

Per Scholas, Inc.

Chicago School Catalog

2024-2025

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ABOUT THIS CATALOG

This catalog is the official reference document containing approved curricula, policies and standards in effect for learners admitted to Per Scholas in Chicago during 2024. It supersedes any other document regarding rules and regulations. Per Scholas reserves the right to limit enrollment for courses, to discontinue courses for which there is insufficient enrollment, and to change times. We also reserve the right at any time to make appropriate changes to the policies and procedures contained in this publication, including admission requirements, tuition and fees (if applicable), or certificate requirements without formal notice.

ABOUT PER SCHOLAS

Overview

Per Scholas is a national nonprofit that drives positive and proven social change in communities across the country. Through rigorous and tuition-free technology training and professional development, we prepare motivated and curious adults who are unemployed or underemployed for successful careers as technology professionals, and we create onramps to businesses in need of their talents. Today we provide our solutions in twenty-two cities across the country: Atlanta, GA; Baltimore, MD; Greater Boston, MA; Charlotte, NC; Chicago, IL; Greater Cincinnati, OH; Columbus, OH; Dallas and Houston, TX; Denver, CO; Detroit, MI; Indianapolis, IN; Los Angeles, CA; The National Capital Region, MD; Newark, NJ; New York, NY; Philadelphia, PA; Pittsburgh, PA; Seattle, WA; Phoenix, AZ; St. Louis, MO. To date, Per Scholas has trained more than 20,000 individuals, helping them build lasting, life-changing skills and careers in technology.

Per Scholas is dedicated to offering computer technology and software testing training, and CompTIA A+ and CompTIA CySA+ certification preparation. Included in the training is comprehensive pre-employment job readiness training, we call Professional Development. Our curricula are designed to empower individuals with the knowledge, skills and resources to achieve economic independence, and become valuable assets to the business community through technology and education.

Per Scholas employs a skilled team of full-time instructors. All instructors are either CompTIA A+, Network+ or Security+ certified, and usually hold various other industry certifications including, but not limited to: Microsoft Certified Technology Specialist (MCTS), Microsoft Certified IT Professional (MCITP), Microsoft Certified Professional Plus Internet (MCP+I), Microsoft Certified Systems Engineers (MCSE), Microsoft Certified Trainer, Cisco Certified Network Associate (CCNA), CCNA Cyber Ops and Novell Certified Engineer (CNE).

Mission Statement

To advance economic equity through rigorous training for tech careers and to connect tech talent to leading businesses.

Our Vision

At Per Scholas, we believe a thriving workforce starts with equitable access to education. Per Scholas envisions a technology workforce as diverse as the customers it serves.

History

Since 1995, we have helped to open doors for more than 20,000 individuals, helping them build successful careers in technology and spurring economic development in their communities. Our model has been replicated and proven to work in multiple cities across the country. Independent, third-party data proves that we are making positive and potentially lifelong change happen in communities across the country. Per Scholas was established in 1994 by Lewis Miller and John Stookey, two corporate IT professionals who met on a plane and collectively believed both in the transformational power of technology, but also, the potential for compound inequality. The organization was originally founded to address the digital divide in New York City. The two founders recognized that schools in the Bronx

were unable to afford personal computers to teach basic hardware and software skills to children in the community, creating lasting learning and skills deficits and limiting education and job prospects.

From 1995-1998 Per Scholas partnered with corporations in the five boroughs to take donated computers and refurbish them at a warehouse in the South Bronx, ultimately donating them to schools who could benefit from the additional technology. Per Scholas hired local community members from the Bronx and taught them the skills to do the refurbishing themselves, however, after only a few months each of their newly trained employees left the nonprofit to take higher paying positions in the private sector. At first frustrated by the loss of their newly trained staff, the leadership quickly recognized a major workforce development opportunity and an answer to the skill-gap they had heard echoed by their employer partners. The answer to this gap was a teachable skill set that did not require a four-year degree and could be trained by a nonprofit who had the resources, knowledge, and partnerships to execute the Per Scholas vision.

In 1998 Per Scholas launched the first IT Support training class and pivoted from an organization that focused on refurbishing hardware, to an organization that trained overlooked communities with marketable skills and placed them into technology careers. In 2009 the organization fully divested itself from the direct service of recycling and refurbishing hardware, however, Per Scholas still acts as a broker for companies looking to safely and responsibly recycle hardware in the country. This lives on under Per Scholas' Asset Recovery work, a revenue-generating branch of the nonprofit in the Social Ventures department. Per Scholas has since expanded IT training opportunities to include a diverse set of training tracks as well as expanding to twenty-two cities across the country. It was and remains headquartered in the South Bronx, New York.

Our Impact for Learners:

- 85% of our learner's graduate.
- 70%- 80% of graduates land jobs.
- After one year of employment, our learners experience an average wage increase of 15 percent, and sometimes more.
- 70% of graduates retain employment for at least one year.
- 87% of our learners are people of color, 30% are women and 30% are young adults.
- On average, in their first job post-graduation, our alumni earn four times their pre- training wage.

Our Facility

In states with physical locations, we build a state-of-the-art facility. Per Scholas seeks to be easily accessible by bus, train and car for our learners. Buildings are fully handicapped accessible and meet ADA (Americans with Disabilities Act of 1990) requirements. Per Scholas builds formal classrooms with fully equipped technical labs. Technical Labs are well lit, spacious, with state-of-the art computers, software, Internet access, whiteboards, and large monitors, all to enhance classroom instruction. A typical class size is 24 learners. Each lab is equipped with a computer and monitor for each learner, hardware to perform repairs, software, networking equipment and printers. Laptop computers are also available to learners as well. A learner lounge, with kitchen and a microwave, is made available to learners for use prior to and after class, during the lunch hour, and during morning and afternoon breaks.

BOARD OF DIRECTORS

Lewis Miller , Chairman, Per Scholas, Inc. Managing Partner ActionPoint Advisors, LLC	Plinio Ayala , President & CEO Per Scholas, Inc.
Wale Akinwade , Senior Vice President & Chief Auditor S&P Global	Carolyn Landis , Managing Member Catalyst Partner, LLC
Ami Ariel , Founder & President G- Way Management	Jennifer Lapierre , Chief Strategy & Communications Officer PwC
Dwayne Brown , Client Account Leader Accenture	Josh Lieberman , President and Co- Founder KMS Technology
Kevin P. Brown , Principal, Consulting Services Ernst & Young LLP	Dirk Manelski , Chief Technology Officer PIMCO
Kristen Chard , Head of Commerce Google	Mary Beth Molloy Owner, President MBM Elevate LLC
Blair Greenberg , Partner Bregal Sagemount	Indy Reddy , Chief Technology and Operations Officer PGIM Investments
David Hannigan , Vice President & Chief Information Security Officer Nubank	Rick Rioboli , Executive Vice President & Chief Technology Officer Comcast
Jean Hill , Managing Director Alvarez and Marsal	Ian Schaad , Partner/Retired Jane Street Group
Faith Rottmann Johnson , Vice President Human Resources TEKsystems	Ian Shrank , Non-Profit Lawyer Self Employed
Wayne Kunow , Head of Cyber Resilience BNY Mellon	Gregory Sills , Managing Director Apollo Global Management LLC
	Senta Taylor , Head of U.S. Credit Card Operations & Infrastructure, TD Bank

LICENSES AND ACCREDITATIONS

Following are the school's accreditations, memberships and affiliations:

- Computer Technology Industry Association (CompTIA)
- CISCO Academies Academy

FULL TIME COURSE DESCRIPTIONS

Network Support

This course provides alums with technical skills training to prepare for the A+ and Network+ certification exams. Alums will study introduction to computers that includes the knowledge and skills required to understand, implement, configure and troubleshoot desktops, laptops, printers, network devices, and Microsoft Office suite applications. The course also covers installation, configuration,

operation, management, deployment and troubleshooting of Windows operating systems, along with an in-depth study and configuration of Windows 7. Alums will receive instruction in the following areas:

- Computer hardware
- Operating system software including Windows 7, Windows 8 and Windows Server 2008/2012
- Application software: MS Office 2010/2013
- Computer assembly
- Troubleshooting strategies and repair methods
- Laptops and Mobile Devices
- Basics of Virtualization and Cloud Computing
- Internet and Networking
- Help Desk Support practices
- A+ certification exam preparation
- Network+ certification exam preparation

Course Objectives

Upon successful completion of the training, including all reading assignments, hands-on performance skills development exercises, labs and classroom assignments, alums are expected to be knowledgeable about many topics, including but not limited to:

- Describing how a PC works, identifying the major internal and external components of a PC, and identifying the different connectors on a typical PC system unit.
- Fixing hardware and software related problems
- Designing, implementing, managing and maintaining LAN and Wireless home and office networks
- Troubleshooting LAN and Wireless network related problem
- Implementing security measures to protect desktops and networks
- Implementing fault-redundant measures to protect data and network systems
- Administering inter-connectivity of different network devices
- Configuring and troubleshooting mobile devices related issues
- Administering online ticketing programs
- Configuring, managing and implementing virtual desktops/networks
- Administering popular cloud-based programs like Google+
- Communicating the technical skills they have learned, in simple “*user-friendly*” language
- Engaging in technical conversations
- Demonstrating analytical thinking, sound judgment and resourcefulness
- Demonstrating excellent customer service skills
- Possessing important interviewing skills needed to become employed in the IT industry
- Being skilled at creating a comprehensive and effective job search campaign

Class Schedule

- Classes are held every day (Monday-Friday).
- Each day consists of 4.5 hours of technical instruction (22.5 hours weekly) and 1.5 hours of Professional Development (7.5 hours weekly).
- The class is scheduled to meet from 9:00 a.m. – 4:00 p.m.
- There is a 60-minute lunch break, and a 15-minute break in the morning and the afternoon.
- Additional support is available on an as-needed basis from 4:30 p.m. - 5:30 p.m.
- Hours of school operation: 9:00 a.m. - 5:00 p.m.

Alums are expected to complete all lab assignments and activities.

All exams/quizzes are administered on the assigned date and time. Assignments are due at the start of class on the assigned date and time.

If a learner misses a class for any reason, they are responsible for making up the work and collecting any notes/assignments missed.

Makeup exams and assignments will be accepted at the instructor's discretion and allowed only in extraordinary circumstances.

End User Desktop Support

This End User Desktop Support program is a 12-week intensive and comprehensive hands-on oriented technical training. The candidate will pursue a CompTIA A+ Certification, as well as 3 weeks of additional modules identified as priority for their success in the role of an end user technician.

During the first eight (8) weeks the training is designed to provide successful candidates with the knowledge and skills required to assemble, refurbish, upgrade, configure and troubleshoot personal computers. It also includes installation of multiple operating systems (OS), installation of drivers, navigation, management, performance optimization, data management, security and troubleshooting OS related problems. Preventive maintenance of printers, laptops, and mobile devices will also be discussed as well as fundamentals of networking.

At the end of the eight weeks, learners are expected to take and pass the CompTIA A+ Certification Exam. To receive the CompTIA A+ Certification, graduates must pass two (2) exams with the current codes 220-1101 and 220-1102.

In the last three weeks, the learners are immersed in the following additional modules:

Active Directory: Learners will establish User accounts based on roles and responsibilities, assign appropriate permissions based on user's roles, create home directories, and create directories for shared data with access to Server 2016 ISO files on a virtual machine. **Image**

Deployment: Learners will reimage computers/hard drives in accordance with customer standards, provided with an existing image preconfigured with a users' roles and responsibilities.

ITIL with ServiceNOW: Learners will understand service transition, and service operation. Learners will be introduced to ServiceNOW and practice incident management. Learners will practice problem management with the ITSM process based on the L0, L1, L2 assignments. **Introduction to Office 365:** Learners will be introduced to the main capabilities and functionality of Office 365.

Course Objectives

Upon successful completion of the training, including all reading assignments, hands-on performance skills development exercises, labs and classroom assignments, learners are expected to be knowledgeable about many topics, including but not limited to:

- CompTIA A+ Certification 220-1101 and CompTIA A+ Certification 220-1102
- Active Directory: Learners will demonstrate via a skill-based assessment their ability to establish User accounts based on roles and responsibilities, assign appropriate permissions based on user's roles, create home directories, and create directories for shared data with access to Server 2016 ISO files on a virtual machine.
- Image Deployment: Learners will demonstrate the ability to build a basic image and perform a base image deployment.
- Office 365: Learners will demonstrate knowledge about the main capabilities and functionality of Office 365.
- ITIL with ServiceNOW: Learners will demonstrate via a knowledge-based assessment their understanding of service transition, and service operation. Learners will demonstrate via a skill-based assessment on how to use ServiceNOW and appropriately identify & assign using problem management concepts in the ITSM process based on L0, L1, L2 assignments.

Class Schedule

- Classes are held every day (Monday-Friday).
- Each day consists of 4.5 hours of technical instruction (22.5 hours weekly) and 1.5 hours of Professional Development (7.5 hours weekly).
- The class is scheduled to meet from 9:00 a.m. – 4:00 p.m.
- There is a 60-minute lunch break, and a 15-minute break in the morning and the afternoon.

- Additional support is available on an as-needed basis from 4:30 p.m. - 5:30 p.m.
 - Hours of school operation: 9:00 a.m. - 5:00 p.m.
- Learners are expected to complete all lab assignments and activities.

All exams/quizzes are administered on the assigned date and time. Assignments are due at the start of class on the assigned date and time.

If a learner misses a class for any reason, they are responsible for making up the work and collecting any notes/assignments missed.

Makeup exams and assignments will be accepted at the instructor's discretion and allowed only in extraordinary circumstances.

NOTE: A revised version of EUDS UCI 2079 will be offered upon IBHE approval.

IT SUPPORT

IT Support is a twelve (12) week intensive and comprehensive hands-on oriented technical training. During the first ten (10) weeks, the training is designed to provide successful candidates with the knowledge and skills required to assemble, refurbish, upgrade, configure and troubleshoot personal computers. It also includes the installation of multiple operating systems (OS), installation of drivers, navigation, management, performance optimization, data management, security and troubleshooting OS related problems. Preventive maintenance of printers, laptops, and mobile devices will also be discussed as well as the fundamentals of networking. At the end of the 10 weeks, learners are expected to take and pass the CompTIA A+ Certification Exam.

To receive the CompTIA A+ Certification, graduates must pass two (2) exams with the current codes 220-1101 and 220-1102.

In addition to the CompTIA A+ Certification exam learners work on the Google IT Professional Certificate. The Google IT Professional Certificate enhances the core curriculum by additional material around the following domains:

- Technical Support Fundamentals
- The Bits and Bytes of Computer Networking
- Operating Systems and You: Becoming a Power User
- System Administration and IT Infrastructure Services
- IT Security: Defense against the digital dark arts

Week eleven (11) is built around Windows Server. Learners will deploy and configure Windows Server 2016. Week twelve (12) learners worked on a capstone project, which brings together all the skills that learners learned in the past three months.

This program covers the development of the technical skills needed in the job market. One day per week, the learners will also attend a career development class for 10 weeks. In career development, the learners will learn resume and cover letter preparation,

interviewing skills, job hunting, basics of customer service and interpersonal communication.

Class Schedule

- Classes are held every day (Monday-Friday).
- Each day consists of 4.5 hours of technical instruction (22.5 hours weekly) and 1.5 hours of Professional Development (7.5 hours weekly).
- The class is scheduled to meet from 9:00 a.m. – 4:00 p.m.
- There is a 60-minute lunch break and a 15-minute break in the morning and the afternoon.
- Additional support is available on an as-needed basis from 4:30 p.m. - 5:30 p.m.
- Hours of school operation: 9:00 a.m. - 5:00 p.m.

Learners are expected to complete all lab assignments and activities. All exams/quizzes are administered on the assigned date and time. Assignments are due at the start of class on the assigned date and time. If a learner misses a class for any reason, they are responsible for making up the work and collecting any notes/assignments missed. Makeup exams and assignments will be accepted at the instructor's discretion and allowed only in extraordinary circumstances.

A revised version of IT Support UCI 1024 will be offered upon IBHE approval.

AWS re/Start

AWS re/Start is a full-time, skills development program that prepares learners for careers in the cloud. Through real-world, scenario-based learning and hands-on labs, learners gain the technical skills they need for entry-level cloud roles. AWS re/Start also focuses on building professional skills such as adaptive communication, time management, and collaboration. The program's mission is to build a diverse pipeline of entry-level cloud talent. The program helps individuals build skills around AWS Core Services and covers the foundational introduction of Cloud concepts as the advantages of Cloud Technologies, key technologies offered through the Cloud (Computing, Storage, Networking, Security, and Database), and Programming concepts. Each cohort of learners, supported by professional mentors and accredited trainers, completes a cloud-training curriculum, which features scenario-based learning, hands-on labs, projects, and coursework to exercise real-life processes.

In addition to technical skills, AWS re/Start teaches employability skills to prepare learners to succeed in a professional environment by teaching them to think critically, build multi-level projects, plan projects, and communicate effectively.

AWS re/Start cohorts are delivered in-person or in a virtual instructor led delivery when increased flexibility is required.

Objectives

- Working knowledge of the Linux operating system, scripting, automation, and programming languages with focus on Python
- Understanding of networking concepts, protocols, security best practices particularly as related to their Cloud deployment
- Knowledge of security fundamentals such as authentication, authorization, AWS' shared responsibility model and firewalls
- Fundamental understanding of databases technologies
- Application of AWS Core Services in the area of compute, storage and networking, including EC2, S3, IAM, VPC, Lambda, Cloud
- Formation, RDS, and Route 53
- Understanding of professional skills for a technology working environment, including communication skills, collaboration tools, project management, presentation skills, and project reporting

Class Schedule

- Classes are held every day (Monday-Friday).
- Each day consists of 4.5 hours of technical instruction (22.5 hours weekly) and 1.5 hours of Professional Development (7.5 hours weekly).
- The class is scheduled to meet from 9:00 a.m. – 4:00 p.m.
- There is a 60-minute lunch break, and a 15-minute break in the morning and the afternoon.
- Additional support is available on an as-needed basis from 4:30 p.m. - 5:30 p.m.
- Hours of school operation: 9:00 a.m. - 5:00 p.m.

Learners are expected to complete all lab assignments and activities.

All exams/quizzes are administered on the assigned date and time. Assignments are due at the start of class on the assigned date and time.

If a learner misses a class for any reason, they are responsible for making up the work and collecting any notes/assignments missed.

Makeup exams and assignments will be accepted at the instructor's discretion and allowed only in extraordinary circumstances.

FULL STACK JAVA DEVELOPER

This 14-week Full Stack Java Developer training provides hands-on experience for Object-oriented Programming proficient candidates to gain practical knowledge for on-the-job performance as a Full stack Java Engineer.

Course Objectives

Upon successful completion of the training, including all reading assignments, hands-on performance skills development exercises, labs and classroom assignments, learners are expected to be knowledgeable about many topics, including but not limited to:

- Project management methodologies (SDLC, Agile, Jira)
- Relational databases and Structured Query Language (SQL)
- Version control using Git and GitHub
- Core Java programming with Java SE, Java SE libraries, Java collections framework, Java 8 features, Java concurrency and multithreading, Java input/output, JDBC, ORM, JPA, Unit Testing
- Front-end development with HTML, CSS, Javascript, and Bootstrap
- Java EE servlets, Build Management (Maven)
- Spring MVC, Spring Boot Framework
- Web Services and Microservices.
- CI/CD and Code Quality

Upon completion of the course, the learner will deliver a capstone project involving the deployment of their project and understand continuous integration, development, and maintaining code quality. The final case study will entail building a full-stack application from start to finish.

Candidates

The ideal candidate for this class is already familiar with an object-oriented programming language, preferably Java.

Class Schedule

- Classes are held every day (Monday-Friday).
- Each day consists of 4.5 hours of technical instruction (22.5 hours weekly) and 1.5 hours of Professional Development (7.5 hours weekly).
- The class is scheduled to meet from 9:00 a.m. – 4:00 p.m.
- There is a 60-minute lunch break and a 15-minute break in the morning and the afternoon.
- Additional support is available on an as-needed basis from 4:30 p.m. - 5:30 p.m.
- Hours of school operation: 9:00 a.m. - 5:00 p.m.

Learners are expected to complete all lab assignments and activities.

All exams/quizzes are administered on the assigned date and time. Assignments are due at the start of class on the assigned date and time. If a learner misses a class for any

reason, they are responsible for making up the work and collecting any notes/assignments missed. Makeup exams and assignments will be accepted at the instructor's discretion and allowed only in extraordinary circumstances.

DATA ENGINEERING (PYTHON)

This 14-week data engineering program combines four weeks of fundamental skill sets with 10 weeks of data engineering with Python. In the first four weeks, the course covers skills necessary to work with any dataset such as command line, version control, SQL, and concepts necessary to understand data warehousing using various tools. The course then spends the next few weeks working with Python for database integration and analytics in order to organize data via Tableau.

Course Objectives

Upon successful completion of the training, including all reading assignments, hands-on performance skills development exercises, labs and classroom assignments, learners are expected to be knowledgeable about many topics, including but not limited to:

- Linux, Version Control, and Github
- Have a working knowledge of SQL & SQL with Postgres
- Understand Data Warehousing and Databases
- Understand the process of Database integration with Python
- Understand ETL-Kimball, InMon, Avro and Parquets
- Understand Data Analytics and how to use data in decision making
- Understand how to use Apache Spark
- Develop a working knowledge of Tableau

During the last week of the course, the learner will present their capstone project involving the deployment of their project before instructors and may include a panel of employer partners.

Candidates

The ideal candidate for this class is familiar with the programming language of Python and has about 6 months of technical work experience. While a high school diploma is a minimum requirement, candidates with a college degree may be best suited for the course.

Class Schedule

- Classes are held every day (Monday-Friday).
- Each day consists of 4.5 hours of technical instruction (22.5 hours weekly) and 1.5 hours of Professional Development (7.5 hours weekly).
- The class is scheduled to meet from 9:00 a.m. – 4:00 p.m.
- There is a 60-minute lunch break, and a 15-minute break in the morning and the afternoon.
- Additional support is available on an as-needed basis from 4:30 p.m. - 5:30 p.m.

- Hours of school operation: 9:00 a.m. - 5:00 p.m.

Learners are expected to complete all lab assignments and activities.

All exams/quizzes are administered on the assigned date and time. Assignments are due at the start of class on the assigned date and time. If a learner misses a class for any reason, they are responsible for making up the work and collecting any notes or assignments missed. Makeup exams and assignments will be accepted at the instructor's discretion and allowed only in extraordinary circumstances.

CYBERSECURITY

The course is a fifteen (15) week full-time M-F, 9-4 PM intensive course that leads to the CompTIA CySA+ and teaches Linux and master Linux commands. Students how to plan and install a network using equipment. Learn how to detect and combat cybersecurity threats and develop core skills in areas such as threat management and cyber incident response. Students will also gain exposure to tools and techniques employed in the field by real cyber analysts and apply their learning to a final capstone project. Students will take the CompTIA Cybersecurity Analyst (CySA+) exam at the end of the program and will be prepared for entry and mid-level cybersecurity and other IT Support roles.

Course Objectives

Upon successful completion of the training, including all reading assignments, hands-on performance skills development exercises, labs and classroom assignments, learners are expected to be knowledgeable about many topics, including but not limited to:

- Virtualization
- Cisco Linux Essentials
- Networking Essentials
- Next Generation Firewall
- Cisco Cyber Security Essentials
- Threat and Vulnerability
- Security Operations
- Incident Response
- Compliance and Assessment
- Cloud Technologies
- Windows Server

Class Schedule

- Classes are held remotely every day (Monday-Friday) and are run by a live instructor.
- Each day consists of 4.5 hours of technical instruction (22.5 hours weekly) and 1.5 hours of Professional Development (7.5 hours weekly).

- The class is scheduled to meet from 9:00 a.m. – 4:00 p.m.
- There is a 60-minute lunch break, and a 15-minute break in the morning and the afternoon.
- Additional support is available on an as-needed basis from 4:30 p.m. - 5:30 p.m.
- Hours of school operation: 9:00 a.m. - 5:00 p.m.

Learners are expected to complete all lab assignments and activities.

All exams/quizzes are administered on the assigned date and time. Assignments are due at the start of class on the assigned date and time.

If a learner misses a class for any reason, they are responsible for making up the work and collecting any notes/assignments missed.

Makeup exams and assignments will be accepted at the instructor's discretion and allowed only in extraordinary circumstances.

A revised version of cybersecurity UCI 1001 will be offered upon IBHE approval.

Software Engineering (Outline and Objectives)

The Software Engineering program is offered as a fifteen (15) week full-time M-F, 9-4 PM program. The program dives deep into every aspect of software engineering - computer science, React, Node, design patterns & system architecture. The program covers a range of topics to prepare graduates for roles as Jr. Web Developers and Web Designers. Topics include programming fundamentals, Javascript & CS concepts, front-end frameworks, back-end frameworks and databases. Students will also develop a capstone project. This intensive program culminates in the development of a portfolio that will be used as a tool during the graduate's job search phase. A self-paced learning assignment must be completed before the beginning of the class covering topics including programming fundamentals, Linux basics and HTML.

COURSE OBJECTIVES

Upon successful completion of the training, including all reading assignments, hands-on performance skills development, quizzes and exams, the students are expected to be knowledgeable about

many topics, including but not limited to:

- Describing how the web works, role of a web developer, differentiating frontend and backend development
- Describing the architecture of a web application and software development life cycle along with common software development methodologies
- Differentiating between mobile and web applications, learn a version control system and be able to navigate a version control system
- Defining basic HTML terms, exploring and identifying HTML elements on web pages
- Generating and styling webpages by defining CSS declarations and integrating CSS with HTML
-

- Use of latest HTML version to embed multimedia on webpages
- Use of JavaScript to define basic programming concepts
Using JavaScript to change HTML content and its style on web pages, creating forms and
- Use of JavaScript to define basic programming concepts
- Using JavaScript to change HTML content and its style on web pages, creating forms and tables on webpages for user input
- Using JavaScript to make web pages interactive by creating HTML elements that change content on an event such as a mouse click or a hover over an element that shows the navigation menu
- Define programming languages
- Define Conditionals, loops, and data structures
- Understand how to read and write HTML and CSS
- Create Keyframes and Animations
- Understand how to read/write JSX
- Loading CSS into React Applications
- Understanding Bi-directional Data Flow and Live State Editing
- Ability to deploy to an Apache Server
- Ability to Hot Reload Redux Reducers with Webpack
- Identify what is Java as a programming language
- Understand how to Implement Interfaces

Class Schedule

- Classes are held remotely every day (Monday-Friday) and are run by a live instructor.
- Each day consists of 4.5 hours of technical instruction (22.5 hours weekly) and 1.5 hours of Professional Development (7.5 hours weekly).
- The class is scheduled to meet from 9:00 a.m. – 4:00 p.m.
- There is a 60-minute lunch break, and a 15-minute break in the morning and the afternoon.
- Additional support is available on an as-needed basis from 4:30 p.m. - 5:30 p.m.
- Hours of school operation: 9:00 a.m. - 5:00 p.m.

Learners are expected to complete all lab assignments and activities. All exams/quizzes are administered on the assigned date and time. Assignments are due at the start of class on the assigned date and time. If a learner misses a class for any reason, they are responsible for making up the work and collecting any notes/assignments missed. Makeup exams and assignments will be accepted at the instructor's discretion and allowed only in extraordinary circumstances.

PROFESSIONAL DEVELOPMENT TRAINING

Included in all of the above full-time courses is a comprehensive series of workshops that teach critical and timely job ready skills that are necessary to search for and attain IT jobs, and succeed in the competitive IT industry. The Professional Development curriculum includes resume and cover letter creation, interviewing skills, job searching strategies and techniques, customer service skills, workplace success, and professional development. Additionally, we assist our learners in creating their own

Individual Career Plan.

REFUND POLICIES FOR TRAINING COURSES

(any full or partial refunds will be paid to the funder)

Learners who withdraw prior to the end of the course should immediately notify the director. A learner will be required to officially withdraw from the course by completing a formal withdrawal notice and submitting it to the Admissions Department. Note: This course is free to the learner. Any reimbursement for all or a portion of any tuition paid will go to the funder. A refund calculation form will reflect the amount of refund due (if any) to the funder, based on the date of physical withdrawal. The refund of tuition at the course will be made according to the schedule that is outlined below:

- Tuition liability is determined by the percentage of the program offered to the learner, as outlined below.
- A learner who cancels within 7 days of signing the enrollment agreement but before instruction begins, receives all monies returned with the exception of:
 1. The non-refundable registration fee plus
 2. The cost of any textbooks or supplies accepted

Time of Withdrawal School Will Retain

Prior to or during first week of instruction 0%

During the second week of instruction 25%

During the third week of instruction 50%

During the fourth week of instruction 75%

After the completion of the fourth week of instruction 100%

Payment Method: The cost of training is provided by a third party and as a result, any reimbursements may go back to the source.

TUITION – FEES - BOOKS - SUPPLIES

Course: **Network Support**

Hours: 420 Tuition: \$6,750

Books/ToolKit: \$700

Registration Fee: \$50 Total \$7,500

Refund Policy: Any refund will go directly to the funder

Course **End User Desktop Support**

Hours: 420 Tuition: \$6,750

Books/Tool Kit: \$700

Registration Fee: \$50 Total \$7,500

Refund Policy: Any refund will go directly to the funder

Course AWS re/Start

Hours: 525 Tuition \$6,750
Books/Tool Kit: \$700
Registration Fee: \$50 Total \$7,500
Refund Policy: Any refund will go directly to the funder

Course IT Support

Hours: 420 Tuition: \$6,750
Books/Tool Kit: \$700
Registration Fee: \$50 Total \$7,500
Refund Policy: Any refund will go directly to the funder

Course Full Stack Java Developer

Hours: 490 Tuition: \$6,750
Books/Tool Kit: \$700
Registration Fee: \$50 Total \$7,500
Refund Policy: Any refund will go directly to the funder.

Course: Data Engineering

Hours: 420 Tuition: \$7450 Books/Tool Kit \$0
Registration Fee: \$50 Total \$7,500
Refund Policy: Any refund will go directly to the funder

Course: Cybersecurity

Hours: 450 Tuition: \$6,750
Books/Tool Kit: \$700
Registration Fee: \$50 Total \$7,434
Refund Policy: Any refund will go directly to the funder

Course: Soft Engineering

Hours: 450 Tuition: \$7,450
Books/Tool Kit: \$700
Registration Fee: \$50 Total \$7,500
Refund Policy: Any refund will go directly to the funder

ADMISSIONS PROCESS and ELIGIBILITY REQUIREMENTS

As many prospective learners and partner organizations already know, the admissions process at Per Scholas is broad-based, open to all interested applicants, and highly selective. However, as selective as admission to Per Scholas may be, we still provide a process in which every single application is given a thorough review. Additionally, there is no minimum amount of IT experience, or college level education that an applicant must have, in order to gain admission to our courses.

Most successful Per Scholas candidates have a consistent work history. Additional considerations are work performed as community service, and other significant personal achievements. We welcome applications from applicants who can demonstrate they are up to the challenge of our intensive and rigorous courses, and are truly passionate and sincere about working in the field of Information Technology. In addition to the basic eligibility requirements listed below, the Office of Admissions will also evaluate other factors, including interests (both career and personal), responsiveness, and interpersonal skills. All candidates will be required to take and pass a baseline assessment.

Eligibility Requirements

All qualified applicants will be considered regardless of race, religion, nationality, ethnic origin, gender, sexual orientation, marital status, or physical disability. Upon successful completion of all coursework requirements, graduates of the course will receive a certificate of completion.

Candidates/Minimum Entry Criteria

- HS diploma, equivalent or higher.
- Enthusiasm and passion for tech.
- Dedicated and professional, excellent customer service skills and the ability to resolve issues.
- IT Exposure, 1-6 month(s) minimum experience in the IT field and/or some level of IT education/courses taken.
- Pass a baseline assessment with a score of 7.0 and a take a course specific technical assessment to measure technical knowledge.

Prospective applicants are encouraged to visit Per Scholas and attend an Information Session to learn more about our courses. Fill out a comprehensive training admissions application.

1. Participate in a first interview with a staff member from the Office of Admissions. Based on the outcome of that interview, the candidate may be scheduled to return to participate in a panel interview with other candidates we are considering.
2. After the panel interview, applicants will be notified by email of the acceptance or rejection of their application. Applicants who are selected to participate in the training will be notified by email, and scheduled for an upcoming class based on seating availability. If an applicant is not selected to participate in the training, he/she will be notified via email. Any applicant who is not selected to participate in the training is eligible to re-apply ninety (90) days post the date of the non-acceptance letter. Prospective applicants are encouraged to visit Per Scholas and attend an Information Session to learn more about our courses. Fill out a comprehensive training admissions application.
3. Participate in a first interview with a staff member from the Office of Admissions. Based on the outcome of that interview, the candidate may be scheduled to return to participate in a panel interview with other candidates we are considering.
4. After the panel interview, applicants will be notified by email of the acceptance or rejection of their application.
5. Participate in a first interview with a staff member from the Office of Admissions. Based

on the outcome of that interview, the candidate may be scheduled to return to participate in a panel interview with other candidates we are considering.

6. After the panel interview, applicants will be notified by email of the acceptance or rejection of their application.

Applicants who are selected to participate in the training will be notified by email and scheduled for an upcoming class based on seating availability. If an applicant is not selected to participate in the training, he/she will be notified via email. Any applicant who is not selected to participate in the training is eligible to re-apply ninety (90) days post the date of the non-acceptance letter.

All selected applicants are required to attend a full day orientation session (Kick-off meeting). Kick-off meetings are held to provide candidates with a full overview of the course, introduce staff and instructors, and fill out required administrative paperwork, including an Enrollment Agreement. Candidates who complete this process will be ready to begin classroom training the following day.

Note: Applicants selected to participate in the training will be required to submit paperwork verifying identity, education, employment eligibility, residence, and income. All required paperwork must be submitted prior to the class start date – no exceptions.

2023 Program Training Schedule

	Course Title	Start Date	End Date
1	AWS re/Start	1/30/23	5/12/23
2	Software Engineering	2/13/23	5/26/33
3	IT Support	3/6/23	5/26/23
4	AWS re/Start	6/5/23	9/22/23
5	Cybersecurity	6/5/23	9/22/23
6	Software Engineering	6/12/23	9/29/23
7	IT Support	6/20/23	9/15/23
8	Software Engineering	6/20/23	10/6/23
9	Software Engineering	10/2/23	1/26/24
10	IT Support	10/16/23	1/19/24
11	Software Engineering	10/30/23	2/23/24
12	AWS re/Start	11/27/23	3/22/24
13	Cybersecurity	12/4/23	3/29/24

2024 Program Training Schedule

	Course Title	Start Date	End Date
1	IT Support	2/5/24	4/26/24
2	Cybersecurity	2/20/24	5/31/24
3	AWS re/Start	3/25/24	7/12/24
4	Software Engineering	5/13/24	8/30/24
5	IT Support	5/20/24	8/16/24
6	Cybersecurity	6/3/24	9/20/24
7	Cybersecurity	7/8/24	10/18/24
8	Software Engineer	7/8/24	10/18/24
9	IT Support	7/29/24	11/8/24
10	Software Engineer	8/19/24	11/27/24
11	IT Support	9/9/24	12/6/24
12	IT Support	10/21/24	2/14/24
13	AWS re/Start	10/28/24	2/21/24
14	Software Engineer	11/4/24	2/28/24

The 2025 training schedule will be available in September 2024.

2024 HOLIDAY SCHEDULE

HOLIDAY 2024

New Year's Day Monday, January 1

Martin Luther King Day Monday, January 15

Presidents' Day Monday, February 19

Memorial Day Monday, May 27

Juneteenth Day Wednesday, June 19

Summer Break* Monday, July 1-Friday, July 5

Labor Day Monday, September 2

Indigenous Peoples' Day Monday, October 14

Veteran's Day Friday, November 11

Thanksgiving November 28 and 29 Thursday & Friday

Winter Break* December 23– January 1, 2025

2025 HOLIDAY SCHEDULE

HOLIDAY 2023

New Year's Day Wednesday, January 1
Martin Luther King Day Monday, January 20
Presidents' Day Monday, February 17
Memorial Day Monday, May 26
Juneteenth Thursday, June 19
Summer Break* Monday, June 30 - Friday, July 4
Labor Day Monday, September 1
Indigenous Peoples' Day Monday, October 13
Veteran's Day Saturday, November 11, observed Friday, November 10
Thanksgiving November 23 and 24 Thursday & Friday
Winter Break* December 22– January 1, 2024

*Per Scholas is closed for the Summer and Winter Breaks.

CLASS SCHEDULE

- Classes are held every day (Monday-Friday).
- Each day consists of 4.5 hours of technical instruction (22.5 hours weekly) and 1.5 hours of Professional Development (7.5 hours weekly).
- The class is scheduled to meet from 9:00 a.m. – 4:00 p.m.
- There is a 60-minute lunch break, and a 15-minute break in the morning and the afternoon.
- Additional support is available on an as-needed basis from 4:30 p.m. - 5:30 p.m.
- Hours of school operation: 9:00 a.m. - 5:00 p.m.
Learners are expected to complete all lab assignments and activities.

All exams/quizzes are administered on the assigned date and time. Assignments are due at the start of class on the assigned date and time. If a learner misses a class for any reason, they are responsible for making up the work and collecting any notes/assignments missed. Makeup exams and assignments will be accepted at the instructor's discretion and allowed only in extraordinary circumstances.

Hours of School Operation

Our facilities are open Monday through Friday from 9 a.m. to 6 p.m. When applicable, extended hours of operation are announced in advance. During weather emergencies, Per Scholas may suspend classroom activities early, or cancel operations for the day. All class suspensions will be announced with as much notice as possible. On days when class activities are suspended due to weather emergencies, the main office voicemail announcement will be updated no later than 6:15 a.m. On occasion, classes may stop early for the day due to Per Scholas staff meetings. Any changes to class schedules will be made in advance, with no less than a 24-hour notice given prior to the change in schedule. Instructional time lost due to changes or weather emergencies will be added to the class schedule as class make-up time at the discretion of the IT instructor and approval of the Director.

COVID-19

In March 2020, all Per Scholas courses were held remotely across all sites. Per Scholas may decide to move courses to both remote and in person learning, creating a safe environment for all staff and learners based on need and/or conditions.

EXAMS AND ASSIGNMENTS

Learners are expected to participate in class discussions and complete all lab assignments and activities. All projects and homework must be handed in on time. Assessment exams (tests) are given to measure and evaluate what the learner has learned in specific reading assignments and classroom instruction. These tests are designed to measure learners' reading comprehension and retention of information on important subjects taught, such as hardware, software and network configuration, management and troubleshooting skills. Additionally, learners receive shorter quizzes, to test for understanding.

There will also be comprehensive midterm and final exams, using formats similar (with minor variations) to the actual certification exams (for those courses that lead to a certification). The essays and oral exams on our tests are designed to prepare learners to be articulate and credible when interviewing, which many times involves technical conversations.

- All exams are to be taken on the assigned date and time. Assignments are due at the start of class on the assigned date and time.
- Makeup exams and assignments will be accepted at the instructor's discretion and allowed only in extraordinary circumstances. On the first day the learner returns to the class, it is his/her responsibility to check with the instructor about makeup exams and missed assignments.

Field Activities

To enhance learning and provide real world experiences, all learners are required to participate in certain field activities that are scheduled during course hours, as assigned by the instructional team. Field activities could include job fairs, trade shows, mock interviews, corporate tours, and other activities.

MAKE-UP WORK

Learners are expected to attend all classes and arrive at or before the start of class. Learners who have missed coursework or assignments must arrange with their instructor to make up the work whenever possible. The learner is responsible for making up the work and collecting any notes/assignments that he/she missed. The instructor will inform the learner about the work that needs to be made up and the date it will be due back to the instructor. Learners must make up the work during their own time, and the work must be completed within a two-week period. Coursework submitted after the due date will not be accepted and will affect the learner's final grade.

GRADES AND GRADUATION REQUIREMENTS

Final grades are determined as follows (unless otherwise indicated in the course description):

Attendance and assessment quizzes	25%
Tests	25%
Essays, oral exams, and class projects	10%
Comprehensive midterm and final exams	40%
Total	100%

Grading

At the end of each course, each learner is assigned a final grade, as follows:

Point Range	Grade
90-100	A
85-89	B+
80-84	B
75-79	C+
70-74	C
65-69	D
64 and below	F

Graduation Requirements

Learners who successfully meet the requirements for graduation will receive a certificate of completion. At a minimum, learners must achieve the following:

1. A 70% or higher GPA (grade point average) on all tests.
2. Completion of the full length of the course.
3. Completion of all required examinations.
4. Adherence to the school attendance policy.
5. Submit all required coursework, including lab exercises and projects, and Career Development assignments, including final resume approved by the Career Coach.
6. Take the certification exams (learners who fail the exam are still eligible to graduate).

Academic Probation

Learners must maintain academic progress towards the completion of the course. In addition to on-going feedback, learners will receive two formal evaluations to review their progress in the course.

A learner who has not maintained a 70% average after the fourth week of the course will be placed on academic probation. The learner will be immediately informed both verbally and in writing. An action plan will be created to assist the learner. For instance, the learner will be required to attend mandatory tutoring, which we provide to assist the learner in improving his/her academic performance. Mandatory tutoring is offered before and/or after class with the instructor, a teacher's assistant, or a learner mentor. Learners may be required to join a study group. A learner, who does not improve his/her performance by the date given in the probationary letter, will be dismissed from the course.

Teaching Strategies and Methods

A variety of teaching methods are utilized in our courses by our instructors, including but not limited to lecture, discussion, self-study, written classroom exercises, written lab exercises, performance-based lab exercises, demonstrations, quizzes and examinations.

There are also lectures and discussions conducted by employers and industry professionals, on leading topics and industry trends (when they are available).

ATTENDANCE POLICY

In education and the workplace, regular attendance is necessary in order to excel. There is a direct correlation between attendance and academic success. Excellent attendance at Per Scholas is mandatory. Learners are expected to arrive on time every day, attend all classes, and follow all Per Scholas policies, as documented in the Enrollment Agreement.

Additionally, learners are expected to maintain responsive communication with the Per Scholas staff during the training and following graduation, including responding to all emails and telephone calls the same day.

The faculty encourages all learners to arrive at least 5-10 minutes before the class begins. Classes begin promptly. Anyone entering the classroom after the designated start time will be marked as late. Individuals will also be marked late if they return from breaks and/or lunches after the return time designated by the instructor. Individuals missing more than three (3) hours on any given day will be marked absent. Any individual missing less than three (3) hours in a day will be marked late.

The classroom instructor maintains the attendance roster. The attendance roster is kept at the school at all times. All learners are required to record daily attendance by signing in.

Attendance will be taken in the following manner:

- Approximately ten (10) minutes after class begins
- Approximately ten (10) minutes after class returns from lunch break
- Learners will be required to sign their name, indicating they are present, and the time when class begins, and initial their presence after the lunch break.
- Learners will be required to initial the time that they leave for the day.
- The time recorded should be consistent with one's course schedule.

- Learners must call their Career Coach or IT Instructor if they are going to be late or absent. Attendance is imperative in order to maintain academic requirements and successfully complete this course.
- Learners are expected to arrive in class at least 15 minutes before training each day, whether on-premises, remote, and/or hybrid courses.
- Learners must email or call a site staff member if they are going to be late or absent. Anyone entering the classroom *after the designated start time* will be recorded as late. Individuals will also be recorded as late if they return from breaks and/or lunches after the return time designated by the instructor.
- Individuals will be recorded as tardy or absent if they do not arrive to class as scheduled.
- For any courses following a typical full-time schedule, missing more than three (3) hours on any given day will be recorded as absent. Any individual missing less than three (3) hours in a day will be recorded as tardy.
- The amount of time that determines a tardy or absence may vary for any courses that do not follow the typical full-time class schedule; however, that information will be shared with learners during the admissions process.
- Calling a site staff member to inform us that you will be tardy or absent **does not excuse the tardy or absence**. This is what the allotted tardies and absences are for.
- The below chart outlines the allotted absences and/or tardies for classes that follow our typical full-time schedule, and it is based on the length of the class:

Class Duration	Allotted Absences	Allotted Tardies
18+ weeks	4 days	5 tardies
15 - 17 weeks	3 days	4 tardies
12 - 14 weeks	2 days	3 tardies
Less than 12 weeks	1 day	2 tardies

Learner's time and attendance will be monitored by the Instructor and Career Coach. Once a learner has accumulated lates and absences, the learner will be issued a written warning via email that outlines your current attendance status based on the above chart. Additionally, once you have accumulated the allotted number of tardies or absences, you will be placed on probation for attendance and reminded that if you **are absent or tardy again** you may be dismissed from training.

Attendance Policy Exceptions [In-Person/Hybrid/Remote]

While the attendance policy is designed to ensure learners have intentional access to instruction and hands on learning opportunities, there are two exceptions to the attendance policy. Learners will be provided bereavement and civic time off; these absences will not put the learner in jeopardy of dismissal and will not count against the allocated absences for the course.

- **Bereavement Leave:** Learners are permitted bereavement leave for the death of an immediate family member. Learners will receive up to 3 days without attendance penalty. Members of immediate family include spouses, domestic partners, parents, brothers and sisters, children, children of domestic partners, grandchildren, grandparents, parents-in-law and parents of domestic partners. Learners must inform their instructor if they will be absent and complete all missed work within 1 week of returning to the classroom. If a learner's leave extends more than the allotted days, they may be asked to withdraw and have the opportunity to re-enroll in a future class. (Reference "Re-Enrollment Guidelines" below.)
- **Civic Time Off:** Learners will receive a ½ day to participate in any municipal, county, state or federal election, general primary or special primary without an attendance penalty. Learners must inform their instructor they will be absent, provide documentation and complete any missed work by the close of the instructional week. In addition, if a learner is summoned for jury duty, they will receive time off to participate in the jury selection process without attendance penalty. Learners must inform their instructor of the summons, provide documentation and complete any missed work by the close of the instructional week. If a learner is selected for a jury, they will be asked to withdraw and have the opportunity to re-enroll in a future class.

Military Service

Per Scholas is honored to support our learners and staff who are members of the Military Community. As such, we maintain a policy that ensures members of the Armed Forces, including reserve components and National Guard, who are enrolled at Per Scholas may be readmitted if they are temporarily unavailable or have to suspend enrollment by reason of serving in the Armed Forces.

When nearing the maximum number of tardies or absences, you will be issued a *letter of probation* stating that one more lateness or absence will lead to immediate termination from the course.

Measures Taken When a Learner Drops Out of the Course

- If a learner is absent three (2) consecutive days without notifying the school, the learner will be considered to have dropped out of the course. The school will contact the learner by telephone (or in writing if necessary) to formally advise the learner of this status. Results of the conversation will be documented.
- If appropriate, the learner will be informed that a leave of absence is available.

Measures Taken When a Learner Drops Out of the Course

- If a learner is forced to drop the course for personal reasons, the learner will be eligible to take the course over, with approval from the school director.
- If applicable, the learner will also be informed that any tuition paid will remain valid, unless there has been a significant financial or educational change to the course, in which case, extra tuition will be charged. The school will then request that the learner respond in writing and provide a reason for withdrawal.

Measures Taken When a Learner Is Terminated from the Course

- If a learner is terminated from the course due to violation of the attendance policy, or for behavior or academic performance reasons, if appropriate, the learner will be eligible to take the course over, with approval from the director.

LEAVE OF ABSENCE

Per Scholas grants learners a leave of absence from the course only in extenuating circumstances such as a serious or prolonged illness, disability, maternity leave, or death of a family member. A **Leave of Absence Request Form** must be submitted to the school director, prior to the leave of absence, along with appropriate documentation. The school director will review the request and a decision will be made within two business days.

Note: If the leave of absence will result in the learner missing important instruction that, in the opinion of the school director, cannot be made up, the learner will be eligible to take the course over.

The maximum period for a leave of absence is 12 days. There will be no penalty for the absence. Only one leave of absence will be granted for either medical or personal reasons at the school director's discretion. Before a learner returns from a leave of absence, a faculty member will meet with the learner to ensure that he/she is prepared to return. If the learner fails to return to school on the expected return date, the school will dismiss the learner from the course.

DRESS CODE

When attending class (including the IT Lab), you are required to dress in appropriate business casual attire. Appropriate business casual attire is described as follows:

- Shirts and tops should be loose, remain modest and should cover the chest, stomach, and shoulders. Business shirts should be tucked in. Camisoles and professional tank tops must be covered with a suit jacket, sweater shrug, or shawl that needs to be worn for the entire day.
- Not allowed are tops with low cleavage (low-cut) or transparency (see-thru), halter-tops, tank tops, midriff baring tops, tops with bare shoulders, t-shirts, athletic or workout clothing, or hoodies. Shirts that expose skin inappropriately or expose undergarments must be avoided.
- Shirts with potentially offensive words, terms, slogans, logos, pictures, cartoons, or are ripped or torn are not allowed.
- Slacks or skirts that are at least knee-length shall be worn. Jeans, shorts, spandex, nylon, jeggings, sweatpants, or leggings are not allowed. Garments that are transparent, expose skin inappropriately or expose undergarments must be avoided. Skirts need to be at least knee length, so they are not so short that the wearer risks unwanted exposure during normal class/office activities or tasks.
- Shoes must be worn. Black boots are acceptable. Work boots of any color, sneakers, flip-flops, sandals, or open-toe shoes are not allowed.
- No hats, caps, or other headgear (with the exception of religious headgear) are to be worn while in the building or during training hours.
- Certain classes during the course will be designated as Career Development classes. When

attending Career Development classes, you will be required to dress in appropriate corporate business attire. Examples of corporate business attire are:

- o A conservative suit or blazer with slacks or a skirt in solid dark colors or pinstripe, with a shirt and tie or a blouse are appropriate. If you do not have a suit or sport jacket, a shirt and tie with slacks or a conservative dress, skirt, slacks and a blouse are acceptable. Business shirts must be tucked in pants at all times. Footwear must also reflect business attire. Only shoes are appropriate. Heels, flats and stockings are appropriate with dresses or skirts.
- o Work boots of any color, sneakers, flip-flops, sandals, or open-toe shoes are not allowed.
- o In addition, any of the attire mentioned as inappropriate for course and lab days are also inappropriate for Career Development classes.
- o Learners will receive a copy of the dress code during the Kick-off meeting.

Jeans Days: Per Scholas may occasionally designate a “jeans day.” However, this does not mean you can dress unprofessionally. All the other clothing rules apply except that blue or black jeans may be worn. All jeans must be clean and in good condition (i.e. jeans should not be faded or ripped jeans should not have holes or stains and should not display large logos). Extra baggy jeans hanging off the waist with no belt are not allowed. Jeggings are not allowed.

If someone is dressed inappropriately, a staff member will issue a verbal warning followed up by a written warning via email. If someone dresses inappropriately a second time, the instructor will notify the learner verbally and via email and the event will also count as a “late” against the participant’s attendance record. In cases where a participant’s attire is so inappropriate that it is distracting to the class, the instructor may, at their discretion, send the learner home to change clothes; the event will count as a “late” against the learner’s attendance record.

GENERAL SCHOOL POLICIES

- Theft of company property or property of any Per Scholas staff or fellow learners will result in immediate termination from the course.
- Willful destruction of company property or property of Per Scholas staff or fellow learners will result in immediate termination from the course.
- No alcohol or illegal drug consumption is allowed before or during class hours. Learners who appear to be under the influence of drugs or alcohol will be subject to immediate termination from the course. Many employers have the right to test for drugs as part of their pre-employment screening process; participants should be aware that decisions regarding drug use during the course period might affect their future employability. No possession of alcohol or illegal drugs within the building is allowed.
- Possession of any dangerous weapon while in the building or classroom setting will result in immediate termination from the course. Threatening, intimidating, or physically harming any staff, affiliate or fellow learner will result in immediate termination from the course.
- Anyone with Peace Officer Status must register his/her weapon with the local police precinct every day prior to attending classes.
- Willful violation of safety rules and/or safety procedures that place you, a fellow learner, and/or staff member in danger will result in immediate termination from the course.

- As part of Per Scholas' security procedures, all learners' bags and belongings are subject to random inspection without advanced notice. The learner is responsible for obtaining a lock to secure his or her belongings in their assigned locker. Per Scholas has the right to clip the lock if a learner leaves the course or is asked to discontinue the course, or in the event of a theft in the school that warrants a search of all learner and staff bags and lockers.

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Classroom/Lab Rules

- Cell phones are to be turned off during class. Calls are limited to breaks and lunch.
- No bags are allowed into the classrooms at any time. In addition, all learners are to wear a learner ID badge while in the building. A learner without an ID will not be allowed to enter the school.
- Per Scholas does not condone cheating in any form or the use of outside study materials. Participants enrolled in a course will be provided approved study materials. Materials that are not CompTIA or Per Scholas approved may not be correct or legal. Anyone found to be cheating or to be using or passing around unauthorized materials will be subject to immediate termination from the course.
- Supplementary materials such as a bookbinder, CD, DVD and USB storage drive are the responsibility of the learner. Any manuals issued to the learner must be brought to the class on a daily basis.

- Inappropriate use of school technology is prohibited. Under no circumstances should a learner surf pornographic websites. Entering a pornographic site will result in immediate termination from the course. All Internet usage is monitored internally.
- All learners are required to clean up after themselves after lunch and breaks.

STANDARDS OF CONDUCT/ACADEMIC INTEGRITY/DISMISSALS

The faculty of Per Scholas expects the conduct of all learners in the school to be consistent with that of a professional person.

Standards of Conduct

- Learners are required to conduct themselves in a professional manner. Learners are expected to demonstrate courtesy, honesty, and respect to your instructor, fellow learners and Per Scholas staff members. Learners who are deemed disruptive, argumentative, disrespectful, or unprofessional may be removed from the program.
- Similarly, learners should expect faculty to treat them fairly, showing respect for their ideas and opinions and striving to help them achieve maximum benefits from their experience in the school.
- Profanity, discriminatory remarks, general or sexual harassment in the workplace is inappropriate, unprofessional and not permitted. This applies to the entire facility and any areas surrounding the building. Inappropriate comments and conversations are not allowed at any time. Any discriminatory language or derogatory remarks or behavior against staff or another learner in reference to religion, culture, race, sex, or sexual orientation are grounds for immediate termination from the course.
- Profanity, discriminatory remarks, general or sexual harassment in the workplace is inappropriate, unprofessional and not permitted. This applies to the entire facility and any areas surrounding the building. Inappropriate comments and conversations are not allowed at any time. Any discriminatory language or derogatory remarks or behavior against staff or another learner in reference to religion, culture, race, sex, or sexual orientation are grounds for immediate termination from the course.
- All enrolled learners are required to create a professional email address. No nicknames or slang terms are allowed.
- While in the building, class or learner lounge, learners are expected to refrain from using profanity.

Academic Integrity

- If a learner is caught cheating on exams, he/she will be dismissed from the course.
- The preparation of reports and examinations, assigned on an individual basis, must represent each learner's own effort. Assistance from other learners or aides of any kind during a written examination, except when the use of books or notes has been approved by an instructor, is a violation of the standards of conduct.
- Additionally, dismissal from the course will occur for intentional misuse of equipment or materials and aiding and abetting the perpetration of such acts.

PROCEDURE FOR HANDLING ALLEGED VIOLATIONS OF STANDARDS OF CONDUCT

A faculty member, who observes or suspects that a violation of the standards of conduct may have occurred, will bring the matter to the school's managing director.

Meeting with the Managing Director

Upon receipt of an alleged violation, the school managing director will schedule a meeting with the learner and faculty member who made the allegation to review the evidence and circumstances. The school director will inform the learner about the charges and provide a summary of the facts which support the charges. The learner will have an opportunity to explain their interpretation of events.

Action by the Managing Director

Upon careful review of the facts, and interviews with the faculty and learner, the school director will make a decision. If it is determined that the learner did in fact violate the Standards of Conduct, s/he may be issued a warning notice, letter of probation, or dismissed from the course.

PROCEDURE FOR HANDLING ALLEGED THEFT OR VANDALISM OF MATERIALS OR EQUIPMENT

Theft of books, materials or equipment belonging to Per Scholas or vandalism to the facility are prohibited. If a faculty member discovers a suspected instance of theft or vandalism, the following procedures will be followed:

- The name of the suspected learner will be requested.
- A brief report of the incident will then be prepared by the faculty member involved in discovering the occurrence and forward the report to the school director.
- If the incident appears to be a clear instance of attempted theft or vandalism, based on the judgment of the faculty member and director, the director may choose to take disciplinary action. Such action can involve filing criminal charges or dismissal from the training, or both.

PROCEDURE USED IN CASES OF ALLEGED MISUSE OF INFORMATION RESOURCES

Information resources include any information in electronic or audio/visual format, or any hardware or software that make possible the storage and use of such information. For example, electronic mail, local and external databases, proprietary curriculum or other written materials, and photographs owned by Per Scholas.

In accordance with established practices, policies and procedures, confirmation of inappropriate use of Per Scholas resources may result in termination from the course, disciplinary review, and/or legal action. The school characterizes as unethical and unacceptable, any activity through which an individual:

- Violates such matters as the school's or a third-party copyright or patent protection.
- Violates authorizations, as well as license agreements and other contracts.

- Interferes with the intended use of the information resources.
 - Seeks to gain or gains unauthorized access to information resources.
 - Destroys, alters, dismantles, prevents rightful access to without authorization, or otherwise interferes with the integrity of computer-based information and/or information resources.
 - Without authorization, invades the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources.
- If a learner is accused of participating in any of the above activities, the procedures outlined in the above section on *alleged theft or vandalism of materials or equipment* will apply.

NON-DISCRIMINATION POLICY

Per Scholas is committed to equal opportunity in admission and employment. It is the policy of Per Scholas to provide equal opportunity for all qualified applicants, learners and employees and to prohibit discrimination on the basis of race, color, gender, religion, national origin, age, sexual preference, disability, or marital status. Related inquiries should be addressed to the school director.

SEXUAL HARASSMENT POLICY

Per Scholas maintains an academic and work environment free of sexual harassment for learners, faculty and staff. Sexual harassment is illegal, and it will not be tolerated. Sexual harassment is prohibited in the employment context by Title VII of the 1964 Civil Rights Act and in the education context by Title IX of the Educational Amendments of 1972.

Sexual harassment can be a very serious matter having far-reaching effects on the lives and careers of individuals. Intentionally false accusations can have a similar impact. Thus, the charge of sexual harassment is not to be taken lightly by a charging party, an accused party, or any member of the school. A person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action.

Sexual harassment by a staff member or learner, are grounds for immediate termination from the school (employee) and from the course (learner).

LEARNER SERVICES

Kick-off Meeting: A full day introduction to the course is held prior to the start of each new class. Learners receive information about the course, school rules and regulations, the attendance policy, academic requirements and a description of all services provided by Per Scholas. In addition, learners meet the faculty, and are provided with their contact information.

Communicating with Learners: Communication is critical to success in the course, and during the post-

graduation job search. It is expected that all learners will respond quickly to all requests from the instructional team and the general administrative staff. Communication could be in person, as well as via e-mail and phone calls. Learners are expected to respond within 24 hours to requests for information, job opportunities, and other important matters that affect the learner's coursework and ability to locate a job. Additionally, learners are expected to inform the Administrative Staff of any changes in their e-mail or home/cell number.

Personal Property: The school cannot assume liability for loss or theft of personal property, or for damage to personal property on the school premises. The use and care of personal property is the responsibility of the learner. Each learner is provided with access to a locker for personal belongings. Learners are responsible for bringing their own lock. After the course is complete, learners are required to remove the lock.

Referral Services: Learner services and counseling are provided to learners who need assistance with personal problems that could interfere with the training. Per Scholas services are augmented by a strong network of local community resources that provide learners with services based on need. When necessary, learners are referred to other service providers for support services.

Transcripts: Each learner is entitled to a transcript upon request at the end of a course. Official transcripts, with the school's official seal, are sent by the school to other institutions, upon request from the learner, in writing.

Employment Services and Assistance: All graduates of the training courses are assigned to work with an Associate Director of Business Solutions. Per Scholas has been successful in assisting our graduates in obtaining industry- recognized professional credentials and to become employed upon completion

of the training course. Upon the successful completion of the course, learners will be eligible for job placement assistance. Every effort will be made to place every graduate in a job. While placement services may be provided, it is understood that Per Scholas does not promise or guarantee employment to any learner or graduate.

Learners receive employment preparation training through Professional Development training classes. Working independently, and with assistance from the Senior Manager of Career Solutions, learners research job opportunities and receive job referrals for positions available at small, mid-size and large companies that work with Per Scholas. Employment and career assistance is also available to all graduates of the training course for up to two years after graduation.

NOTE: The following outcomes are for all Per Scholas learners who enrolled in the End User Desktop Support, AWS re/Start, Full Stack Java, Cybersecurity, Software Engineer, Data Engineer and IT Support training programs during the previous reporting period:

Program Training Outcomes

Program Title	Total Enrolled	Total Completed	Total Certified (Only for programs that lead to a Certification)	Total Employed
End User Desktop Support	16	15 (94%)	15 (100%)	14 (93%)
AWS re/Start	39	34 (87%)	32 (94)	16 (47%)
Full Stack Java	6	4 (67%)	Course does not lead to certification	0 (0%)
IT Support	49	47 (96%)	31 (66%)	19 (41%)
Network Support	0	0	Not Offered in 2022-2023	0
Data Engineering	1	0 (0%)	Course does not lead to certification	N/A
Cybersecurity	10	8 (80%)	3 (37.5%)	1 (12.5%)
Software Engineering	22	20 (91%)	Course does not lead to certification	3 (15%)

LEARNER RECORDS

Purpose of Learner Records

The school collects information about learners and maintains learner records for the purposes of counseling learners and assisting them in the completion of their training. The school also uses information from learner records to collect and analyze statistical information to improve instruction and services delivered to learners. Information on learner outcomes is also shared with funders.

Information in Learner Records

Five basic categories of information are included in learner records:

1. Admissions materials including the application for admission, test scores, and essay
2. Financial aid material including vouchers, financial information supplied by learners and/or parents, and correspondence
3. Official school academic information including a copy of the learner's progress reports, test scores, and other correspondence
4. Notes placed in the file by a staff member, summarizing the purpose of the learner's contact with the staff member, matters discussed and/or commitments made, and relevant observations
5. After training, and once a graduate becomes employed, Per Scholas collects employment verification

Access to Learner Records

Any learner currently or formerly enrolled in the school may examine all materials in his/her record.

Learners who wish to examine their record shall file a written request with the director. Every attempt will be made to schedule an appointment for the learner to review the record. Access to a learner’s record will not be delayed for more than one week. Once a request has been received, no material shall be removed from the file until the learner has reviewed it. All records shall be examined in the presence of a faculty member of the school. The school’s agents, director and appropriate staff members will have direct access to learner records, as their particular responsibilities require. The school’s site director may provide information from learner records to other staff members who demonstrate a need to know, consistent with their official functions for the school and consistent with normal legal and professional practices. Other than public information, persons outside the school shall be given personally identifiable information from learner records only upon the specific written authorization of the learner involved except:

- When the request is made by a sponsoring partner organization; or
- Disclosure is required by subpoena or by federal or state law; or
- In connection with a learner’s application for, or receipt of, financial aid; or
- In connection with studies conducted for the purpose of school evaluation, administration of learner aid programs or improvement of instruction; or
- When there is a health or safety emergency

All persons or organizations receiving such information shall be notified in writing that they may use it only for the purpose for which it was furnished, that they may not make it available to others without obtaining the written consent of the learner involved, and that they must destroy it when it has served the purpose for which it was intended.

SCHOOL DIRECTORY

Name & Title	Phone Number	Email Address
Plinio Ayala, President & CEO	718-772-0061	Payala@perscholas.org
Pam Kingpetcharat, Chief Financial Officer	718-991-8400	Pkingpetcharat@perscholas.org
Michelle Pullaro, Chief Operating Officer	718-772-0362	Mpullaro@perscholas.org
Andi Drileck, Senior Managing Director	847-409-4060	Adrileck@perscholas.org
Kelsey Briggs-Dineen, Director Business Solutions	224-284-8548	Kbriggsdineed@perscholas.org
Daniel Ponciano, Manager Professional Development	773-758-2204	Dponciano@perscholas.org
Nikia Smith, Manager Recruitment & Admissions		Nsmith@perscholas.org
Alicia Pearlman, Technical Instructor		Apearlman@perscholas.org
Michael Jordon, Teaching Fellow	312-566-8278	Mjordan@perscholas.org

Unannounced School Closure

In the event of an unannounced school closure, learners enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within ninety (90) days may exclude the learner from any available form of assistance.

DISCLOSURE STATEMENT

Institutional Accreditation Status

Per Scholas is not accredited by a US Department of Education recognized accrediting body.

Transferability of Certificate

The learners will take industry-recognized exams and earn industry- recognized certifications.

Campus Performance Data: July 1, 2022, through June 30, 2023

A1) The number of learners who were admitted:

- a. Network Support - 0
- b. End User Desktop Support – 16
- c. AWS re/Start - 39
- d. Full Stack Java - 6
- e. IT Support - 49
- f. Data Engineering - 1
- g. Cybersecurity - 10
- h. Software Engineering – 22

A2) The number of additional learners who were admitted in the program during the 12 months and classified in one of the following categories:

New starts:

- i. Network Support – 0
- j. End User Desktop Support – 32
- k. AWS re/Start - 39
- l. Full Stack Java - 6
- m. IT Support - 49
- n. Data Engineering - 1
- o. Cybersecurity - 10
- p. Software Engineering - 22

A2b) Re-enrollments; -- N/A - we do not collect this information.

A2c) Transfers into the program from other programs at the school -- N/A – we do not collect this information.

A3) The total number of learners admitted in the program during the 12-month reporting period (the number of learners reported under subsection (a)(1) plus the total number of learners reported under subsection (a)(2).

- i. Network Support – 0
- ii. End User Desktop Support – 32
- iii. AWS re/Start - 39
- iv. Full Stack Java - 6
- v. IT Support - 49
- vi. Data Engineering - 1
- vii. Cybersecurity - 10
- viii. Software Engineering - 22

A4) The number of learners enrolled in the program during the 12-month reporting period who:

q. Transferred out of the program and into another program at the school; -- N/A - we do not collect this information.

r. Completed or graduated from a program:

- Network Support – 0
- End User Desktop Support – 15
- AWS re/Start - 34
- Full Stack Java - 4
- IT Support – 47
- Data Engineering - 0
- Cybersecurity - 8
- Software Engineering - 20

A4c) Withdrew from the school:

- Network Support – 0
- End User Desktop Support – 1
- AWS re/Start - 5
- Full Stack Java - 1
- IT Support – 2
- Data Engineering - 1
- Cybersecurity - 2
- Software Engineering - 4

A5a) The number of learners enrolled in the program who were placed in field of study:

- Network Support – 0
- End User Desktop Support – 14
- AWS re/Start - 0
- Full Stack Java - 0
- IT Support – 17
- Data Engineering - 0
- Cybersecurity - 0
- Software Engineering – 0

A5b) Placed in a related field:

- Network Support – 0
- End User Desktop Support – 0
- AWS re/Start - 14
- Full Stack Java - 0
- IT Support – 1
- Data Engineering - 0
- Cybersecurity - 0
- Software Engineering – 3

A5c) Placed out of the field:

- Network Support – 0
- End User Desktop Support – 0
- AWS re/Start - 2
- Full Stack Java - 0
- IT Support – 1
- Data Engineering - 0
- Cybersecurity - 1
- Software Engineering – 0

A5d) Not available for placement due to personal reasons -- N/A - we do not collect this.

A5e) Not employed (pending employment):

- Network Support – 0
- End User Desktop Support – 1
- AWS re/Start - 18
- Full Stack Java - 4
- IT Support – 28
- Data Engineering - 0
- Cybersecurity - 7
- Software Engineering – 17

B1) The number of learners who took a state licensing examination or professional certification examination, if any, during the reporting period:

- Network Support – 0
- End User Desktop Support – 15
- AWS re/Start - 34
- Full Stack Java – N/A
- IT Support – 47
- Data Engineering – N/A
- Cybersecurity - 8
- Software Engineering – N/A

B2) The number of learners who passed the exam:

- Network Support – 0
- End User Desktop Support – 15
- AWS re/Start - 32
- Full Stack Java – N/A
- IT Support – 31
- Data Engineering – N/A
- Cybersecurity - 3
- Software Engineering – N/A

C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence:

- Network Support – 0
- End User Desktop Support – 0
- AWS re/Start - 0
- Full Stack Java – 0
- IT Support – 0
- Data Engineering – 0
- Cybersecurity - 0
- Software Engineering – 0

D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence. (Section 37 of the Act):

- Network Support – 0
- End User Desktop Support – \$20.73 ph
- AWS re/Start – \$30.45 ph
- Full Stack Java – \$0.00
- IT Support – \$22.06 ph
- Data Engineering – \$0.00
- Cybersecurity - \$22.90
- Software Engineering - \$29.42

CONSUMER INFORMATION-

Since Per Scholas' inception, a total of 25,000 learners have been trained in various programs. Per Scholas National performance in 2022:

- Enrolled 3,795
- 85% of learners graduated
- 72% of graduates obtained an IT credential
- 50% of graduates obtained employment by the 4th month after graduation
- 75% graduates found jobs within one year of graduating

- 70% of graduates retain employment for at least one year
- \$18.00/hour average starting wage for graduates
- 300% typical increase in post training income
- \$0 in loan debt

Issues Concerning: Write/Email the Following Staff

Matters relating to general policies: Chicago Managing Director.

Interests and welfare of the school: Chicago Managing Director

Faculty: Chicago Managing Director

Admissions: Chicago Managing Director

Contributions to the school: President & CEO

Inquiries about our training and how to apply admissions@perscholas.org

DISPUTE RESOLUTION

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

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

FILING COMPLAINTS WITH THE ILLINOIS BOARD OF HIGHER EDUCATION (IBHE)

Complaints against this school may be registered with IBHE

1 N. Old State Capitol Plaza suite 333

Springfield, IL 62701

Phone: [\(217\) 782-2551](tel:(217)782-2551)

IBHE learner complaint online system link <http://complaints.ibhe.org/>