As a potential student, you are encouraged to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing any documentation.

**Mission:** The mission of EmpowerTech is to educate, train, support, and empower people with physical and developmental disabilities through assistive technology (AT).

**Admission Requirements**
- a) Age 18 or a high school graduate.
- b) Eager to use computers and to learn new skills.
- c) Willing to participate within a structured environment.
- d) Able to learn the Microsoft Office curriculum and do assignments that require reading and writing. Core reading skills are essential.
- e) Able to provide for their own basic personal needs (feeding, mobility, medication, etc.), or can arrange for their own attendant.
- f) Able to arrange transportation to and from class.

TRADE classes are conducted in morning and afternoon sessions. The **morning program** is designed for students who can successfully manage a curriculum that presents Microsoft Office applications and Internet basics in a structured format. Morning students are encouraged to work toward developing employability in areas that entail using computers. Such job positions could include data entry, word processing, basic accounting, secretarial, clerical, and customer service representative positions. Morning classes meet 15 hours weekly. Students should commit to attend at least three classes each week.

The **afternoon program** offers essentially the same curriculum content that is offered to the morning students but it is designed to provide much more individualization for students who need to work at a slower pace. Students with very basic reading skills are supported as they engage in reading and writing tasks. Students attend from two to 8 hours weekly.

Students use computer equipment and software programs that are prevalent in the workplace. Assistive Technology accommodations are considered for all students and the curriculum is modified as needed to meet their individual needs.
EmpowerTech is a private institution and is approved to operate by the Bureau for private Postsecondary Education, which means compliance with minimum standards set forth by the ED, Code. This catalog will be updated annually as required by the law for any students entering the program in January of the calendar year. 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 Educations at 2335 Capital oaks Drive, Suite 400,Sacramento, CA 95833 Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818 Website: www.bppe.ca.gov; Phone: (916)431-6959 Toll Free: (888)370-7589; Fax Number (916)263-1897

Bankruptcy
EmpowerTech has no pending petitions in bankruptcy, and is not operating as a debtor in possession. EmpowerTech has not filed a petition within the last 5 years, and has not has a petition in bankruptcy filed against us within the last 5 years that has resulted in reorganization under chapter 11.

Filing a Complaint
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 obtain on the bureau’s internet Web Site www.bppe.ca.gov.

Transferability of credits and credentials
The transferability of credits you earn at EmpowerTech is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in TRADE 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 to transfer, you may be required to repeat some or all of your coarse work 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 EmpowerTech to determine if you certificate will transfer.

Articulation Agreement
EmpowerTech has not affiliated with any articulation or transfer agreements with any other institution.

Student Assessment Policy
Upon entering the program, each new student’s skills are assessed in a computer skills assessment. These assessments are used to help set goals and are updated before each progress report meeting to note goals achieved and to assist making future goals.

Fee Schedule: The cost for each four week session is $900.00
**Tuition Schedule:**
Tuition is $900.00 per 4 week session.
Tuition for the complete program is $4,500.00
Funding agencies will be invoiced monthly; on the first of the month for the previous month, or in accordance with their payment cycle.
Individuals paying for the program will pay monthly in advance.
There is a $100.00 non-refundable registration fee included in the first payment.

**English as a second language**
EmpowerTech does not provide instruction in English as a second language. No English language proficiency test is required, although a basic understanding of some English is necessary, since all classes are conducted in English. Also EmpowerTech does not provided any visa service to international students.

**T.R.A.D.E. Curriculum Overview**

**Windows Basics:**
Features of Windows Operating System
Windows Application Program Commands
Copy Data between different Programs
Organize; manage files, folders and disks

**Internet Basics:**
Overview; Understanding web site basics
Use links to navigate web sites
Use browser navigator buttons

**Introduction to Microsoft Word:**
Understanding Word
Using Editing Functions
Formatting Text & Formatting Techniques
Working with Documents
Creating Documents from Templates
Printing Documents
Drawing Tools

**Introduction to Microsoft Excel:**
Understanding Excel
Using Formula and Functions
Formatting Worksheet Appearance
Introduction to Microsoft Access:
Understanding Access
Examining & Using Tables
And Forms

Introduction to Microsoft Power Point:
Understanding Power Point
Working In Outline View
Working With Slide Master
Working in Slide View and Slide Sorter View
Presentations

Number of class hours --3 hours/day 300 hours to complete the course.

TRADE Program Instructor(s):
School Director, Senior Instructor & Administrator: Rickell Lewis
Ms. Lewis has had extensive personal experience serving the needs of students in need of accommodation due to disability related barriers. She is responsible for overseeing, monitoring and assisting all students in the TRADE program. She is responsible for updating and revising the curricula, maintaining documentation of students, skills, progress, attendance and collaborating with and reporting to appropriate agencies.

Student Tuition Recovery Fund Disclosures
“You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
1. You are a student, who is a California resident and prepays 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 form the STRF and you are not required to pay the STRF fee, if either of the following applies:
1. You are not a California resident.
2. Your total charges are paid by any 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 California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education.
You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, 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 school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. 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 cost.
4. The school's breach or anticipatory breach of the agreement for the closure of instruction.
5. There was decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

7. You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.”

Effective 1/1/2015, the STRF assessment rate is $0.

BUYERS RIGHT TO CANCEL
TRADE Cancellation and Refund Policies and Rights:

The participant or third party payer may cancel enrollment agreement at any time. The following procedure will be observed including means of notice that should be used:

- If the participant or the third party payer cancels prior to or on the first day of cancellation, they or the third party payer will receive a full refund if paid in advance, minus a $100.00 non-refundable registration fee.
- If a participant wishes to leave the program after they have begun, they must notify the TRADE program administrator, in writing, two weeks prior to leaving. They must state the reason for leaving and show supporting documents such as medical forms,
job acquisition, higher education, etc. If the participant has paid for the program, and they give the EmpowerTech proper notice as stated above, they will receive a refund for any unused instruction time if paid in advance, minus a $100.00 non-refundable registration fee.

- If a participant wishes to leave the program after they have begun, and there is a third party payer involved, they will be notified immediately and will be invoiced pro rata including a $100.00 non-refundable registration fee. If the third party payer wishes the participant to leave the program, they must notify the TRADE program administrator, in writing, two weeks prior to leaving. They must state the reason for leaving and show supporting documents such as medical forms, job acquisition, higher education, etc. EmpowerTech will then invoice the third party payer pro rata including a $100.00 non-refundable registration fee.

Written notice should be mailed to: TRADE Program Administrator
EmpowerTech
9100 S. Sepulveda Boulevard, Suite 204
Los Angeles, CA 90045
or faxed to: (310) 338-9318

If proper notice is not given participant or third party payer will be refunded for unused instruction time after two weeks from the date of notice minus a $100.00 non-refundable registration fee.

The TRADE staff reserves the right to cancel a participant's enrollment from the program if they have violated the policies of the EmpowerTech, TRADE or the participant agreement, or exhibiting behavior disruptive to the learning environment. In such case, if the participant or third party payer has paid for the program in advance, they will receive a refund for any unused instruction time minus a $100.00 non-refundable registration fee.

Refunds will be computed on a pro rata basis using the ratio of the total number of class hours not received (but paid for), divided by the total number of hours in the class that were paid for.

Sample refund:

Tuition $900.00

20 hours paid for
10 hours not attended but paid for $900.00

Initial Refund $450.00
EmpowerTech provides services to people of all ages and disabilities. Services are geared toward people with disabilities, their families, and their service providers. EmpowerTech reserves the right to deny service to anyone whose behavior is disruptive to others participating in ET programs or to the staff in a way that adversely impacts the provision of service.

**Rights Statement:** As a participant in the programs at EmpowerTech, you have the following rights:

- To expect that the center will be accessible to you
- To be treated as the expert on your own life and abilities
- To have information provided to you so that you can make informed choices regarding services and technology

**General Grievance Procedure:** If a situation arises in which you as a participant in services feel you have not been treated fairly, we first suggest that you discuss the matter with the appropriate staff person. If discussion doesn’t resolve the problem, or you do not feel able to bring the matter up with the staff person, you may take the following steps until a resolution is reached:

1. Report the grievance to the Executive Director within two weeks of the problem occurring. If appropriate, propose a resolution you feel would be satisfactory. The Executive Director will get back to you within 7 days to resolve the matter.

2. If the grievance is still unresolved, you may submit an appeal in writing or on audio tape to the Executive Director. Describe your complaints, what resolution you proposed and why you feel the initial proposal from the Executive Director won’t work. The Executive Director will get back to you in writing within 7 days of submission of your appeal with an alternative suggested resolution.

3. If the problem remains unresolved, you may request that the grievance and all supporting documents be forwarded to the Board of Directors. The Board of Directors will have 30 days from receipt of the material to respond and take action on the grievance.
Financial Aid
Empowertech does not provide any financial aid. If a student obtains a student loan, s/he is solely responsible for repaying the loan amount in full.

TRADE Attendance Policy:
Absences: Participants must call the instructor prior to the start of class to give notification of absence and reason. Absences will be considered as excused under the following circumstances:
- Personal illness (after two days of absence due to illness, student is required to submit a note from physician indicating reason for absence and estimated time of return to class)
- Immediate family member illness (child, spouse, parent)
- Funeral attendance
- Medical related appointments (dental, doctor, appointments)
- Other legitimate reasons which can be substantiated

Tardiness: Students must arrive and be prepared for class at least 5 minutes early. Students must call EmpowerTech if they are going to be more than 15 minutes late.

Unsatisfactory attendance: Students are expected to attend classes as scheduled as they would be expected to be present for work. Absences and tardiness will be recorded. Excessive unexcused absences may put the student in jeopardy of being dropped from the program.

Leave of Absence: Leaves of absence may be granted to a student who presents an acceptable reason.

Assessment Policy
a) Students will be monitored for progress based on goals that have been agreed upon in their Individualized Professional Success Plan (IPSP), the goals of the Windows and Internet Basics curriculum, and the goals of the Microsoft Office curriculum.
b) Students are expected to show measurable progress toward goals in the timeframe agreed upon in the IPSP.
c) The assessment system will consist of staff documentation regarding the level of independence and proficiency with which the students completed each lesson and met each goal.
d) Funding agencies will periodically be provided with progress reports.
e) At course completion, each graduate will receive either a certificate of completion or a certificate of competency.
General Rules of Operation and Conduct

1. Be on time to class and use the computer kiosk to sign in upon arrival.
2. Adhere to break schedule. A refrigerator and microwave are available in the kitchen area.
3. No food or drink is permitted in the computer lab.
4. Personal phone calls and visitors are permitted with the consent of your instructor.
5. Safety is of primary importance. If you have an accident or injury, report it immediately to the instructor.
6. There will be periodic emergency evacuation drills. The instructor will review all procedures with you and you will be expected to participate in these drills.
7. You are expected to dress professionally in appropriate, neat and clean attire.
8. You are expected to be prepared to learn, and to do your work to the best of your abilities.
9. You are expected to cooperate with classmates and staff and treat everyone with respect and courtesy.
   • Follow directions given by instructors.
   • Do not fight, use profanity, or treat others unfairly.
   • Do not bring drugs, alcohol, or weapons onto EmpowerTech property.
   • Do not litter or leave work station in an untidy manner.
   • Use the Internet appropriately.
   • Never look at other classmate’s private or confidential information.
   • Keep the work area clean. Properly store all printed materials.
10. At the end of each session, log off the computer and use the computer kiosk to log out.

Record Retention

EmpowerTech retains all student records for five years following completion or termination of the course of study on site at:
9100 S. Sepulveda Boulevard, Suite 204.
Los Angeles, CA 90045

This institution has approval to operate from the Bureau for Private Post Secondary and Vocational Education in order to enable the Bureau to conduct a quality inspection of the institution.