Job Placement

There are currently no job placement services provided by CCTPA. CCTPA will introduce students to Robert Half International, Manpower Inc., and other employee recruitment firms that include a specialization in placing IT professionals. Recruitment firms are the most common means for students to gain access to entry-level professional positions in the field of Information Technology.

Cancelation Policy

Students will have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. This must be done in writing and delivered to the school administrator.

Withdrawal Policy

Student will have 7 days after the start of each course to withdrawal a given course. Students who withdrawal from a course will be given the option of enrolling in a different section of the same course or to cancel their contract. This must be done in writing and delivered to the school administrator.

Attendance Requirements

Cheap Charlies Test Prep Academy records the daily attendance of each student in accordance with state guidelines. Records of student's attendance will be kept on file and are available for student review. This school requires students to be in attendance for 80 percent of the program. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. Students who have greater than 20 percent absences will have their case reviewed by the school director with the likelihood of being dropped from the program. Students who realize that their absence will extend beyond 20 percent of the program have the option of requesting an official leave of absence.

Leave of Absence

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. The request for a leave of absence must be submitted to the attendance officer in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.
3. Leaves of absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract. Should a leave request take the

student beyond the contracted completion date, the student may be subject to re-entry under a new contract or an amended contract. If the student does not re-enter within the contracted schedule and does not arrange for a contract amendment then the student's contract will be terminated. When appropriate the student may be entitled to a refund in accordance with the school's refund policy.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the attendance officer before returning to class. Leave of absences that extend beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up lessons lost prior to reentry into the program.

Class Cuts

Hours lost due to cutting class will be recorded as absences. Students are responsible for making up class work and assignments. Missed lessons must be made-up in order to meet the minimal attendance and graduation requirements. Students will need to meet with the attendance officer before returning to class.

Make-up Work

In order for students to meet their educational goals they must receive instruction in all aspects of the program. Lessons missed due to absences, or a leave of absence need to be made up. The student must makeup missed classes and assignments within five (5) business days of returning to school. Please refer to the school's make-up schedule for days and times available. Students should meet with their instructor to get missed assignments. Students who do not take advantage of the school's make-up policy may need to arrange for private instruction at an additional cost to the student. Private instruction will incur additional fees at the rate of \$20 per hour. When applicable, should the student request to wait until the missed lesson is offered in another class the student needs to be aware that this may change their completion date. The student will need permission from the school director for a change in completion date and may result in a contract amendment.

Tardiness

Developing good work ethics is an important part of the training at Cheap Charlies Test Prep Academy. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

It is the responsibility of the student to make up missed assignments. Cheap Charlies Test Prep Academy encourages students to plan to arrive at the school at least 10 minutes before the start of class.

Code of Conduct

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct
2. Missing more than 20 percent of instruction time
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to

dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibilities of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy

Students that have been dismissed from the school and are requesting re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct the student may have to meet with a review panel before re-entering the school. The decision of the review panel is final and the student will receive a letter within five business days from the school director stating the decision of the panel.

Credit for Previous Training

Cheap Charlies Test Prep Academy is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a program proficiency test. The minimum passing grade is 75 percent proficiency on the tested information. Students wishing to receive recognition for previous training must show proof of previous training. No additional charges will be applied to the student wishing to take a proficiency exam. Students can appeal the results of their proficiency exam or transfer credits to the president or vice president of Cheap Charlies Test Prep Academy. **All students will be notified within 1 business week of taking any proficiency tests or turning in of any documents and assignments as to the outcome.**

The transferability of credits you earn at Cheap Charlies Test Prep Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in The Information Technology Technical Support Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the 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 Cheap Charlies Test Prep Academy to determine if your certificate will transfer.

At present, Cheap Charlies Test Prep Academy has no arrangements or agreements with

any other university, college, or institution that will accept its courses or credits. Also, currently none of Cheap Charlies Test Prep Academy programs are accredited with any accrediting agency recognized by the United States Department of Education.

Student Complaint/Appeal Process

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student’s full name, last four digits of their social security number (or student number), and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director and/or appeal panel. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. The decision of the director and/or appeal panel is final. Should the contract be cancelled by either the student or the school the date on the complaint letter will be used as the date to calculate any refund in accordance with the school’s refund policy.

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.

Grading System

The competencies taught in each program offered at Cheap Charlies Test Prep Academy will be evaluated using written examinations and skill development tests. The minimal grade for graduation is 75 percent. Students who achieve lower than 75 percent will not be awarded a Certificate of Completion and may be dropped from the program.

<u>Letter Grade</u>	<u>Grade Percentage</u>	<u>Description</u>
A	90 – 100	Excellent

B	80 – 89	Above Average
C	70 – 79	Average
F		Failure
INC.		Incomplete
WD		Withdraw
WP		Withdraw Passing
WU		Withdraw Unsatisfactory

A student's Grade Point Average (GPA) is based on the sum of all grades received through testing and divided by the total number of tests.

Grading of Distance Learning Components

There will be a maximum turn-around time of two days for the grading of course assignments and examinations that were completed online using TestOut.com educational platform. The gradebook for each class will be kept on TestOut.com and students will have access to the gradebook at all times. Additional feedback for online submitted assignments or exams may be delivered to students via email.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination to arrange for a make-up examination. If the student does not make arrangement to take missed examinations, then a failure grade will be given. Students who withdraw and are passing the program will be given a WP (withdrew passing). Students who withdraw and are not meeting the minimum grade point average will be given a WU (withdrew unsatisfactory grades).

Probation For Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance in accordance with a make-up schedule. Students who are unable to increase their grade point average may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Student Evaluation Techniques

A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Students should make arrangements for additional practice, independent study or tutoring. Tests will be both cognitive and psychomotor with the psychomotor skills being measured against industry standards. This allows students to keep a record of their progress. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects. A final test will be given at the end of each course to determine the amount of learning that has occurred.

There are no internships or outside related work that will be required for any student to graduate or complete the program. However, should the opportunity present itself for an internship or related work, it will be made available to all students who might be interested, but it will be up to them to decide if they wish to apply and accept such work. Should such a situation develop, students will only be allowed to accept outside work if it doesn't interfere with their attendance and studies.

Instructor Evaluation Techniques

Instructor evaluations are conducted at the end of every program. Evaluations are reviewed by the Program Director and used to improve instructor quality.

Withdrawing from School

Student withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Students who wish to initiate a withdrawal must fill out a withdrawal notification and submit it to the school director. This document must contain the student's name, student ID number, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

Student Records

CCTPA shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:

- a) The educational programs offered by the institution and the curriculum for each.
- b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.
- c) Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16 of the California Education Code (CEC).

- d) A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:
 - 1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by CEC regulations.
 - 2) For a record that is current, the institution maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at the institution's primary administrative location in California. For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two (2) business days.
 - 3) The institution has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by CEC Regulations to inspect and copy records; and
 - 4) Any person authorized by CEC regulations or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.
- e) The institution shall maintain a second set of all academic and financial records required by CEC regulations at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.
- f) All records that the institution is required to maintain by CEC regulations shall be made immediately available by the institution for inspection and copying during normal business hours by the BPPE and any entity authorized to conduct investigations.
- g) If an CCTPA closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by CEC regulations for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.

The records that the school will maintain are as follows:

- a) CCTPA shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled with our educational program.
- b) CCTPA shall maintain, for each student granted a certificate by that CCTPA, with a permanent record of all of the following:

- 1) The degree or certificate granted and the date on which that degree or certificate was granted.
- 2) The courses and units on which the certificate or degree was based.
- 3) The grades earned by the student in each of those courses.

Student records are maintained by the school secretary and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes and/or changes in financial aid. All records are private and are handled with confidentiality.

Notice Concerning Transferability of Credits and Credential Earned at Our Institution

The transferability of credits you earn at Cheap Charlies Test Prep Academy, LLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in “IT Technical Support Training Program” is also at the complete discretion of the institution to which you may seek to transfer. If the 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 Cheap Charlies Test Prep Academy, LLC to determine if your certificate will transfer.

Currently, Cheap Charlies Test Prep Academy, LLC has not yet entered into an articulation or transfer agreement with any other college or university.

Refund Policy

Should the student’s enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The institution shall refund 100 percent of the amount paid for institutional charges, minus non-refundable charges, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. Non-refundable charges will include the Student Tuition Recovery Fund fee and fees paid for one-on-one tutoring, if any.
2. The institution shall have a refund policy for the return of 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 pro rata refund.

3. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:
 - (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

Student Tuition Recovery Fund

The STRF is a fund administered by the Bureau for Private Postsecondary Education (Bureau) that relieves or mitigates economic loss suffered by a student while enrolled in a qualifying institution – generally, one that is approved or registered by the Bureau.

At the time of his or her enrollment, the student must have been a California resident or enrolled in a California residency program, prepaid tuition, and suffered economic loss.

Effective **April 1, 2022**, the Student Tuition Recovery Fund (STRF) assessment rate will change to \$2,50 per one thousand dollars (\$1,000) of institutional charges. (5, CCR Section 76120)

STRF Requirements

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.

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 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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 CEC regulations 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 CEC regulations 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."

Students can fill out a Student Tuition Recovery Fund Assessment Reporting Form at:

<https://www.bppe.ca.gov/lawsregs/strf.shtml>

All students are responsible to repayment of all loans and interest that they may have acquired to pay their tuition.

Loan Repayment Requirement

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. If a student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds. A student who has a student loan and withdrawals from the program is responsible for notifying the loan institution of the withdrawal from the school. This notification should be done in writing.

Tuition and Additional Costs

The following is the schedule of total charges for the program. There will only be a single charge for the program. Thus, the total charges for a period of attendance are the same as the same as the estimated schedule of total charges for the entire program.

Program Title	Hours	Tuition	Administrative Fee	Books/Supplie	Student Tuition Recovery Fund (STRF)	Total
IT Tech Support	320 hrs. in class 160 hrs. homework	\$3,500	\$0	\$120	\$10.00	\$3,630.00

Parking: There is no charge for parking at CCTPA.

Private Tutoring (optional): Private tutoring will be procured on an hourly basis.

Students who carelessly damage school property or equipment may be required to pay the repair or replacement costs. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

Grants, Student Loans and Scholarships

The Cheap Charlies Test Prep Academy does not award grants or scholarships at this time. We do honor grants and scholarships that our students have been awarded from outside organizations.

Credit Disclaimer Statement

The Cheap Charlies Test Prep Academy does not offer college credit courses. The use of the term credits refers only to financial credit towards grants or student loans. It does not refer to academic credit. The Cheap Charlies Test Prep Academy is not approved to offer college credits. The Cheap Charlies Test Prep Academy is a private institution that is approved to operate by the Bureau for Private Postsecondary Education in compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

Cheap Charlies as an institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Facilities

The Cheap Charlies Test Prep Academy features a fully air conditioned, well lighted facility with a reception area, administration offices and computer training classrooms. The school has a break area with a coffee pot, bottled water, and a refrigerator. Both male and female lavatories are available. We do not employ a nurse or have any medical staff available. There is parking available in a well-lighted parking lot.

All courses are held on-site with a live instructor. Students with health or medical issues, such as COVID-19, can join the lecture portion of the course via teleconferencing using www.zoom.us. However, these students will need to schedule a time to come to class to make-up in-class lab exercise.

Equipment and Materials

Students will be working on a combination of desktop and laptop computers while on site. All computers used by students will have Intel i5 (or newer) CPUs with lesser models available to disassemble, reassemble, upgrade, and repair for additional hands-on experience. All workstation computers students will be using are connected to the Internet with appropriate malware software installed. Enrolled students will be given a computer tool kit, grounding straps, and CAT 5e twisted pair cables. Students will be given access to network printers, switches, crimping tools and necessary jacks/plug to build an ethernet cable. seven

The Faculty

The faculty at CCTPA consists of G. Paul Giomi, M.S., Aaron Boisseau, A.S., Richard Horne, and Sounthay Manokham, B.S. G. Paul Giomi currently holds a M.S. in Network Engineering and have 30+ years of experience teaching information technology courses. Mr. Giomi is also a Cisco Certified Academy Instructor. Aaron Boisseau has an A.S. degree along with the A+, Network+, and Security+ certifications. Mr. Boisseau has over 20 years of teaching experience including many years as an information technology boot camp instructor along with Unitek Education. Richard Horne currently holds the A+, Network+, and Security+ certifications. Mr. Horne has over 5 years of experience as an information technology support technician and has taught IT courses in a distance learning environment. Sounthay Manokham holds a B.S. degree in electronic engineering and has over 10 years of experience as an IT support technician.

Library Resources

There will be no official library or library recourses. All materials provided to students will be available online through TestOut.com and via the Library Genesis web portal (i.e., [www. http://libgen.rs](http://libgen.rs)). Each enrolled student will be given an account on TestOut.com that will be linked to the student's email address. Should a student not have a valid email address, CCTPA will create an email account for them. Enrolled students will have up to 18 months to use the TestOut.com course materials associated with each CCTPA course. Library Genesis can be freely accessed online through any web browser. The site features a substantial collection of technical manuals and textbook that are relevant to the IT Tech Support Training program at CCTPA.

Student Catalog Review

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 will be provided to you prior to signing an enrollment agreement.

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

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site 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

Programs Offered at Cheap Charlies Test Prep Academy

The Information Technology Technical Support Training Program

The goal of the IT Technical Support Training Program is to provide students with the skills necessary to 1) pass IT industry certification examinations (specifically the CompTIA A+), and 2) prepare students for entry level careers in the field of Information Technology. Successful students will the knowledge, troubleshooting skills, and customer service skills necessary to be able to work as Helpdesk Technicians, Desktop Support Technicians, and Audio-Video Technicians. A total of 480 clock hours are required for the completion of this program.

Program Objectives

Using lecture, computer-based homework assignments, and hands-on lab exercises that simulate a typical work environment for the field, the IT Tech Support Training Program will provide students with the basic skillset necessary to serve as desktop support

technicians, telecom support technicians, audio-visual support technicians and other related positions. Additionally, students will be prepared for CompTIA industry certifications and will participate in simulated certification examination.

All courses are held on-site with a live instructor. Students with health or medical issues, such as COVID-19, can join the lecture portion of the course via teleconferencing using www.zoom.us. However, these students will need to schedule a time to come to class to make-up in-class lab exercise.

All courses will include a final exams and other exams. To pass any given course, a student must pass each exam at the 70% or higher grade. Each student will be allowed one retake for any exam with a score below 70%. There will be no required internships or externships for this program.

A+ Hardware (CompTIA 220-1001) – 80 hours in class / 40 hours of homework

This course introduces students to the concepts and main components of the CompTIA A+ 220-1001 Certification Exam, which measures the necessary competencies for an entry-level IT professional. Students will be trained in how to: 1) assemble components based on customer requirements, 2) install, configure and maintain devices, PCs and software for end users, 3) understand the basics of networking and security/forensics, 4) properly and safely diagnose, resolve and document common hardware and software issues, 5) Apply troubleshooting skills, 6) provide appropriate customer support, and 7) understand the basics of virtualization, desktop imaging, and deployment.

Note: To pass this course, a student must complete a minimum of 80% of the lab and homework assignments, and a student must pass all exams with a score of 70% or higher. Each student will be allowed one retake for any exam with score below 70%.

A+ Software (CompTIA 220-1002) – 80 hours class / 40 hours of homework

This course introduces students to the concepts and main components of the CompTIA A+ 220-1002 Certification Exam, and covers the skills required to install and configure PC operating systems, as well as configuring common features (e.g. network connectivity and email) for mobile operating systems Android and Apple iOS.

Note: To pass this course, a student must complete a minimum of 80% of the lab and homework assignments, and a student must pass all exams with a score of 70% or higher. Each student will be allowed one retake for any exam with score below 70%.

Network+ (CompTIA N10-007) – 80 hours class / 40 hours of homework

This course introduces students to the concepts and main components of the CompTIA Network+ N10-007 Certification Exam, which measures the necessary competencies to configure, manage, and maintain essential network devices. Additionally, the course will cover the use of devices such as switches and routers to segment network traffic and

create resilient networks. Students will be able to identify benefits and drawbacks of existing network configurations, as well as implement network security, standards, and protocols. Finally, students will be able to troubleshoot network problems and support the creation of virtualized networks.

Note: To pass this course, a student must complete a minimum of 80% of the lab and homework assignments, and a student must pass all exams with a score of 70% or higher. Each student will be allowed one retake for any exam with score below 70%.

Security+ (CompTIA SY0-501) – 80 hours class / 40 hours of homework

This course introduces students to the concepts and main components of the CompTIA Security+ certification exam. The course will go through the principles of organizational security and the elements of effective security policies. Student will be introduced to strategies developed by cyber adversaries to attack networks and hosts and the countermeasures deployed to defend them. The technologies and uses of cryptographic standards and products will be introduced. Students will be taught how to install and configure network-based and host-based security technologies and will be able establish wireless and remote access security. The course will also identify strategies for ensuring business continuity, fault tolerance, and disaster recovery.

Note: To pass this course, a student must complete a minimum of 80% of the lab and homework assignments, and a student must pass all exams with a score of 70% or higher. Each student will be allowed one retake for any exam with score below 70%.

Skills Acquired – Job Qualifications

Once students have completed The Information Technology Technical Support Training program, they will be qualified for entry level positions as a computer help desk technician, computer technical support or an entry level position in the Information Technology (IT) department. Their job requirements will include computer support and maintenance, technical problem solving, and troubleshooting network problems.

Occupational Classification Codes

The United States Department of Labor’s Standard Occupational Classification codes for the jobs that the CCTPA students will be trained for include the following:

15-1232 Computer User Support Specialists

15-1231 Computer Network Support Specialists

49-2022 Telecommunications Equipment Installers and Repairers

43-4199 Information and Record Clerks