



# FIRST INSTITUTE

Training & Management, Inc.



# CATALOG

Effective January 1, 2020 to December 31, 2020

# 2020

[www.fitmnow.com](http://www.fitmnow.com)

Administrative Office and Training Facility:

 (909) 829-1643

 (909) 829-2600



**FONTANA CAMPUS**

14755 Foothill Boulevard, Suite G  
Fontana, CA 92335



**SAN BERNARDINO SATELLITE CAMPUS**

1535 E Highland Avenue, Suite B  
San Bernardino, CA 92404



**YUCCA VALLEY BRANCH CAMPUS**

56020 Santa Fe Trail, Suites P and Q  
Yucca Valley, CA 92284

*First Institute Training & Management, Inc. makes every effort to ensure accuracy of the **information contained in this catalog** and it is updated annually.*

*The current catalog will be provided to all prospective students and members of the public upon visiting the school or requesting one be mailed to them. The catalog may be also accessed at our website [www.fitmnow.com](http://www.fitmnow.com). As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement. In addition, we encourage you to review the School Performance Fact Sheet, which must be provided to you prior to signing the Enrollment Agreement as well.*

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# ABOUT US

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## MISSION STATEMENT

*First Institute Training & Management, Inc. meets the educational needs of students, employers, and the community by designing quality training programs that utilize relevant methodology practice.*

### Philosophy and Objectives

The goal of First Institute Training & Management, Inc. (FITM) is to provide students with the foundational knowledge required to succeed in the workforce. Additionally, FITM exposes students to a wide range of career opportunities for which FITM training makes them qualified. To accomplish this, FITM offers a holistic program which greatly improves students' academic skills and social awareness while teaching industry specific technical and practical skills. FITM, through its team of professional, experienced and dedicated instructors, case managers, and administrators, provides students with the support needed to both select and complete the appropriate FITM training program. Finally, FITM provides graduates with the resources needed to enter the job market or pursue further educational training.

### Approvals

First Institute Training & Management, Inc. is a private proprietary institution and approved to operate under compliance with state standards as set forth in the California Private Postsecondary Act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations. First Institute Training & Management, Inc. also has an approval from the Illinois Board of Higher Education through its Division of Private Business and Vocational Schools to provide training in the State of Illinois.

First Institute Training & Management, Inc. is not accredited by an accrediting agency recognized by the United States Department of Education.

### Facilities

First Institute Training & Management, Inc. is in Fontana California. The institution's administrative and supervisory offices are located in the Fontana campus at 14755 Foothill Blvd, Suite G, Fontana,

California 92335. These offices are open from 8am to 4pm. Monday through Friday, as well as the San Bernardino Satellite Campus and Yucca Valley Branch locations. Early morning and evening hours are available by appointment. Please call our main office to request an appointment for any of the three sites.

The locations maintain occupancy permits and business licenses from the cities of Fontana, San Bernardino, and Yucca Valley, respectively.

First Institute Training & Management, Inc. utilizes facilities in the City of Fontana (main campus), City of San Bernardino (satellite office), and the City of Yucca Valley (branch), CA. The Fontana location occupies a single-story office building. All classrooms, administrative offices and supervisory offices are located here. Each site has classrooms and labs which are equipped with updated equipment to meet all training needs. There are restrooms, ample storage for garments, a paved lighted parking lot, facilities for storing records, space for conferences and a lounge with tables and chairs for students and staff. Each location maintains an occupancy permit and a business license from each corresponding local municipality.

For both Business Computer Application and Medical Office Assistant programs, First Institute Training & Management, Inc. counts with desktop computers as well as laptops; sufficient number of computer technology is available for students to complete the necessary courses for successful completion of the program. Necessary amounts of table and chairs to accommodate the number of students is additionally provided.

Specific to the Welding Technology Program: tables, chairs and computers are available to accommodate the student population during the didactic components of the program. For the Weld Lab component industry necessary equipment including pre-assembled welding packages, oxy-fuel and plasma cutting machines, oxy-fuel torch set, abrasive cut-off saw, and different size grinders.

All equipment utilized in the programs offered at FITM is owned by First Institute Training & Management, Inc.

FITM does not have a pending petition in bankruptcy. nor operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. Signed leases exist between First Institute Training & Management, Inc. and Del Sur Holdings (in Yucca Valley), NetReit World, Inc. (in San Bernardino), and CityCom Real Estate (in Fontana.)

First Institute Training & Management, Inc. is barrier free and accessible to individuals with disabilities. Auxiliary aides are available upon request.

## Academics/Program Structure

### Student Admissions

First Institute Training & Management, Inc. seeks students who have both a strong desire to receive practical career preparation and the ability to achieve academic success. It is FITM's policy to limit enrollment to a maximum of 25 students per instructor for the Business Computer Applications and Medical Office Assistant programs. The Welding Technology program will be a maximum of eight students per instructor in the didactic portion of the program and eight students per one instructor in the Weld lab. Therefore, it is recommended that applicants enroll as early as possible to better their chances of being accepted into the program of their choice. To be eligible, applicants must provide First Institute Training & Management, Inc. with one of the following:

1. Proof of graduation from an accredited high school or proof of satisfactory completion of a GED or other high school equivalency; OR,
2. A Wonderlic Basic Skills Test (WBST) with a passing score of 200 or more for the Verbal Section. For students that are English Language deficient will be referred to local adult basic education providers; AND,
3. A Wonderlic Basic Skills Test (WBST) with a passing score of 210 or more in the Quantitative Section.
4. All instruction is provided in English.
5. Applicants must be at least 18 years old.
6. Applicants must complete an Application for Enrollment and complete an interview conducted by the FITM Admissions Staff.
7. All applicants must be English Language proficient. If their high school, GED, or other high school equivalency was completed in English, the applicants are considered English proficient and satisfy this requirement. For those that have not demonstrated the aforementioned criteria, the applicants will be required to take and pass the Wonderlic Basic Skills Test (WBST) as required in the prior Item 2.

FITM welcomes first inquiries from high school students and their parents during the prospective student's junior year. Students will be notified by mail of FITM's decision to accept or deny their application.

## Grades

Students are informed of their academic progress at the completion of each course. Students have the right to access their files while they are enrolled and in good standing. Grades are based on a final exam given at the end of each course. Course grades are as follows:

100-90%	4.0 = <b>A</b>	EXCELLENT
89-80%	3.0 = <b>B</b>	GOOD
79-70%	2.0 = <b>C</b>	SATISFACTORY
69-60%	1.0 = <b>D</b>	UNSATISFACTORY
59-0%	0 = <b>F</b>	FAILURE

PASS = **P** PASS or FAIL = **F** FAIL

## Graduation Requirements

Students will be awarded a Certificate of Completion upon successful completion of all graduation requirements. The following requirements (in addition to any special requirements a student has received as the result of a disciplinary measure or any such agreement with FITM) must be met for a student to graduate:

- Students must have a final GPA of 2.0,
- Attend at least 80% of the eligible hours of instruction,
- Complete an exit interview,
- Meet all financial obligations (including those created through disciplinary measures or any such agreement with FITM).

## Faculty Qualifications

All faculty must show evidence of no less than 4,000 clock hours (the equivalent of two years) of a combination of training and work experience in the specific subject area during instruction in which they intend to teach OR evidence of no less than 6,000 clock hours of successful on-the-job experience in the academic or vocational/skill subject area in which they intend to teach. Previous teaching experience is not a requirement but is a preferred attribute of any potential faculty member.

## Exit Interviews

Each student must attend an Exit Interview with his or her case manager before graduation. Students will be given information vital to their ongoing career and academic advancement and wellbeing. This is a requirement for graduation.

## Curriculum Changes

In keeping with FITM'S sincere effort to respond immediately to the changes in industry and the workplace, FITM reserves the right to

make modifications in the course content and the structure of the curriculum as needed.

### **Class Structure**

FITM programs offer day classes that start at 8am and end at 4pm, Monday through Friday. Other class schedules may be implemented based on need and demand. These will be posted at each center two weeks prior to the beginning of each class.

### **Holidays & Other Cancellations**

FITM observes the following legal holidays: New Year's Day, Presidents' Day, Good Friday, Memorial Day, Independence Day,

Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. The scheduled dates for Winter Break will be posted at FITM. In times of inclement weather or other emergencies, classes may be cancelled, or a late start may be instituted. Please call your training facility by 7:45am to determine what action the school will be taking.

### **Student Record Retention**

Student records will be kept in accordance with AACRAO's Student Records Management which dictates the retention, disposal and archive of student records. FITM will maintain and keep permanently all student records, transcripts, enrollment, testing, financial, and any pertinent documents of any individual who enrolls in the institution whether or not the student completes our educational service.



# STUDENT SERVICES

## Academic Assistance

FITM provides a support system for students experiencing academic difficulties. Instructors are available by appointment to help with any area of difficulty. Student mentors will also assist students who are struggling. The FITM support system will implement various strategies to address each student's unique situation. Ultimately, however, it is imperative that students be as committed to their own success as FITM.

## Student Mentoring

To better serve students, FITM offers opportunities for students to become mentors within its student mentoring program. This program is administered by faculty and is available on a departmental basis.

The mentorship program fosters community and builds leadership skills, allowing students to grow by giving and receiving assistance to and from other students.

## Library/Courtesy Computer Time

Students may require additional work on and practice with computers outside regularly scheduled training sessions. Students will be permitted to utilize school computers and other resources available on an 'as needed basis'. This time is available as a courtesy and an instructor may or may not be available for assistance. The Internet is only intended for job search and academic use, not for personal or entertainment purposes. If a student is found exploring sites with explicit content, the student may be expelled from the school.

## Appointments with Administrators

FITM administrators will attempt to meet with any student that wishes to speak with them. Students should arrange a meeting with school administrators through their instructors or by calling the school. The administrators' office will respond within 24 hours to any attempt to schedule an appointment through these two means.

## Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at First Training & Management, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending First Institute Training & Management, Inc. to determine if your certificate will transfer. First Institute Training & Management, Inc. has not entered into any articulation agreements or relationships with educational entities.



## Transfer of Credit into FITM

A petition for credit for prior training may be secured and must be returned to the First Institute Training & Management, Inc. Administrative Office. The Campus Director along with the appropriate faculty member will evaluate the petition. Official transcripts and course descriptions are required to determine applicable credit, if any, and must be provided by the potential applicant. The credit must have been earned at an accredited institution to be considered by FITM, Inc. A minimum grade of "C" or its equivalent will be considered. A student must also complete at least eighty percent (80%) of the FITM program to receive a Certificate of Completion. If FITM accepts credit for prior training the current tuition will be reduced proportionally by the number of hours that transfer credit is accepted. Requests for credit transfer must be made prior to beginning classroom attendance at FITM. FITM does not offer any options for earning credit through examinations. FITM does not offer credit for experiential learning.

## Leave of Absence

A one-time leave of absence may be granted for bonafide, acceptable, and unavoidable reasons, subject to final approval by the

Campus Director. It shall be reasonable in duration and shall not exceed the 60 days. All leaves of absence shall be requested in writing, properly dated and signed by both the student and school personnel and placed in the student's file within one week of the beginning of such Leave of Absence.

### **Articulation Agreements**

FITM does not have any articulation agreements with any college or university.

### **Student Messages**

First Institute Training & Management, Inc. staff will take messages on behalf of students and deliver them during scheduled breaks. In emergencies, at staff discretion, students will be notified while they are in class. This service is offered as a courtesy and can be terminated at any point at FITM's discretion.

### **Visitors**

First Institute Training & Management, Inc. welcomes visitors. Applicants are encouraged to set an appointment to visit any FITM training facility and may bring guests with them on their visit. In addition, students may bring guests, including prospective students with them. However, students MUST inform school administrators and receive the administrator's permission prior to bringing guests on the school premises. Prior to bringing a guest into a classroom, students must also receive permission from their instructor.

### **Drug & Alcohol Awareness Policy**

If students require additional information or assistance with drug and alcohol abuse issues, they are referred to local agencies specializing in substance abuse counseling. However, if a student is caught with any substance, which is illegal for them to be in possession of, the local authorities will be contacted. (The authorities will also be contacted if any minor is found in possession of alcohol.)

### **Parking**

Parking spaces are available to students on a first come, first serve basis. Please use discretion when parking, ensuring your doors are locked, and valuables are kept out of sight. FITM assumes no liability for property damage, lost articles, or bodily injury resulting from the use of parking facilities.

### **Housing**

FITM assumes no responsibility for housing students and does not provide any residence halls. FITM does not operate as a real estate or rental agency and is not responsible for placing students.

Please note each apartment community in any area neighboring our campuses will have different rental requirements. All will require a bank statement with significant funds and additional steps for international student. Also, neighborhood homeowners with extra bedrooms frequently rent out rooms to students. [Apartments.com](http://Apartments.com) is a useful site for look for additional apartment options with an annual approximate cost or estimated range of costs of the housing between \$10,000-\$20,000.

FITM does not assume or accept any responsibility for inspecting, supervising, or resolving any issues that may arise in the landlord-tenant relationship. All prospective tenants are encouraged to exercise their own good judgment when evaluating a prospective rental unit, landlord or roommate.

### **General Safety**

FITM maintains a safe campus. However, students should carry out basic protective measures. For instance, students should not leave valuable possessions unattended. Also, students should ensure that all their guests are properly accounted for. Finally, students should notify appropriate FITM staff members if they witness any suspicious acts or persons on the school premises.

# CODE OF CONDUCT

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## Attendance Policy

Students are expected to attend all scheduled classes. In cases where absence is unavoidable, students should make arrangements to get the information taught in class and makeup any projects, quizzes or tests missed. Students are required to attend 80% of total class hours to graduate. Excessive absences may result in the student being placed on probation or being dismissed from the program.

## Tardiness

Unexcused tardiness exceeding more than half the scheduled class time will be considered one (1) class day of absence.

## Satisfactory Progress

Each student's academic progress is evaluated at the mid-point of the program. At this time, students must have attempted to complete 50% of the program. Students' attendance record is also evaluated to ensure the student has not exceeded the permitted number of absences. Finally, students must maintain at least a 2.0 GPA.

If a student falls below these parameters, the student will be placed on probation via written notice from the Campus Director. Students will be required to catch up on any failed courses

within 5 school days. If students are unable to raise their grade level within this period, they must retake the courses during the next scheduled class. Students must complete/graduate from the program for which they have enrolled in no more than 150% of scheduled class time. If a student withdraws from a course, it is considered a withdrawal from the entire program and a refund calculation will be done. Students will only be allowed to repeat a course if a GPA under 2.0 is obtained.

## Academic Dismissal

The school reserves the right to dismiss any student who:

1. Fails to maintain satisfactory academic progress.
2. Fails to meet attendance requirements.
3. Fails to meet financial obligations to the school as agreed upon.

## Smoking Policy

Smoking is not allowed in the school. Students may only smoke outside of the building before and after classes and during breaks.

Students must be at least 25 feet away from the building when smoking. Also, students must dispose of cigarette butts or any other cigarette waste in a safe manner.

## Common Areas

Maintaining and preserving school facilities and equipment are the obligation of all members of the school community. FITM expects students to treat facilities and equipment with care. Students will be held responsible for any destruction to school property.

FITM provides space for students to relax and study and other areas where students may eat and drink. All students are asked to treat these common areas with respect, maintaining the space's cleanliness and refraining from using profanity or abusive language. Also, students should be courteous when utilizing cell phones, mp3 players and similar devices.

## Classroom Decorum

Students are prohibited from eating, drinking or smoking in any of the classrooms at First Institute Training & Management, Inc. Students should refrain from being under the influence of any mind-altering substance while attending classes. Students are also to refrain from any behavior prohibited in the "Code of Conduct".

## Inspection of Personal Property

FITM reserves the right to inspect the contents of any object brought onto FITM's property, including but not limited to bags and containers. Before this right is invoked, an FITM staff member will explain the reason for the search to the party owning or having direct control of the object to be searched. Failure to submit to the search may result in the involvement of local police and/or removal from FITM premises.

## General Conduct Rules/Disciplinary Action

Mature behavior and conduct consistent with the highest business standards are expected of each student. The school reserves the right to dismiss or suspend a student whose conduct is inconsistent with these standards. The following is a list of inappropriate conduct: equipment sabotage; cheating; bullying; dishonesty; plagiarism; failure to adhere to school rules and regulations; disruptive behavior

(including the use of profane or obscene materials on school property); any action the sole or main purpose or result of which is intimidation or harassment; behavior that interferes with FITM's ability to provide meaningful learning experiences for students; destruction or theft of school property; activity which infringes on the rights of others; and/or possession or consumption of alcoholic beverages or illegal drugs on any part of the school property. At the discretion of school administrators, staff members and faculty, conduct listed above may be subject to disciplinary action.

Disciplinary action will include formal, written warnings from FITM, restriction from certain FITM activities, sections of FITM property or FITM staff members; an order that the students pay restitution for any property destroyed or stolen; extension of the student's school term; mandatory make up sessions; mandatory attendance of various social programs; suspension from FITM; or expulsion from FITM. In certain instances, FITM may be required to utilize the legal system to respond to a student's actions.

Some actions that will result in immediate expulsion from FITM include downloading software that is not authorized by the Executive Director onto any FITM equipment, selling or arranging to be sold any controlled substance to FITM students or while on FITM property, or committing any other misdemeanor or felony on FITM property.

Initial disciplinary decisions will be made by the FITM staff member who first encounters the act. If this employee is not the Campus Director, the Campus Director will consult with the FITM staff member to finalize the disciplinary decision. Students will be notified of the disciplinary decision within 24 hours of the time when the student is first notified that he or she has committed an act in violation of FITM's "Code of Conduct". In circumstances where FITM staff members require more time to make the decision, students will be notified in writing. Once a final decision is made, the student will receive a written explanation of the disciplinary action to be taken. This explanation will detail the terms of the disciplinary action. The student will have 72 hours to appeal the decision. Appeals should be made to the Executive Director in a manner that does not violate the initial disciplinary decision. The Executive Director will respond to the request for an appeal within 5 working days. This response to the appeal will be in writing and will detail whether the first disciplinary decision will stand and what modifications, if any, will be made to the first disciplinary decision.

The decision of the Executive Director, in response to an appeal is final. Unless the Executive Director notifies the student that the first

disciplinary decision has been overturned, the student MUST abide by all terms within the disciplinary decision.

Failure to follow the terms of any disciplinary decision issued by FITM may result in further disciplinary action.

## Bullying/Harassment

First Institute Training & Management, Inc. will not tolerate harassment or bullying by any student, employee, vendor, etc. Harassment and bullying include (but is not limited to) one or more of the following: threats, intimidation, stalking, inappropriate jokes and comments, physical violence, sexual violence, theft, public humiliation, destruction of property, or retaliation for reporting or alleging an act of bullying. Sexual harassment includes unwelcome verbal or physical conduct of a sexual nature, if offensive to a reasonable person; making submission to or rejection of such conduct the basis for educational advancement; and or creating an intimidating, hostile or offensive environment by such conduct that is unwelcome by those affected. Finally, any action taken in order to embarrass, alienate, degrade or discriminate on the basis of actual or perceived race, color, religion, sex, national origin, ancestry age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is also harassment. In addition to violating FITM's

Code of Conduct, these acts of bullying and harassment also violate California law. FITM will take any complaint of such behavior very seriously.

Upon the receipt of a complaint or upon witnessing any bullying or harassment, FITM staff members will respond to the incident, conducting any necessary investigations and implementing appropriate disciplinary measures.

All harassment complaints will be kept confidential to the extent possible. Communication will be made to non-involved parties on an extremely limited basis and only to the extent necessary to meet requirements of the law and to provide a fair investigation. Also, though staff members will ensure participants in the investigation understand the process, FITM may not be able to give all participants all information regarding the investigation and final determination.



If you believe you are being harassed or bullied by anyone involved with FITM, bring the matter to any FITM staff member with whom you feel comfortable. The FITM staff member will acknowledge receipt of your complaint through writing within 2 working days. If your complaints are not addressed, please contact the Campus Director. The Executive Director will acknowledge receipt of your complaint within 5 working days.

Upon completion of the investigation, all necessary corrective measures will be taken. These measures may include, but are not limited to training, counseling, warning, suspension, or immediate dismissal. Anyone, regardless of position or title, found through investigation to have engaged in harassment or bullying will be subject to discipline up to and including discharge. If the investigation is inconclusive, FITM may still provide counseling or take other appropriate steps.

First Institute Training & Management, Inc. prohibits any form of discipline or retaliation for reporting in good faith incidents of harassment or bullying, pursuing any such claim or cooperating in the investigation of such reports. Such retaliation will also be subject to FITM's "Bullying/Harassment Policy."

### Non-Discriminatory Policies

FITM admits students and hires employees without regard to race, religion, color, creed, sex, age, handicap, sexual orientation, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. FITM admits eligible students despite any arrest or conviction records these students may have. FITM complies with all provisions of Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination in Employment Act of 1975 and does not restrict or deny services based on disability or age.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination. Additionally, FITM upholds Title VII of the Civil Rights Act of 1964 as it applies to FITM's job training program and does not restrict or deny services based on race, color, religion, national origin, or sex (including pregnancy and sexual preference). In the event any person feels they have been discriminated against and/or sexually harassed they should contact the Executive Director in writing to inform him of the circumstances surrounding the alleged discrimination.



### Video/Audio Taping

Recording, through video or audio, any FITM activities, classroom or otherwise—without written authorization of FITM administrators, the presenting instructor, and all students present at the time—is prohibited. Any student caught recording any FITM activity or training sessions without the proper authorization will be subject to disciplinary measures.

### Grievance Policy

Should any student have an academic grievance— an unresolved complaint about status, grades, records, faculty, or any other issue—students should first consult their instructors. If the student is unable to resolve the issue with the instructor, the student may then contact the Campus Director.

The student may contact the Executive Director if the issue remains unresolved. However, the Executive Director's decision concerning the matter is final. FITM will make every effort to address the student issues in a fair and reasonable manner. However, if the student still has a complaint after all FITM grievance avenues have been exhausted, the student may communicate the grievance to the California Bureau for Private Postsecondary Education at the address listed below.

Any 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 toll

free or by completing a complaint form, which can be obtained on the bureau's internet website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

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

**Bureau for Private Postsecondary Education**  
**1747 N. Market Blvd., Suite 225, Sacramento, CA 95834**  
**P.O. Box 980818, West Sacramento, CA 95798-0818**  
**Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)**  
**Phone Numbers: (888) 370-7589 or (916) 574-8900**  
**Fax Number: (916) 263-1897**

## Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, toll free (888) 370-7589 or (916) 574-8900.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

## Cancellation, Withdrawal and Refunds

### Buyer's Right to Cancel

The student has the right to cancel the initial enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 10 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

### Refund Policy

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro-rated refund if you have completed 60% or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation to the following address: 14755 Foothill Blvd, Suite G, Fontana, CA 92335. This can be done by mail or by hand-delivery.

3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any moneys, he/she paid, less a registration or administration fee not to exceed \$250, within 45 days after the notice of cancellation is received.

### **Tuition Refund Schedule**

When notice of cancellation is given by the first class session, or the seventh day after enrollment, whichever is later, all application-registration fees, tuition and any other charges shall be refunded to the student.

When notice of cancellation is given after the first class session or the seventh day after enrollment, whichever is later, student may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rated refund if you have completed 60% or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for five (5) consecutive days of attendance for all programs. The date of your withdrawal shall be deemed the last date of your recorded attendance.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the five (5)

consecutive days of absence. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **Federal or State Guaranteed Loans**

FITM supports and participates in U.S. Department of Labor (DOL) subsidized training programs such as Workforce Innovation and Opportunity Act (WIOA). FITM does not participate in federal and state financial aid programs. No other financial aid such as scholarships, etc., is available through this institution.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, the following may occur:

1. The federal and state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.
3. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

### **Career Placement Assistance**

FITM provides extensive career placement assistance, including help with job searches strategies, résumé writing, applications, interviewing techniques and networking. FITM career placement staff members help students with these efforts on a general level by posting information about employment, job shadowing, externship and skills training opportunities for students. Additionally, FITM provides one-on-one career placement support for students. Career placement staff will contact students to provide these one-on-one services as appropriate. Students should also feel free to contact

staff members to initiate one-on-one services and follow up on services being offered.

FITM provides students with the resources necessary to succeed by retaining strong ties with employers in the industries its training programs service. For instance, FITM communicates with employers to ensure that FITM training directly correlates to the needs of employers. Additionally, FITM allows employers to regularly visit the school and interact with interested students.

FITM provides career placement services to any graduate that requests them, regardless of the graduate's graduation date.

While it is impossible for First Institute Training & Management, Inc. to guarantee any student a job, FITM does put forth a concentrated

effort to ensure that every student who wants a job obtains employment.

Additionally, students who require further training to meet their career ambitions will be provided support by FITM's career placement staff. For instance, staff members can help interested students research training programs, including universities. FITM can also use its resources to help students apply for these programs. FITM will provide as much guidance as possible to interested students; however, FITM does not guarantee students' admission into any of these programs.



# PROGRAM OFFERINGS

First Institute Training & Management, Inc. offers the following training programs:

PROGRAM NAME	TOTAL CLOCK HOURS	TOTAL INSTITUTIONAL COST
<b>BUSINESS COMPUTER APPLICATIONS</b>	<b>340</b>	<b>\$5,580</b>
<b>MEDICAL OFFICE ASSISTANT</b>	<b>360</b>	<b>\$5,580</b>
<b>WELDING TECHNOLOGY PROGRAM</b>	<b>150</b>	<b>\$6,165</b>

## FITM Program Total Charges and Costs Overview

Total Tuition, Fees, and Living Breakdown Cost Tables for Each Entire Educational Program

<b>BUSINESS COMPUTER APPLICATIONS PROGRAM COSTS</b> (340 clock hours)	
Registration Fee (required)	\$150
Tuition (required)	\$5,000
Books (required)	\$300
Certification Tests (required)	\$130
Transportation (estimated)	\$20
Housing and Personal Expenses (estimated)	\$3,850
<b>Total* charges for the entire BCA Program (estimated)</b>	<b>\$9,350</b>

<b>MEDICAL OFFICE ASSISTANT PROGRAM COSTS</b> (360 clock hours)	
Registration Fee (required)	\$150
Tuition (required)	\$5,000
Books (required)	\$300
Certification Tests (required)	\$130
Transportation (estimated)	\$20
Housing and Personal Expenses (estimated)	\$3,850
<b>Total* charges for the entire MOA Program (estimated)</b>	<b>\$9,350</b>

<b>WELDING TECHNOLOGY PROGRAM COSTS</b> (150 clock hours)	
Registration Fee (required)	\$150
Tuition (required)	\$5,000
Books (required)	\$220
Tool Kit & Consumables (required)	\$495
Uniform (required)	\$300
Transportation (estimated)	\$20
Housing and Personal Expenses (estimated)	\$1,925
<b>Total* charges for the entire WT Program (estimated)</b>	<b>\$8,685</b>

\*This is an estimated total cost to complete a whole program. All fees are subject to change.

Tuition, Fees, and Living Breakdown Cost Tables for Each Educational Program per Attendance Period (1-week)

<b>BUSINESS COMPUTER APPLICATIONS PROGRAM COSTS</b> (student average attendance per period = 35 hrs.)	
Registration Fee (required)	\$150
Tuition (required)	\$5,000
Books (required)	\$300
Certification Tests (required)	\$130
Transportation (estimated)	\$20
Housing and Personal Expenses (estimated)	\$385
<b>Total* charges per BCA attendance period (estimated)</b>	<b>\$5,985</b>

<b>MEDICAL OFFICE ASSISTANT PROGRAM COSTS</b> (student average attendance per period = 35 hrs.)	
Registration Fee (required)	\$150
Tuition (required)	\$5,000
Books (required)	\$300
Certification Tests (required)	\$130
Transportation (estimated)	\$20
Housing and Personal Expenses (estimated)	\$385
<b>Total* charges per MOA attendance period (estimated)</b>	<b>\$5,985</b>

<b>WELDING TECHNOLOGY PROGRAM COSTS</b> (student average attendance per period = 35 hrs.)	
Registration Fee (required)	\$150
Tuition (required)	\$5,000
Books (required)	\$220
Tool Kit & Consumables (required)	\$495
Uniform (required)	\$300
Transportation (estimated)	\$20
Housing and Personal Expenses (estimated)	\$385
<b>Total* charges per WT attendance period (estimated)</b>	<b>\$6,570</b>

\*\*This is an estimated attendance period total cost (one week/35 hrs. average) for the program. All fees are subject to change.

# BUSINESS COMPUTER APPLICATIONS PROGRAM



## Objectives

This program is designed to make graduates proficient with Microsoft Windows programs such as Microsoft Word, Excel, PowerPoint and Access; develop and/or refine keyboarding skills; develop effective résumé writing and job interview techniques; and able to communicate effectively in an office setting through basic computer software.

## Career Opportunities

- *Data Entry*
- *Office Management*
- *Billing/Payroll Preparation*
- *Public Relations*
- *Customer Service*
- *Administrative Assistance*
- *Word Processing Documentation*

Course Code & Name	Clock Hrs. <sup>1</sup>
PC 101 KEYBOARDING	40
PC 104 WORD-PROCESSING	80
PC 105 SPREADSHEET	80
PC 107 PRESENTATION SOFTWARE	40
PC 103 DATABASE MANAGEMENT	60
PC 102 INTRO TO COMPUTER OPERATING SYSTEMS	40
<b>TOTAL CLOCK HOURS:</b>	<b>340</b>

## PROGRAM COURSE DESCRIPTIONS

### PC 101 | *Keyboarding Skill Development*

This course covers all aspects of correct keyboard use, focusing on technique and speed and dealing with both the alpha and numeric keyboards.

### PC 102 | *Introduction to Computer Operating Systems*

This course introduces students to fundamental computer concepts by addressing current issues and career trends in computer professions.

### PC 107 | *Presentation Software*

This course is designed to introduce students to Microsoft PowerPoint. Students will be able to create professional presentations and components such as graphs and graphics.

### PC 103 | *Database Management*

This course is designed to provide detailed instruction in the use of Microsoft Access database, including creating, loading, restructuring and updating a database.

### PC 104 | *Word Processing*

This course is designed to provide detailed instruction in the use of Microsoft Word to create and modify professional documents.

### PC 105 | *Spreadsheets*

This course is designed to provide detailed instruction in the use of Microsoft Excel, including creating and modifying spreadsheets and utilizing these spreadsheets to create graphs and other useful analysis tools.

<sup>1</sup> This list does not necessarily represent the order in which courses are offered.

# MEDICAL OFFICE ASSISTANT PROGRAM



## Objectives

This course is designed to prepare students for a career in healthcare. Students will be able to perform many functions in a medical office including setting appointments, organizing patient files and information, completing insurance forms and information, carrying out patient billing, and communicating through medical coding.

## Career Opportunities

- *Medical Secretary*
- *Medical Office Assistant*
- *Medical Records Clerk*
- *Hospital Clerk*
- *Secretary*
- *Medical Biller*
- *Medical Coder*
- *Medical Transcription Clerk*
- *Administrative Assistant*
- *Word Processor*
- *Unit Clerk*

Course Code & Name	Clock Hrs. <sup>2</sup>
MO 101 <b>MEDICAL RECORDS</b>	40
MO 102 <b>MEDICAL ADMINISTRATION</b>	40
MO 103 <b>INFORMATION CODING</b>	80
MO 105 <b>MEDICAL BILLING</b>	80
MO 106 <b>COMPUTER BILLING</b>	80
MO 107 <b>OFFICE COMMUNICATION</b>	40
<b>TOTAL CLOCK HOURS:</b>	<b>360</b>

## PROGRAM COURSE DESCRIPTIONS

### MO 101 | *Medical Records*

This course teaches industry standards for and terminology used in maintaining medical records, including patient charts and consent forms.

### MO 102 | *Medical Administration*

This course introduces medical office procedures by explaining various laws and ethics that govern office administration, including privacy and malpractice laws; teaching appointment scheduling/service coordination skills; and reviewing basic communication techniques.

### MO 103 | *Information Coding*

This course provides an in-depth study of medical diagnosis and procedure coding, by teaching specific terminology for body systems and possible diagnosis and procedures; defining relevant insurance terms and standards; and giving students hands on experience utilizing coding to complete common forms found in the medical field utilizing ICD-9 and CPT-4 coding systems.

### MO 105 | *Medical Billing*

This course provides technical knowledge and practical experience on how to create and update patients' records, enter accounts payable and receivable data and bill medical insurance companies.

### MO 106 | *Computer Billing*

Focusing on the use of current industry billing software, this course teaches basic accounting principles and how to produce invoices, record accounts receivable information and process insurance claims for optimal reimbursement.

### MO 107 | *Office Communication*

This course teaches the key elements of office communication by exploring the various types of office communication devices and formats and their appropriate uses, including various Microsoft Office Programs and automated office equipment.

<sup>2</sup> This list does not necessarily represent the order in which courses are offered.

# WELDING TECHNOLOGY PROGRAM



## Objectives

This is a comprehensive 150 clock hour weld program preparing students for an entry level position in the general field of welding. The focus of the program is to teach students the skills necessary in a weld process positioning them to successfully complete an industry standard weld certification test governed by the American Welding Society (AWS). The CIP Code for the program is 48.0508.

## Career Opportunities

- **Welders**
- **Metal Fabricators**

Course Code & Name	Clock Hrs. <sup>3</sup>
WTP 101 Introduction to Welding	8
WTP 102 Safety in Welding	17
WTP 103 Shop Math	17
WTP 104 Blueprint Reading	8
WTP 105 Weld Process	80
WTP 106 Weldability of Metals	20
<b>TOTAL CLOCK HOURS:</b>	<b>150</b>

## PROGRAM COURSE DESCRIPTIONS

### WTP 101 | Introduction to Welding

This is an overview course, which will introduce students to the fundamentals of the weld process. Upon completion of this course,

students will understand general responsibilities of a welder and be able to assess the needs of each welding project.

### WTP 102 | Safety in Welding

This course will inform students about industry safety expectations and processes of welding, including fire, electrical and compressed gas safety. Upon completion of this course, students will know how to guard against the inherent dangers of the weld process and will be familiar with safety tools such as Personal Protection Equipment (PPE), respiratory protection, and the Material Safety Data Sheets (MSDS).

### WTP 103 | Shop Math

This course will teach students basic math skills used in the metal fabrication industry.

### WTP 104 | Blueprint Reading

In this course, students will learn how to identify and analyze the components of a blueprint. Upon completion of this course, students will understand the weld symbol language of the weld industry and know how to interpret the specific information each blueprint containing this data is trying to convey.

### WTP105 | Weld Process

This course, the majority of the WTP, provides hands-on training on welding processes allowing students to apply what they have learned in the classroom. Upon completion of this course, students will have the skills necessary to successfully attain an AWS weld certification credential.

### WTP 106 | Weldability of Metals

Students will be introduced to ferrous and non-ferrous metals and gain an understanding of the characteristics of each. In addition, mechanical properties and common gases will be reviewed with an explanation on the affect they can have on a given weldment. They will understand the concept of pre and post heating processes and when each is applicable. He or she will be knowledgeable on various components that need to be taken into consideration when planning a metal fabrication including type of material, weld process and filler metals.

<sup>3</sup> This list does not necessarily represent the order in which courses are offered.

# Student Agreement

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As a prospective student you are encouraged to review the School Catalog, the Student Handbook and the School Performance Fact Sheet (which must be provided to you prior to signing the Enrollment Agreement) in their entirety prior to signing the institution's Enrollment Agreement. I also agree to abide by its rules and regulations.

\_\_\_\_\_  
Student (Printed Name)

\_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
FITM Representative (Printed Name)

\_\_\_\_\_  
FITM Representative Signature

Date: \_\_\_\_\_

