



California Security Training Academy

6130 Freeport Blvd. #202. Sacramento, CA 95822

Phone. (916) 399-2010 Fax. (916) 399-2009

www.CASecurityTraining.com

The Oldest Security Training Institution in California est.1972



WE ARE A PRIVATE INSTITUTION
APPROVED BY BOTH THE
BUREAU OF SECURITY AND
INVESTIGATIVE SERVICES & THE
BUREAU FOR PRIVATE
POSTSECONDARY EDUCATION
BSIS #1375 BPPE#3402941
We proudly accept Veterans Post
9/11 Chapter 33 Benefits



January 1st, 2015 – December 31st, 2015

Announcement



California Security & Investigations Academy, Inc. dba

California Security Training Academy (C.S.T.A) since 1972

Bureau for Private Postsecondary Education #3402941 www.bppe.ca.gov
Bureau of Security and Investigative Services Facility license # 1375 **ph:(916) 575-7000**

CSTA has approval to operate as stated by the BPPE. Approval to operate means compliance with State standards as set forth in the California Private Postsecondary Education Act of 2009.

California Security Training Academy *Incorporated in 2002 to become* **California Security and Investigations Academy, Inc** *(dba CSTA)*

The below are proud to belong to, own, teach and work for the betterment of this Academy and Security persons in our fine State

Margaret Seaman-Caballero, *Co-founder and CEO, CFO, COO*

Ken Gosling, *Senior VP & Company Secretary/Admin/Instructor, CAO*

Christina Martinez, *Office Manager/Admin*

Satina Davis, *Office Administrator*

*This catalogue negates all those of earlier edition.
Valid up to and including Dec.2015*

After the above date, Please call (916) 399-2010 for price confirmation, Thank you.

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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.

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HISTORY AND DEVELOPMENT

“At California Security Training Academy, we feel that vocational education is not just filling up a bucket, but lighting a fire.”

A quote from Dr. Steve Caballero, July 9, 1972.

California Security Training Academy (C.S.T.A.) was founded in 1972 by Steve Caballero, Ed. D., while he was serving as a detective sergeant with El Dorado County Sheriff’s Department. Steve felt the Security Industry at that time needed a professional school where training and professionalism were the main priority.

The School was opened in Sacramento, California and there began a long, professional association with the State of California and the Bureau of Security and Investigative Services. Prior to consolidating its operations into one California Regional Training Headquarters, C.S.T.A. had training facilities in San Diego, Los Angeles, San Leandro, Marin County, Fresno and Stockton, California.

California Security Training Academy (CSTA) was the first security training facility in California to become licensed under the BPPE and Vocational Education in 1989. Many of the high standards established by this academy have found their way into the administrative rules and regulations established by the Bureau of Security and Investigative Services, which now governs the conduct of California Security Professionals at every level. Dr. Caballero was invited to become a member of Bureau of Security and Investigative Services Advisory Committee in 1984 and assisted in the initial development of the baton and firearms manuals. He was an active member of the Committee, and was appointed by the then Governor to serve as a member for Disciplinary Review of Security Companies and remained so until he retired last year. He still regularly attends BSIS meetings to discuss the changes that BSIS are making and updating.

In 1998, Dr. Caballero was the featured speaker at a gathering of state security contractors at the California Highway Patrol Academy regarding the state requirement that security contractors complete a course of instruction related to Penal Code Section 832. At that time, state security contractors were required to complete this course of instruction to be eligible to obtain security contracts from state government agencies.

Dr. Caballero was able to communicate that security contractors whose officers trained only in Penal Code Section 832 aspects were more likely to create a high risk of liability for their clients because Penal Code Section 832 spells out the requirements for police officers, not security officers.

In 2004, Dr. Caballero was appointed by the Governor of the State of California to sit on the Security Disciplinary Board in Southern California.

~

In 1992 Peggy Seaman-Caballero assumed overall management of CSTA, from training curriculum to overseeing instructors, as co-owner. CSTA continued to grow because of the outstanding professional training and also has become ‘second home’ to many students who started a new productive life training with CSTA. Excerpts from the thank-you notes of past *“I will never forget the days at CSTA”, “Thank you for your instruction, guidance and patience during the class”* (1995). In 1997 – *“I recently completed your course in Security Guard Training. Upon beginning this course, I was a bit apprehensive as to my ability to complete it. With the superior abilities of your teaching staff, I feel I have accomplished a great deal. I wanted to tell everyone there, how much I appreciate their time and effort in showing me what I could accomplish. P.S. I found you guys very professional and very friendly.”* 1999 – *“I am writing to let you know how much I have appreciated the professional training you and the staff have imparted to me...”*

In 2002, California Security Training Academy incorporated and became California Security & Investigations Academy, INC., dba California Security Training Academy, aka C.S.T.A.

With the advent of social networking, CSTA receives many accolades on the web, but a few students still resort to the good ole hand written thank-you's. 2013 – *“Once again, thank you for the wonderful training experience...”*; written note as recently as 2014, *“...I have spent many years as a Sacramento City School District administrator and I was particularly impressed with the quality and professionalism of your office staff...”*. With the onset of various websites which may be questionable, as a resort to feedback, every student is asked to fill out an anonymous evaluation after every class. Available for anyone to see upon request, we have all evaluations on file and are proud to say they are 99.9% outstanding reviews. We are also proud that we hold the platinum BBB A+.

While professional training is the utmost priority at CSTA and every student that trains with us does not leave without the knowledge necessary to succeed in the Security industry, while here they feel a welcoming environment. Also, with the perfection of record keeping here at CSTA, the student may rely on us to reproduce any misplaced certificates or state forms. *PLEASE SEE BUREAU OF SECURITY & INVESTIGATIVE SERVICES COMPLIANCE LETTER ON BACK PAGE OF CATALOG.

VISION

We have seen, since 9/11, great improvement in the professionalism and credence in the Security Industry. The guard card has gone from two hours with the release of a temporary license where in anyone could work for three months without a background check, to the 40 hours of training for the guard card; with the ability to submit the BSIS license form request after completing the LiveScan in just eight hours. BSIS has given time increments to complete the guard card, but under this program the full forty hours will be completed.

With the advent of law enforcement cutbacks and the state of the economy, there is more opportunity than ever for the Professional Security Officer. As all training requirements and coding of certificates are meant at CSTA, (please see enclosed copy of BSIS Compliance Letter dated June, 2013 on the back page) CSTA has led the industry in both training and the maintenance of records for the last forty years. Our students have entered into Federal Contracts to Supervisory positions; many well paid positions with benefits. We often receive background checks on our students for Federal positions.

MISSION STATEMENT

At CSTA, insuring the future and the success of each student, regardless of the student's background or ability, is of primary importance. CSTA invites the most rigorous scrutiny and examination of its 40 year history of providing services and continuing support for all students and graduates. After the training is complete, all students are welcome to come back anytime to look at the notice board to check out the companies that offer employment in order to improve themselves or get employment with better benefits. In any event, we are always happy to see them. It is the objective of California Security Training Academy (C.S.T.A.) as it has been in the past, now and in the future, to continue to provide the best training to be found anywhere in the security industry in our GREAT STATE of California! Security professionals come from every walk of life. Whether their goal is part time or full time the challenge is still the same. Our graduates can expect to seek work in any of the various aspects of the security sector, knowing that employers will recognize the training they have received here as being the best available within our fair State and the U.S.A.

CALIFORNIA SECURITY TRAINING ACADEMY and CALIFORNIA SECURITY INVESTIGATIONS ACADEMY, INC. has been recognized as the premier Security Training and Firearms Training Academy throughout the State for the past forty plus years. We are proud to include a copy of our **COMPLIANCE INSPECTION by the BUREAU OF SECURITY & INVESTIGATIVE SERVICES*. CSTA keeps impeccable records on every student and can reproduce a copy of any certificate upon request should the student misplace his/her document. **Please see back page of catalog for Bureau of Security & Investigative Services Compliance Letter.*

CSTA ensures each student leaves with the most complete and up to date training and updates to continue throughout their career. We have always been happy to counsel or tutor should a student have any issues in any area of training. Students leave CSTA with skills to procure an entry level position in the Security field. The corporate embossed certificates received by the students for training are known throughout the area as portraying the finest education.

FACULTY

KEN GOSLING, Sr. Vice President/ Secretary/C.A.O./ Instructor

- 32+ years in security, UK, Europe and U.S.A.
- 6 years K9; 7 years Mobile Patrols
- 4 years Running own Security Company in UK + Europe
- Live Performance & EP For Various Artistes, Bands, TV, etc.
- Live Programs, Sport & Political, etc. for Several TV Companies
- On Location Security and Policing for Film & TV Companies
- 8 years Union Rep. for TGWU (UK)
- 15 years Management/HR
- B.P.P.E. Authorized instructor
- C.S.T.A. Comprehensive (400hrs) Course Graduate
- P.O.S.T. Certified Firearms Instructor
- B.S.I.S. Baton Instructor - TIB 1729
- B.S.I.S. Firearms Instructor - TIF 1877
- American Red Cross Certified First Aid & CPR/AED Instructor

PHIL CHACHERE, Instructor

- Veteran Police Officer
- Currently a PI
- Merritt College (Oakland, CA): Criminal Justice Instructor
- Certified Firearms Instructor by P.O.S.T, BSIS & DOJ
- Utah CCW-Certified Instructor
- NRA Certified Instructor for Pistol, Rifle, Shotgun, Home Defense
- Personal Protection, Security, LEO & Range Safety Officer
- Ruag Ammotec USA: Frangible Ammo, Steel Plate, Advanced Pistol Instructor
- Ground Zero Training: Certified SWAT Firearms Instructor
- Pro-Active: Shoot House Instructor
- Certified Armorer: Glock. S&W, Sig Sauer, Remington 870, Benneli Shotgun & AR-15
- TFFT: Certified VIP Protection & Firearms Graduate
- Taser International: Certified Advanced Taser Instructor
- Monadnock: Certified Baton Instructor
- Sabre Pepper Spray: Certified LEO Instructor; Pepper Ball Instructor and Armorer
- Laser Max: Certified Laser Sight Instructor
- B.S.I.S Baton Instructor – TIB 1850
- B.S.I.S Firearms Instructor TIF 1078

STEVE CABALLERO, Ed.D. - Founder of C.S.T.A.

- BA - Criminal Justice
- MA – Education
- Ed.D. – Education
- Grandmaster California Police Combat Association
- 17 years Law Enforcement
- Detective Sergeant, El Dorado County Sheriff's Department, Placerville, California
- Program Developer In Administration Of Justice, Sierra College - Post 832pc Instructor
- Faculty Member CSU Sacramento - Post 832pc Instructor
- Governor Appointed Council Member For Disciplinary Revue Committee Of Security Companies
- Expert Witness – Escalation Of Force - Use Of Force - Firearms
- Commission On Police Officers Standard Of Training (P.O.S.T.) Proctor - Firearms & Tactics
- Sacramento County Office Of Education - (P.O.S.T. Certified - Proctor 832PC Level III) 25 Years
- Bureau Of Security & Investigative Services Former Disciplinary Board
- Los Rios College District Faculty - Post 832PC - Arrest, Search & Seizure & Police Community Relations.
- Competitor: U.S. Judo Olympic Team 1964 Olympics, Tokyo, Japan

ADMINISTRATION

PEGGY SEAMAN-CABALLERO, President/ C.E.O/C.F.O/C.O.O

1964-Taught a sightless class, C.K. McClatchy High School

1965-1972-Managed Law Office of Seaman & Seaman

While attending Sacramento City College, AA

1972-1976-Hicok & Hewitt, Manager

Robbins & Hewitt, Started- up company

1976-1978-Computer Hardware, Admin Assistant to President

1978-1981-Institute of Reporting Sciences, San Francisco

1981-1983- Jessup Law Firm, Manager, San Francisco

1983-1985-E.C.C.O, Inc. Started up Corporation, Marin

1987-1989- Various Temp agencies

1989-1992- Cal-Farm Insurance, Corporate Legal Department

1990-1992- UCD Paralegal Program Graduate

1992-2003- California Security Training Academy – Owner/Sole proprietor W/ Steve Caballero

2003-Current – California Security & Investigations Academy, Inc.

C.E.O/C.O.O/CFO 2013 – President

CHRISTINA MARTINEZ, Office Manager

Interned At California Security Training Academy, 2008-2009

Gained the title of Office Manager, 2013

Currently pursuing an Associate's Degree in Science

SATINA DAVIS, Office Administrator

Served in the United States Army as a Military Police Officer

15+ years working for the State of California in various administrative capacities including the Youthful Offender

Parole Board, Board of Corrections, and the California Highway Patrol

Associate of Arts Degree, Administration of Justice, 2000

Contact Information

Ph: (916) 399-2010

Fax: (916) 399-2009

Web: www.californiasecuritytraining.com

email: information@casecuritytraining.com

Holidays and Hours of Operation

Long Term Classes are not scheduled on the following days:

- *New Year's Day*
- *July 4th*
- *Thanksgiving Day*
- *Christmas Day*

The School's regular business hours are:

8:45 A.M. to 5:00 P.M. (Check in 8:45) Monday through Friday (*and some weekends for individual classes*)

Training Locations & Facility Information

Classes will be held at 6130 Freepoint Blvd., Ste. 202, 210, and 212, Sacramento, CA. 95822

The Academy is conveniently located in an area easily accessible by aircraft, public and private transportation. Our site is located directly across from the Sacramento Executive Airport and has neighboring food and lodging facilities. It offers ample parking for both students and guests. Our building offers stairs and elevator access to our multi-office and classroom facility. It has forced-air heating, air conditioning, and is equipped with modern overhead lighting. Our combination lunchroom and kitchen offers tables and chairs for a place to socialize; a microwave oven, full size refrigerator and always a full pot of coffee to complete the scene.

Equipment and Materials Used for Instruction

Materials for lecture such as course work and office supplies will be provided by CSTA. We also use CPR/First-Aid simulators, mannequins, batons, handcuffs, and firearms for training purposes. Students will receive a 2" 3-ring binder with course materials and handouts for training and future reference.

Accommodations

This institution does not have dorms under its control, does not provide housing assistance; but does provide a range of rental housing in the area. Please see the following websites for housing options near our facility. The hotels can range anywhere from \$39.99 - \$140.00 a night and prices may vary. A hotel is conveniently located next door to our facility. *CSTA does not promote or recommend any specific hotel or motel.

www.hotels.com

www.comfortinn.com

www.bestwestern.com

Admissions Policy

Admission to the Academy for training is based on the following factors:

- *Proof of Citizenship or legal status (INS Card)*
- *18+ years of age*
- *Have no felony or violent misdemeanor convictions*
- *Must have high school diploma ,GED, or DD-214 *(For program students)*
- *Must pass an Ability To Benefit exam; if no high school diploma or GED**
- *English Proficiency equivalent to the 10th Grade level*

***Ability to Benefit**

Pursuant to section 484(d) of the Higher Education Act of 1965, those students that do not hold a high school diploma or GED will be eligible for enrollment to CSTA upon obtaining a passing score on an "Ability to Benefit" examination approved by the Department of Education. CSTA will accept the following: ASSET Program: Basic Skills Tests (Reading, Writing, Numerical -Forms B2, C2, D2 and E2). Passing scores accepted: Reading – 35, Writing – 35, Numerical – 33.

Class Size

The largest Classroom will accommodate up to twenty six (26) students. There is a kitchen available for students use with a refrigerator and microwave. In order to ensure each student has the best opportunity to learn; if a student has a problem in any area, we work with them individually. We realize that not everyone learns at the same pace; but that's okay – if you have the will to learn, we have the time to teach you. Our classes here at CSTA are offered in English.

Evaluation of Previous Education/Experience

CSTA does not certify for courses taken at other institutions. It is in your best interest to complete the full training to ensure complete knowledge of material that was learned previously.

Requirements For Registration/Licensure

A security guard must have in his/her possession a valid security guard registration or a screen-print of the Bureau's approval from the Bureau's web site at www.bsis.ca.gov, along with a valid photo identification, before working as a security guard. Our program exceeds the State requirements (40 hours – Levels I, II, and III) for licensure. The additional courses covered under our program are CPR/AED, First-Aid, Baton, and Exposed Firearm.

Security guards are employed by licensed private patrol operators to protect persons or property and prevent theft. To be eligible to apply for a security guard registration, you must:

- Be at least 18 years old
- Undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI); and
- Complete a 40-hour course of required training. The training and exam may be administered by any private patrol operator or by a certified training facility.

Ed. Code §94909

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

"The transferability of credits you earn at CSTA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in CSTA 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 CSTA to determine if your certificate will transfer."

PLACEMENT ASSISTANCE

(Vocational Rehabilitation Only). Upon Successful completion of each training program, graduates receive a graduation package. The graduation package will include the following (upon request):

- Official letter of recommendation from the school;
- Certificates of Completion
- Listing of Private and Public Security companies
- Referrals

PROBATION/DISMISSAL POLICY & CONDUCT

Students are expected to conduct themselves in a reasonable manner, reflective of the working world, and abide by school regulations. The school reserves the right to place students on probation or dismiss them from the school when necessary.

The following, although not all inclusive, are instances that lead to probation or dismissal:

- *Theft or destruction of school or student property*
- *Any type of dishonesty or cheating*
- *Verbal or Physical abuse of any person on school property*
- *Illegal possession of firearms or other weapon*
- *Intentional disruption of any school activity*
- *Possession, use, or sale of illicit drugs or alcoholic beverages during scheduled school hours*
- *Violation of school regulations*
- *Having, holding or concealing ANY weapons on the premises without prior permission from the faculty*

GRADING SYSTEM

An overall grade point average of 80 percent (80%) is required for successful completion of the training program, except in the case of *Powers Of Arrest* of which is open book and requires a grade of 100 percent (100%). The instructor grades each student. Grades are based on a combination of test scores and practical demonstration. Assistance will be rendered to students that have a problem.

PAYMENT

Third Party Payment (Companies, SETA, WIA, WIB, and EDD): **A Letter of Authorization for payment must be received prior to the beginning of training unless other arrangements have been made.** Payment in full is requested as soon as possible after beginning the course in order to process State licenses and order equipment if requested. **(State permits can take an average of 6–8 weeks to be issued after submission of application, this is a State operation that is out of our control.)** Equipment will be ordered upon receipt of payment and retained until the final week of the course. Note: Per CA law, batons cannot be issued until the State Guard Card has been issued. The custom fit body armor (vests) are made by another company over whom we have no control; delivery and wait times may vary.

CSTA does not participate in any federal financial aid programs.

ATTENDANCE POLICY

Students must keep good attendance

1. All hours must be completed
2. Any hours, or portion thereof, missed by a student, must be made up at a date specified by C.S.T.A.

****Make-up hours must be completed no later than two (2) weeks after course ends, except for a confirmed medical reason.**

LEAVE OF ABSENCE POLICY

- A. Leave of absence may be taken up to one year from start of program, for any reason, at the discretion of the paying department or agency.
- B. Fees must be paid for each completed module at the beginning of the leave of absence.

CANCELLATION/WITHDRAWAL POLICY

- A. Students may cease instruction at any time.
- B. Fees are collected only for completed modules.
- C. Students may drop out of any module prior to completion of the module with no penalty.
- D. Any loan or financing taken out by the student for any course is the responsibility of that student, including all interest accrued on that loan. Grants paid by any third party (SETA, WIA, EDD, etc.) will be refunded to that third party, NOT the student.
- E. The student has the right to cancel the enrollment agreement and obtain a full refund of charges paid through attendance and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

REFUNDS

Cancellation, withdraw, and refund can be made by the student at any time. Each student must provide a notice of cancellation in writing, and a 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. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

Pro rata - **CCR §71750(c) 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.

(2) Except as provided for in subdivision (c)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (c)(1) shall be refunded.

(3) Except as provided herein, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

(4) For purposes of determining a refund under the Act and this section, 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 its catalog.

All fees, including licenses, will be deducted from any money paid by a third party on the students' behalf and **the balance being paid to the third party, not the student.** If for any reason CSTA cancels the course a full refund will be made within 30 days.

STUDENT SERVICES

CSTA maintains a job board with current local employment opportunities available in the Security industry. We also provide informal counseling should the student request information regarding any material covered during the course or have questions regarding working within the Security industry itself. CSTA will create (upon request) duplicate copies of certificates or personal carry cards for a fee. Duplicate applications will be provided free of charge.

SETA/WIA SECURITY OFFICER I - TWO (2) WEEKS (80 Hours)

	<u>Curriculum Element:</u>	<u>Hours:</u>
1.	Powers to Arrest Level I	8
2.	Powers to Arrest Level II	16
3.	Powers to Arrest Level III	16
4.	Baton	8
5.	Firearms Awareness Class (Simulations-No BSIS license)	16
6.	Infant/Child CPR	4
7.	First Aid & Adult CPR/AED	4
8.	Copestone – Interview Techniques and Resume' Preparation	8

****All books and handouts for the class/s will be provided.
Batons/firearms (Including simulation) will be provided for
the class/s as required.
Red Cross equipment will be provided to suit the class.**

Total time is 80 Hours

Standard Equipment Package Includes:

- Double Lock Handcuffs
 - Double Handcuff Case, (Accumold)
 - Collapsible Baton (ASP)
 - Baton Holder (ASP Side Break)
 - Pepper Spray Can
 - Pepper Spray Holster, (Accumold)
 - Duty Belt, (Accumold)
 - Belt Liner (Two Piece Belt System),(Accumold)
 - Three Cell Alloy Flashlight
 - Flashlight Ring, (Accumold)
 - Silent Key Case, (Accumold)
 - Multi-fit radio pouch, (Accumold)
 - Four "Keepers" for duty belt, (Accumold)
 - CPR Mask & Gloves in a belt holder, and book, (Dynamed)
 - Training DVD (Baton)
- (*Accumold is a superior brand of Bianchi)

**Estimated Schedule of Charges for Entire Program/Charges for Current
Period of Attendance:**

- **No Equipment \$ 2030.00**
- **Standard Equipment Package \$2430.00**
- **Deluxe Custom Fit Body Armor (\$525.00) \$2955.00**

Itemization of Fees

*State permit fees and Livescan fees are paid to a 3rd party and required for participation.

Registration Fee **\$20**

State Permit* **\$50**
(For Guard Card – no Firearms Permit)
Non-refundable once applied for.

Livescan* **\$60**
(For Guard Card only)

Non-refundable once completed

Student Tuition Recovery Fund **\$0**
Non-refundable

Vest **\$525**
(If required)

Equipment **\$400**
(If required)

Tuition **\$1900**

STUDENT GRIEVANCE POLICY

An Administrator will be accessible throughout the student's training. Students may meet with the School Administrator before beginning classes to discuss any questions or problem areas, which might arise. Student will be given the Student Complaint Form, in duplicate, and the Course & Instructor Evaluation Form. Students will be told that any complaints should be submitted in writing to the School Administrator to: 6130 Freeport Blvd. Sacramento, CA 95822.

California Security Training Academy's complaint procedures are as follows:

1. All complaints will be investigated thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint.
2. Reject the complaint if, after investigation, it is determined to be unfounded; or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund, if any monies have been received, or the retraining of the student will be given if agreeable with the student.
3. Record a summary of the complaint, its disposition, and the reasons; place a copy of the summary, along with any other related documents, in the student's file, and make an appropriate entry in the log of student complaints as required by Section of 71920(b)(12) of Private Postsecondary.
4. If the complaint is valid, involved a violation of law, and is not resolved within 30 days after it was first made in writing by the student, notify the BPPE Council, the accrediting association, and law enforcement authorities of the complaint, investigation, and resolution or lack of. The person(s) who has duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege under Section 940 of the Evidence Code. If the authorized person does not provide all of the information required by this paragraph because of claim of privilege under Section 940 of the Evidence Code, the institution shall not appoint another person, who may not lawfully claim that privilege, to provide the omitted information.
5. If the complaint is valid, determine what other students may have been affected by the same or similar circumstances and provide an appropriate remedy to those students.
6. Implement reasonable policies or procedures to avoid similar complaints in the future.
7. Communicate directly to any person in control regarding complaints, their Investigation and resolution or lack of resolution.
 - a. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the School Administrator to resolve complaints and shall attempt to resolve complaints related to that person's duties.
 - b. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint procedure.

- c. If a student complains in writing, CSTA shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of CSTA's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection.
- d. The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

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

NON-DISCRIMINATION POLICY

California Security Training Academy does not discriminate, and will not accept discrimination from any student on the basis of Race, Creed, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin or Political Affiliation.

MAINTENANCE OF STUDENT RECORDS

California Security Training Academy will retain a permanent electronic file of all student records and courses or programs completed at C.S.T.A.'s primary administrative office located at 6130 Freeport Blvd. Suite 202; Sacramento, CA, 95822. Hard copy files will be maintained at the above location for a minimum of 5 years. Please contact Peggy Seaman-Caballero at (916) 399-2010 for questions regarding your student records. Duplicate records will be maintained off-site. If in the event that C.S.T.A. should close, all records shall be maintained at a specified location, and shall be available for inspection and copying during normal business hours 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.

ENGLISH AS A SECOND LANGUAGE

All instruction provided by CSTA is in English and we do not provide English language services. Students from other countries and/or students who speak English as their second language may be admitted but must provide proof of language proficiency, such as a passing score on a language proficiency test. Tests accepted by CSTA are TOEFL. CSTA will accept the Test of English as a Foreign Language (TOEFL) to determine eligibility. This examination will be administered by a 3rd party and the student will be responsible for paying the required fees. Upon completion of the examination, the student will need to provide CSTA with a copy of the test with a minimum score of 70.

STATEMENT OF COMMITMENT

California Security Training Academy is committed to preparing its students in the principles and practical applications of private security, also to improve the level of professionalism, a practical knowledge of the law, and what can and cannot be done by private security officers is stressed throughout all phases of the training program. California Security Training Academy is dedicated to training Security Officers to be highly capable of protecting the employers against civil litigation.

76215. Student Tuition Recovery Fund

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

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

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

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

“The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Vocational Education. You may be eligible for STRF if you are a California Resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The schools failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose , or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

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

Code of Conduct

This Academy expects all students to conduct themselves in a manner that is reasonable and reflects the expected respect towards fellow students, faculty members and any other person and equipment on or about the premises of the academy. Please refer to the catalog for further information.

Financial Aid Policies, Practices and Disclosures

CSTA has not received any financial aid from any federal financial aid program. If the student should receive a loan to pay for an educational program it will be the student’s responsibility to repay the full amount of the loan plus interest at the Consumer Price Index Rate at the current time, less the amount any refund. If the student has received federal student financial aid funds, the student will receive a refund not paid from federal student financial aid program funds. CSTA does not provide any financial aid to students. CSTA is not currently procuring installment loans through a private company. We accept funds through WIA, SETA, Worker’s Compensation, Dept. of Rehabilitation and the Veteran’s Administration.

Pending Petition in Bankruptcy

This facility has not had any pending petition in bankruptcy, operation as a debtor in possession, or filed a petition within the preceding five years, or a petition in bankruptcy filed against us 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.).

Disclosures

This Facility has not entered into an articulation or transfer agreement with any other college or university, therefore we do not accept transfer credits of any sort. We are solely a certificate program. This facility is not accredited by an agency recognized by the United States Department of Education. We do not offer any baccalaureate, masters, or doctoral degree programs.

Libraries and Other Learning Resources

CSTA does not maintain an on-site library. All learning resources needed to complete all courses are provided to the students by CSTA. The mainstay of the curriculum is directly from the Bureau of Security and Investigative Services; the majority of the studying material is the sole proprietary information of CSTA.

Credits Earned at Other Institutions

California Security Training Academy may accommodate the student with updates for BSIS licenses but we are unable to accept any credits earned from any other institution unless it is a continuation of the Guard Card Levels.

Policies and Procedures Regarding Experiential Learning

The Bureau of Security and Investigative Services does not allow any institution to provide credit for prior experience; unless it is an increment of the 40 hour class. If you currently hold a Guard Card and have a Certificate of Completion for Level I, you will still need to complete the required hours of training including Level I. We do not give credit for previous education or experience.

Catalog Policy

CSTA will update this catalog annually, commencing the first day of every year and be current through the end of that year. CSTA would also be happy to make a digital copy via email for any student or potential student upon request. Our catalog is also available at <http://www.casecuritytraining.com> and selecting our link on the home page under BPPE and also under the CSTA Catalog/Brochure. You may also find CSTA's performance fact sheet.

Admission of Students from Other Countries

CSTA has always welcomed and has always been proud to train students from other countries into a productive new way of life; and has been the starting point for many from countries all over the world to enter into a productive and lucrative career. CSTA does not provide I-20 forms for foreign students, does not provide any type of student visa services, nor does it vouch for the immigration status.

Language Requirements

All instruction provided by CSTA is in English and we do not provide English language services. Students from other countries and/or students who speak English as their second language may be admitted but must provide proof of language proficiency, such as a passing score on a language proficiency test. Tests accepted by CSTA are TOEFL. CSTA will accept the Test of English as a Foreign Language (TOEFL) to determine eligibility. This examination will be administered by a 3rd party and the student will be responsible for paying the required fees. Upon completion of the examination, the student will need to provide CSTA with a copy of the test with a minimum score of 70.

Accreditation

CSTA is not accredited by the Department of Education. CSTA is licensed by the State of California Bureau of Security and Investigative Services (BSIS) and the Bureau for Private Postsecondary Education (BPPE).

THIS NOTICE IS IMPORTANT.

Keep a copy for your information/records.

If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender, or, if appropriate, to the State or Federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid program for which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

Within 10 days of the day on which the refund was paid, the institution shall notify the student, in writing

- a. The date the refund was made.
- b. The amount of the refund.
- c. The method of calculation of the refund.
- d. The name/s addresses and entities to whom the refund was paid.

The above will NOT apply if the tuition fees were paid for in total by a third party, IE. State, Federal, Job Training Agency or Occupational Center; or, if the Institution has a written agreement declaring, "No refund will be due to the student if the student withdraws prior to completion of the course."

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.



TITLE 38 VETERAN POLICY STATEMENTS

CATALOGUE ADDENDUM

Refund Policy

This Academy (C.S.T.A.) has and maintains a policy for the refund of the unused portion of tuition fees and other charges in the event the veteran, or eligible person, fails to enter the course or withdraws, or is discontinued there from at any time prior to completion. The amount charged to the veteran, or eligible person for tuition, fees and other charges does not exceed the approximate pro-rata portion of the total charges, that the length of the completed portion of the course should bear to its total length.

Please note. This academy will only charge a veteran, or eligible person, the maximum of \$10.00 in the form of a non-refundable registration fee. This does NOT apply to any other type of student/course system.

Satisfactory Academic Progress Policy

Students are evaluated weekly to assess compliance with minimum progress standards. Students who have not maintained the required grade average of 90% are placed on attendance probation for the period of 3 days. Those students who have not achieved the required average of 90% by the end of the probationary period will have their VA benefits terminated. Any student that defaults again later in the course will be put on probation again for a period of 1 week (five days). Those students who have not achieved the required average of 90% by the end of the probationary period will have their VA benefits terminated. A third infringement will result in bypassing probation and the VA benefits termination. The VA will be informed of your infringement/failures.

Note: At the end of all probationary periods you will return to the normal status

Attendance Policy

Students are required to attend 100% of the classes, 100% of the time, but, we will tolerate tardiness up to the maximum accumulation of one half of an hour (30minutes) in any one week. Any accumulation over 30 minutes will result in a probationary period of one week of zero lateness, then returning to normal. Continued tardiness (Probation 3 times, or, accumulated 30 minutes during a probation period) will result in VA benefits being terminated. Tardiness is a distraction to the other students in the class. Please give others the respect that you demand yourself.

Sickness must be called in, before the start of the class, or you will be logged as failed to appear. 3 failures to appear will result in VA benefits termination. (Arrangements will be made for the catching up, after, or during time off, so the end date still applies. Sickness of 3 (three) days or more must be substantiated. If the sickness is of more than a few days an extension to the end date may be arranged.)

Absence will be considered excused under the following circumstances: Illness, birth and death (in the immediate family) and other valid reasons, substantiated in writing, at the discretion of the academy. All other excuses will be considered as unexcused and counted as a failure to appear. Again extensions may be arranged.

The VA will be informed of all of your infringement/failures.

Note: At the end of all probationary periods you will return to the normal status.

Evaluation of Previous Education/Experience

This academy will acquire transcripts etc. from your earlier attended courses/schools and conduct an evaluation of any previous experience in the Security and affiliated trades, and credits will be awarded if applicable. If your experience/education is more than one year old (for guard card) then you need attend to learn the updates and current changes that may have been made. Other experience will be evaluated and credit granted as deemed appropriate.

Code of Conduct

This Academy expects all students to conduct themselves in a manner that is reasonable and reflects the expected respect towards fellow students, faculty members and any other person and equipment on or about the premises of the academy. Please refer to the catalog for further information.

Average Student Class schedule

The class week will be Monday-Friday, 8:30 am to 5:30pm.

Classes are broken down as follows

8:30am to Noon – Class Prep/lecture/lesson/discussion

Noon to 1:00 pm - Lunch break

1:00 pm 5:30 pm - Class lecture/lesson/discussion/recap

An 8hr day less one hour for lunch = 8hrs per day = 40hr week

Students will be also allowed two 10 minute breaks a day, one AM and one PM

Access

The Academy is housed within a modern building on the second floor with access via an elevator, Bathrooms are wheelchair friendly and no special accommodations would have to be made for access anywhere else within the building. A bus stop is close by and the light rail is approximately one mile from the door. The Sacramento Executive Airport is across the road from our building.

Acknowledgement of Receipt

I have received a copy of the California Training Academy catalog and Veterans Policy Statement. I have read the policies, regulations, course completion requirements, costs and payment/refund procedure for the course for which I have enrolled. I have asked for anything that I did not understand to be explained to me, and I am now fully aware of what is expected of me upon entering the above Academy course.

I certify that I have received the catalogue, School Performance sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the school Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact sheet.

Initial: _____

Course Name: _____

Print Name _____

Sign Name _____ Date _____

Witnessed by _____ For C.S.T.A.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite #400, Sacramento, CA 95833, www.bppe.ca.gov, ph: 1-888-370-7589 or fax 916-263-1897.