



Per Scholas Orlando Tech Training

School Catalog

2024-2025

Seaside Plaza

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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 Florida, during the 2024 and 2025 calendar years. It supersedes any other document with regard to rules and regulations. Per Scholas reserves the right to limit enrollment for and given program offered, to discontinue a program for which there is insufficient enrollment, and to modify schedules. We also reserve the right at any time to make appropriate changes in the policies and procedures contained in this publication, including admission requirements, tuition and fees (if applicable), or diploma requirements without formal notice.

About Per Scholas

Overview

Per Scholas is a national organization that has been advancing economic mobility for graduates for over 25 years. Through rigorous training, professional development, and robust employer connections, we prepare individuals traditionally underrepresented in technology for high-growth careers in the industry. We partner with leading employers to build more diverse talent pools, directly connecting our graduates to new career opportunities at businesses ranging from Fortune 500 companies to innovative startups. With campuses in 22 cities, Per Scholas has trained more than 20,000 individuals in technology skills, building bridges to careers in technology.

Vision & Mission Statements

At Per Scholas, we believe a thriving workforce starts with equitable access to education. By providing skill training and access to employer networks to individuals often excluded from tech careers. Per Scholas envisions a technology workforce as diverse as the customers it serves. More than 20,000 graduates have launched successful careers in tech to date through our no-cost technical training for all learners. Our mission is to advance economic equity through rigorous training for tech careers, and to connect skilled talent to leading businesses.

History

Founded in 1995 as a neighborhood-based organization to increase access to personal computers by a consortium of leading foundations and corporations, Per Scholas was an early pioneer in bridging the digital divide for families and schoolchildren in the South Bronx, still one of the two nation's poorest Congressional Districts in the nation. In addition to providing skills training, Per Scholas also provided programs for children and senior citizens through two of its' earlier programs, **Comp2Kids** and **Digital Families**, providing free computer training and access to computers in low-income neighborhoods throughout New York City. Per Scholas' headquarters is located in the South Bronx in New York City.

Board of Directors

The Florida campus has not begun building out its Advisory Board. The Advisory Board is expected to be in place by Q4 of 2024. Per Scholas' full Board of Directors is made up of 21 members, included among them are 7 Executive Board Members. See the list of Board of Directors in the School Directory. See list of Board Members at www.perscholas.org.

Our Facility

The Per Scholas Florida campus is located in the Seaside Plaza at 201 S. Orange Avenue, Suite 640, Orlando, Florida 32801. We have a state-of-the-art campus that is **3,166** square feet. The building is fully handicapped accessible and meets ADA (Americans with Disabilities Act of 1990) requirements with men and women's public restrooms on the same floor.

Per Scholas has one formal fully equipped large technical lab. The technical lab is 780 square feet of well-lit space, with state-of-the art computers, software, Internet access, whiteboards, and large monitors, all to enhance classroom instruction. A typical on-site class size is 20-22 learners. The lab is equipped with a laptop for each learner, hardware to perform repairs, software, networking equipment and printers. There are two staff offices and a flex space for group activities, a reception area, and conference and wellness rooms as well as ample storage space. There is a comfortable lounge equipped with a sink, water cooler, microwave and refrigerator that is available to learners for use prior to and after class, during the lunch hour, and during morning and afternoon breaks.

Programs offered by Per Scholas are offered in both in-person instructor led programs and remote instructor-led programs based on campus region. The End User Desktop support program currently offered in our Florida campus will be conducted in an in-person format.

Program & Instruction

Full Time Program Description (clock hours listed in table below). The program offering is the 12-week End User Desktop Support (EUDS) program described below.

End User Desktop Support – In-person Program Offering

End User Desktop Support - Twelve (12) Weeks	
Technical Instruction Hours	264
Career Development Instruction Hours	66
Total Instruction Hours	330

Program Overview

The End User Desktop Support program is a 12 weeks, 330 hour in-person training program (M-F, 9am-4pm), that provides learners with the necessary technical and career development skills, as well as job placement assistance to launch a career in tech at no-cost to the learner. Every effort will be made to assist each graduate with an opportunity for employment in the tech sector. While placement assistance may be provided, it is understood that Per Scholas cannot promise or guarantee employment to any learner or graduate.

Learners are required to commit for the full length of the program and sit for the 2 part **A+ Certification exam(s)** to qualify as a Per Scholas graduate. Successful graduates of the program will receive a Per Scholas completion diploma. All learners will receive a detailed syllabus for their specific training program that outlines learning objectives and provides a content-based calendar

Description & Objectives

The 12-week EUDS program is an intensive and comprehensive hands-on-oriented technical training. The program is designed to provide successful candidates with the knowledge of ITIL Framework with ServiceNow, 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, and 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. By the end of the first nine 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

During the last three (3) weeks, the program is designed to provide the learners with knowledge and skills in Networking Concepts, Windows Active Directory, and Office 365.

In addition to the technical training provided in the program, this program also covers professional development training. One day per week, the learners will also attend a career development class throughout the 12 weeks of training. In career development, the learners will be taught resume and cover letter preparation, interviewing skills, job search strategies, basics of customer service, and interpersonal communication. In all, learners receive a total of 330 hours of instruction. *Instruction is offered in English only.*

Per Scholas uses Canvas as our learning management system (LMS) referred to as the Per Scholas Academy. All assignments can be found on the Per Scholas Academy. Candidates for this program will be required to take the technical BIOS assessment and must get a score of 6 out of 10.

Graduates from this program have qualified for entry-level in-demand IT jobs (primarily infrastructure/desktop support and general field technician roles), including Help Desk Agent, Desktop Support Associate and End-User Support Technician, Computer User Support Specialist and Network Support Specialist. Some roles may require prior IT experience.

End User Desktop Support (EUDS) Program Module Listing

The EUDS program modules listed below do not follow the Florida Department of Education's course numbering system since Per Scholas offers non-degree programs. The Per Scholas numbering system identifies each course in chronologically order as illustrated below.

Program Course Breakdown		
Course No.	Course Title	Clock Hours
01EUDS	PC Hardware and Assembly	55
02EUDS	Virtualization	5.5
03EUDS	Display Technologies	5.5
04EUDS	Networking Technologies	33
05EUDS	Portable Computing and Mobile devices	16.5
06EUDS	Printers: Support and Troubleshooting	5.5
07EUDS	Operating Systems, Navigation, Configuration, and Management	27.5
08EUDS	Securing Computers and Operational Procedures	11
09EUDS	A+ Certification	44
10EUDS	Project Management ITIL and ServiceNow	16.5
11EUDS	Active Directory	22
12EUDS	Microsoft 365	22
13EUDS	Professional Development Training (5.5 hours weekly)	66
Total Training Clock Hours		330

Lab/Assignments Policy

- Learners are required to complete all mandatory Lab/Assignments according to the schedule given by the instructor.

Required Materials Tools

- Program module Slides - These will be distributed by the instructor
- Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs, (Exams 220-1101 & 220-1102)
- Practice Labs (CompTIA 220-1101 & 1102)
- Per Scholas Academy (Canvas LMS)

In addition to rigorous computer training, the program includes comprehensive hands-on activities. Learners must complete the entire program as well as sit for the A+ certification exam to graduate. Learners should also expect to complete daily homework assignments.

Professional Development Training

Included in the EUDS program, is a comprehensive series of workshops that teach critical and timely job ready skills that are necessary to search for, attain and retain 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 diversity, equity and inclusion/belonging. Learners will receive 66 hours of professional development training or 5.5 hours of training each of the 12 weeks of the program.

Admissions Process

Founded specifically to deliver high-impact technical training, Per Scholas prepares learners for entry and mid-level careers in the fields of Information Technology. We will do everything we can to make the application and admissions process as simple as possible.

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. *Prospective learners are not permitted to transfer into a Per Scholas program.* Every prospective candidate must apply for enrollment following the Per Scholas admissions process. The requirement of IT experience varies based on the respective program. In addition to the basic eligibility requirements listed below, the Admissions team member will also evaluate other factors, including interests (both career and personal), responsiveness,

and interpersonal skills. For more information about the admissions process at Per Scholas, please contact the Office of Admissions at (689) 262-1156 or visit our website:

www.perscholas.org

Eligibility Requirements

All qualified applicants will be considered regardless of race, religion, nationality, ethnic origin, gender, sexual orientation, marital status, or physical disability. Requirements for admissions to our non-degree programs include:

- High School Diploma or GED or equivalent
- Be at least 18 years old or older
- Must be a U.S. Citizen or Permanent Resident, or be eligible to work in the United States
- Be English proficient
- Have basic computer skills
- Applicants will be required to take and pass an academic assessment or a technical assessment for most of the programs, or a technical assessment, or both **depending** on the program. The academic assessment is the ABLE assessment, a two-part 50-minute reading and math test. Applicants will need a minimum passing score for math and reading of 10.0. Some applicants will be required to take a basic input/output system (BIOS) assessment.
Note: Applicants of the **EUDS** program will need to take the BIOS assessment and score 6 or higher, out of 10.
- Have a genuine interest in a career in the Information Technology field.
- Be available to participate in classroom training 5 days per week, 6-7 hours per day, for the entire length of the program depending on the program

Program Credit and Previous Credit: Per Scholas is not an accredited institution and does not grant credit for previous education or for any training programs offered at this institution. *The approval of transfer hours related to any Per Scholas program is solely at the discretion of the receiving institution.*

If you enroll into a program at this institution, you will not be eligible for Title IV Federal Aid, but may be eligible for WIOA ITA funding. Per Scholas programs do not require financial aid to obtain enrollment. Applicants who qualify and are selected for programs, are expected to successfully complete the entire program. Upon completion of all coursework requirements, graduates of the program will receive a Per Scholas diploma of completion from Per Scholas.

Prospective applicants are encouraged to visit Per Scholas and attend an Information Session to learn more about our programs. Information Sessions are scheduled on a regular basis as learners apply for the programs.

The Road to Admission

1. Complete online application. An Information Session invitation will be sent to applicant.
2. Attend Information Session.
3. Attend initial screening / interview with Admissions team.
4. Take the required reading/math or technical assessment. Applicants taking the BIOS assessment must score a 6 out of 10, or higher. For all applicants who take and pass the ABLE assessment with the minimum passing scores, continue through the application process.
5. Participate in an interview to determine appropriateness for program participation. Interview can be a one-one-one or a panel interview.

Applicants will be notified by email of their acceptance. Accepted applicants will be scheduled for an upcoming class based on seating availability. (Refer to the class schedule below.) If an applicant is not selected to participate in the training program, he/she will be notified via email. Any applicant who is not selected to participate in the program is eligible to re-apply ninety (90) days post the date of the non-acceptance letter. All selected applicants are required to attend an orientation session (Kick-off session). Kick-off sessions are held to provide candidates with a full overview of the program, 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. There are no penalties for withdrawing from a program prior to starting.

Note: Applicants selected to participate in the program will be required to submit paperwork verifying identity, education, employment eligibility, residence, and income. All required paperwork must be submitted prior to class start date – no exceptions will be made. Credit toward program grades are not provided for training, previous education or life experience.

School Access / Hours of Operation/Delivery Format

2024 Calendar of Classes & Training Format

Program Name/Program Type/Instructional Format	Start Date	End Date
End User Desktop Support Program Classroom Based Instruction	3/25/2024	6/21/2024
End User Desktop Support Program Classroom Based Instruction	7/15/2024	10/11/2024
End User Desktop Support Program Classroom Based Instruction	TBD	

NOTE: The 2025 schedule of classes will be posted later in 2024.

2024 – 2025 Holiday Calendar

HOLIDAY	2024	2025
New Year's Day	Monday, January 1st, 2024	Wednesday, January 1, 2025
Martin Luther King Day	Monday, January 15, 2024	Monday, January 20, 2025
Presidents' Day	Monday, February 19, 2024	Monday, February 17, 2025
Memorial Day	Monday, May 27, 2024	Monday, May 26, 2025
Juneteenth	Wednesday, June 19, 2024	Thursday, June 19, 2025
Independence Day/ Summer Break	Monday, July 1, 2024 Friday, July 5, 2024	Monday, June 30, 2025 Friday, July 4, 2025
Labor Day	Monday, September 2, 2024	Monday, September 1, 2025
Indigenous Peoples' Day	Monday, October 14, 2024	Monday, October 13, 2025
Veteran's Day	Monday, November 11, 2024	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 28, 2024 Friday, November 29, 2024	Thursday, November 27, 2025 Friday, November 28, 2025
Winter Break (5-6 days)	Monday, December 23, 2024 thru Wednesday, January 1, 2025	Monday, December 22, 2025 thru Thursday, January 1, 2026

Hours of School Operation

In Person Instruction / Normal Business Hours

Our facility is open Monday through Friday from 9 a.m. to 4 p.m. EDT. 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. Check Canvas and your email for site updates.

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.

Per Scholas Learner Experience

Loaner Equipment:

Learners who receive loaned equipment from Per Scholas understand that they must secure any and all loaned devices when not in use. All learners with equipment will report any damage, loss, or theft immediately to a Per Scholas team member. In the case of theft or loss, Per Scholas cannot replace the item; the learner will be required to secure backup

equipment. In the case of theft, learners must obtain a police report identifying the item or items stolen and immediately report the theft, with the associated police report, to Per Scholas. Learners are expected to care for the loaned equipment to avoid damage. In the event equipment is damaged, Per Scholas will work with learner to have the equipment repaired or replaced when possible, at no cost to the learner.

Loaner Equipment Return In the case a learner withdraws or is dismissed; the learner has 72 hours to return the equipment to Per Scholas via returning to the local site or mailing it to the office with the prepaid label provided to the learner. Learners that do not return the equipment will be billed for the cost of the item(s). The specific cost billed will be determined by the cost and age of the device. The cost of Per Scholas laptops ranges from \$600.00-\$1,000, a webcam ranges from \$30.00-\$45.00 dollars and a hotspot ranges from \$40.00-\$65.00.

Typical Class Schedule

- Classes are held every day, Monday-Friday.
- Each day consists of a 7-hour day, 6 hours of instruction and 1 hour for lunch.
- There will be 4 days of technical instruction and 1 day dedicated to Career/Professional Development.
- Additional support is available on an as-needed basis and will be detailed in the program syllabus. **(See mandatory tutoring policy).**
- Lunch breaks are generally scheduled for an hour. There is also a 15-minute break in the morning and in the afternoon.

Part-Time

- Classes are held on several days throughout the week and can take place during the mornings, afternoons, evenings, and/or weekends.
- Each class day consists of a specified block of hours, which includes instruction, assigned breaks, and tutoring.
- There will be days/hours dedicated to technical instruction as well as professional development.
- Additional support is available on an as-needed basis and will be detailed in the course syllabus. *(See Mandatory Tutoring Policy.)*
- Lunch breaks are generally scheduled, and the time allotted may vary depending on the length of class. Additional breaks may be given throughout the day.

Participation Expectations

- Adhere to the class hours set forth by your instructor for the duration of the training.
- The instructor will monitor learner activity and presence throughout the day; Please note it is strongly encouraged that learners use video when connected, however, if due to connection issues, it is not possible, audio-only may be used, provided the roll call policy below is followed and the instructor is informed of the situation.

- Instructors may assign coursework, which will allow learners to turn off their cameras, and work on a project/assignment.
- Complete coursework on time, whether in class or via independent study assignments.
- Assignments must be submitted by 11:59 pm on the date they are due.
- Proactively communicate any connectivity or technology issues with your instructor or site staff immediately.
- Maintain professional and appropriate behavior at all times.
- Maintain integrity: All submitted assignments, quizzes, and tests must be the learner's own work.

Attendance Policy and Exceptions (In-person/Hybrid/Remote)

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-premise, 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 in 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. Additionally, once you've accumulated two or more tardies and one or more absences, you will be placed on probation for attendance and reminded that you are in jeopardy of being **dismissed** from training.

Attendance Policy Exceptions:

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 program.

- **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 members 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 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.
- **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.
- **ADA-Related Requests:** Learners can request ADA accommodations at any point in the learner lifecycle. All ADA Accommodation requests will be documented and reviewed on a case-by-case basis by the HR Admin team. Absences must be part of an approved plan through Per Scholas Accommodations. Learners must inform their instructor if they will be absent, and complete all missed work within 1 week of returning to class.

Military Service

Per Scholas is committed to providing support to members of the Military Community. In alignment with this dedication, the following policy addresses attendance and enrollment considerations for individuals with guard and reserve obligations.

Firstly, it is acknowledged that guard and reserve obligations may impact attendance. Learners are granted excused absences, allowing 1 day a month to fulfill weekend guard and reserve obligations. Additionally, any supplementary time required to meet these obligations will be assessed case-by-case. To facilitate this process, we emphasize the importance of learners notifying their instructors

well before any anticipated absences. Instructors, in turn, are committed to providing support to learners in catching up on

Members of the Armed Forces enrolled at Per Scholas may be readmitted under conditions where they are temporarily unavailable or need to suspend enrollment due to their service commitments.

Re-enrollment Guidelines/Policy

Per Scholas does not grant a leave of absence. Instead, when a previously enrolled learner is interested in returning to Per Scholas the individual should contact the site Admissions Manager or Managing Director to get information on the required steps to re-enroll.

Per Scholas makes every effort to provide learners with the support needed to complete their selected training program. We understand that at times learners are faced with a family, health, financial or other personal challenge(s) that may require the learner to discontinue training. Learners who are in good standing will be allowed to re-enroll in the same program within the same calendar year. In the event the program is not available, the individual will be eligible to enroll in the next scheduled class if he/she is still able to adhere to the learner program expectations. Individuals requesting re-enrollment may be required to retake the admissions test, and may be required to participate in another interview as determined by the Admissions Manager or Managing Director. Seating priority will be given to individuals who re-enrolled within 12 months of discontinuing the original class. Individuals who are interested in enrollment into a different program would be required to take the program specific assessment(s) and will be required to participate in an interview for the program.

General Rules and Expectation

- Theft of company property or property of any Per Scholas staff or fellow learners, including intellectual property, will result in immediate dismissal from the program. At no time will a learner use a computer or one provided to him/her for illegal, offensive, abusive, pornographic, or violent purposes nor to violate the privacy or copyright, patent, trademark or other intellectual property rights of others.
- Willful destruction of company property or property of Per Scholas staff or fellow learners will result in immediate dismissal from the program.
- No alcohol or illegal drug consumption is allowed before or during class hours. Learners who are visibly under the influence of drugs or alcohol may be subject to dismissed from the program. Many employers have the right to test for drugs as part of their pre-employment screening process; learners should be aware that decisions regarding drug use during the program period might affect their future employability. No possession of alcohol or illegal drugs within the building is allowed.
- Smoking and/or vaping is not allowed in any Per Scholas site or building. Smoking is in designated places only with the appropriate disposal of smoking-related trash,

i.e. cigarette butts, cigarette wrappers, etc. Anyone violating this policy may be subject to dismissal from the program.

- Possession of any dangerous weapon while in the building or classroom setting will result in immediate dismissal from the program. Threatening, intimidating, or physically harming any staff, affiliate, or fellow learner will result in immediate dismissal from the program.
- Be friendly and respectful to your instructor, fellow learners, and Per Scholas staff members. Learners are required to conduct themselves in a professional manner. Individuals that are deemed disruptive, argumentative, or unprofessional may be removed from the training.
- Profanity, discriminatory remarks, and general or sexual harassment in the workplace are inappropriate, unprofessional and not permitted. This applies to the entire building, any areas surrounding the building, and at any corporate engagement events provided as part of the training at any corporate provided facilities, and on all digital communication channels used for Per Scholas purposes. Inappropriate comments and conversations are not allowed at any time. Any discriminating or derogatory remarks or behavior against staff or another learner in reference to religion, culture, race, sex, gender identity, sexual orientation, disability or other identity markers are grounds for immediate dismissal from the program.
- Willful violation of safety rules and/or safety procedures that place you, a fellow classmate, and/or staff in danger will result in immediate dismissal from the program.
- As part of Per Scholas' security procedures, all learners' bags and belongings are subject to random inspection without advanced notice.

Professional Dress Code

When attending the class (**including labs, virtual sessions, Career Development, and jeans day**), learners are required to dress in *appropriate business casual and/or business professional attire*. Should a learner require assistance or resources for business attire, any Per Scholas staff member can provide him/her with the necessary information.

In-Person Jeans Days: Your instructor may occasionally designate a "jeans day." All the other clothing guidelines apply except that blue or black jeans may be worn. All jeans must be clean and in good condition (i.e. no rips, holes or stains, no 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 by a written warning via email. In cases where a learner's attire is so inappropriate that it is distracting to the class, a staff member may, at their discretion; send the learner home to

change clothes and the incident will count as a “tardy” against the learner’s attendance record. **Acceptable and appropriate business casual/professional attire is described as follows:**

- Suit, dress, skirt, blazer, sports jacket



- Polo and button-down shirts, blouses, shell, sweater, shrug, wrap, cardigan, and duster.



- Dress pants, khakis, suits, and jeans **(on jeans specific days)**.



- Business casual and professional footwear.



Religious headgear is acceptable. No other hats, caps or other headgear may be worn while in the building or during training hours.

Professional Behavior

- Any discriminating or derogatory remarks or behavior against another learner or staff in reference to religion, culture, disability, race, gender identity, sexual orientation or other identity markers are grounds for immediate dismissal from the

program.

- All enrolled learners are required to create a professional email address. No nicknames or non-Standard American English terms are allowed.
- While in all virtual Per Scholas spaces, learners are expected to conduct themselves professionally and refrain from using profanity or any other language deemed inappropriate in the workplace.
- Cell phones are to be turned off and not in sight during class. Calls are limited to breaks and lunch.
- Per Scholas does not condone cheating in any form or the use of outside study materials. Learners enrolled in training will be provided approved study materials. Materials that are not CompTIA or Per Scholas approved may not be correct or legal. Any newly found study materials should be submitted to the instructor for approval. Anyone found to be cheating, using, or passing around unauthorized materials will be dismissed from the program.
- Supplementary materials such as a bookbinder, USB storage drive, pens, and notebooks are the responsibility of the learner. Any materials issued to the learner must be brought to class daily.
- Inappropriate use of Per Scholas technology is prohibited. Under no circumstances should a learner surf any unrelated non-IT websites. Entering any unauthorized website may result in immediate dismissal from the program. **Internet usage is monitored internally.**

Non-Fraternization Policy

To create an effective, safe learning environment, Per Scholas requires all learners and staff members to maintain a professional and ethical relationship at all times. Learners are prohibited, under any circumstances, to engage in any improper fraternization or personal, romantic relationships with other learners or staff members during training. Inappropriate behavior includes, but is not limited to:

- flirting
- making suggestive comments
- dating
- requests for sexual activity
- physical displays of affection
- giving inappropriate personal gifts
- engaging in sexual contact and/or sexual relations.

Any learner who believes that he/she has been subjected to inappropriate behavior as enumerated in this policy by another Per Scholas learner or staff member, or any third parties who have knowledge of or witness any possible occurrence of inappropriate fraternization, shall report the incident to the Site or Managing Director. In all events, such reports shall be

forwarded to the Director of Human Resources for further investigation; the anonymity of the complaints will be maintained during the investigation. Per Scholas shall promptly investigate all complaints of inappropriate fraternization and take prompt corrective action to stop such conduct if it occurs. Per Scholas prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of inappropriate fraternization.

Academic Performance

Learners will be required to maintain a 70% exam average as indicated in the Program Outline, including career development curriculum.

Mandatory Tutoring Program Policy

If a learner is struggling with their grades, prior to dismissal from the training program, mandatory tutoring sessions will be required in order to get the learner's exam grade point average (GPA) at or above 70%.

- The **same week** a learner's exam GPA falls below 70%, the technical instructor will issue a probation letter requiring the learner to achieve an average score of at least 70% on their next **2 exams**.
- As a condition of probation, the learner must participate in tutoring every day Monday-Friday, until the required exam GPA is obtained. Dates and times are set by the instructor and documented in the program syllabus.
- **Tutoring is mandatory.** If a learner refuses to participate in mandatory tutoring, they will be dismissed from the program. If a learner misses 2 sessions of mandatory tutoring without a valid reason, they will be dismissed from the program.

Technical Grades and Graduation Requirements

The final grade determination differs program to program. The final grade determination is as follows (unless otherwise indicated in program description):

Grading Category – End User Desktop Support	Percent of Grade
Labs	18%
Tests and quizzes/knowledge based assessment	50%
Hands-on assignments/skills based assessment	7%
Mid-term/final exam	20%
Class participation	5%

Grading

At the end of each program, each learner is assigned a final numerical grade using the following format:

Numerical Grade	Letter Grade Equivalent
------------------------	--------------------------------

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 completion diploma. At a minimum, learners must achieve the following:

1. A 70% or higher GPA (grade point average).
2. Completion of the full length of the program.
3. Completion of all required examinations.
4. Adherence to the school attendance policy.
5. Submit all required coursework, including required lab exercises and projects, and Professional Development assignments, including final resume approved by the Professional Development Coach.

If the program leads to a certification, learners are strongly encouraged to take the certification exam(s), but are not required to do so in order to qualify for graduation.

Academic Probation

Learners must maintain academic progress towards the completion of the program. In addition to on-going feedback, learners have 1:1 meeting with the technical instruction team (Instructor or Teaching Assistant) to review their progress in the program. Learners will have at least two 1:1's with Professional Development Coach and Learning Support Team (LST) [Social Worker and Financial Coach] to ensure all supplemental assignments are completed to meet program completion requirements.

A learner who has not maintained a 70% average after the 4th week of the program 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 Student 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 and will be dismissed from the program.

General School Policies

- Theft of company property or property of any Per Scholas staff or fellow learners will result in immediate termination from the program.
- Willful destruction of company property or property of Per Scholas staff or fellow learners will result in immediate termination from the program.
- 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 program. 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 program 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 program. Threatening, intimidating, or physically harming any staff, affiliate or fellow learner will result in immediate termination from the program. Anyone with Peace Officer status or legally able to carry a weapon must register his/her weapon with the local police precinct or Sheriff's office 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 program.
- As part of Per Scholas' security procedures, all learners' bags and belongings are subject to random inspection without advanced notice.

Classroom/Lab Rules

- Cell phones are to be turned off during class. Calls are limited to breaks and lunch.
- Per Scholas does not condone cheating in any form or the use of outside study materials. Participants enrolled in a program 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 program.
- 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 web sites. Entering a pornographic site will result in immediate termination from the program. All Internet usage is monitored internally.
- All learners are required to clean up after themselves after lunch and breaks.

Class Cancellation

Per Scholas is committed to providing every learner with the opportunity and support needed to complete a program from start to end. If for any unforeseen reason a program in-session must be cancelled, learners will be immediately notified. Additionally, learners impacted by a program cancellation will be given first seating priority to join an upcoming class.

Learners will be notified a minimum of 4 weeks, but up to 6 weeks before the class is scheduled to begin. Learners impacted by a cancelled program will be contacted and notified of the upcoming class start date. If there are multiple start dates for the same program, the learner will have the ability to select the start date that best meets his/her needs. No documentation will be required to begin the program.

Standards of Conduct/Academic Integrity/Procedures

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 program.
- All enrolled learners are required to create a professional e-mail 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

Per Scholas has a strict academic integrity policy. Plagiarism is considered cheating. Any learner caught plagiarizing will automatically be dismissed from the program. Plagiarism includes but is not limited to copying answers or assignments from another learner and/or a website. You are **allowed** to reference material as long as it is properly cited.

- If a learner is caught cheating on exams he/she will be dismissed from the program.
- 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 program will occur for intentional misuse of equipment or materials, and aiding and abetting the perpetration of such acts.

Kick-off Meeting: A full day introduction to the program is held prior to the start of each new class. Learners receive information about the program, 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 program, 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 program is complete, learners are required to remove the lock.

Procedure for Handling Alleged Violations of Standards of Conduct

Reporting of Alleged Violations:

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 site 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 Managing 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 Site Managing Director

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

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 Managing 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 program, 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 with 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, in the education context by Title IX of the Educational Amendments of 1972. A claim under this policy may be brought by the school or by a faculty, staff or learner of the school based on the conduct of any school employee. Sexual harassment is 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 program (learner).

Learner Services

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. Additional services for learners included:

- Wealth building through financial capabilities training;
- Wellness building by providing a range of wellness tool;
- One-on-one coach;
- Tutoring services.

Employment Services and Assistance: All graduates of the training program are assigned to work with the Business Solutions team member for support in finding, and obtaining employment. Per Scholas has been successful in assisting our graduates in obtaining industry-recognized professional credentials, and becoming employed the completion of the training program. Upon the successful completion of the program, graduates will be eligible for job referral assistance. While job search 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 the Professional Development training classes. Working independently, and with assistance from a Professional Development Coach and the Business Solutions team member. Learners research job opportunities and receive job referrals for positions available at small, mid-size and large companies that work with Per Scholas.

Learner Transcripts and Records

Transcripts

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

Purpose of Learner Records

The school collects information about learners and maintains learner records for 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. Per Scholas keeps learner records in a secure database. Learner records are maintained in in perpetuity.

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 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 the program 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 Managing 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. 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.

Tuition Costs and Fees

Per Scholas provides training at no direct cost to the learner. All the cost of training is financed entirely by Per Scholas through private, corporate, foundation or government funding for those applicants who are deemed qualify for our training program through the admissions process. In some cases learners may have their tuition financed with WIOA funds to cover the cost of training. Learners do not pay any fees or tuition, at any time.

Refund Policy

Learners who withdraw prior to the end of the program should immediately notify their instructor or the campus Managing Director. A learner who has paid the tuition directly to Per Scholas and withdraws from a program **3 days** after signing the Enrollment Agreement will be entitled to a full refund no later than **30 days** after notifying their instructor or the Managing Director.

Per Scholas programs are offered at **no cost** to the learner. Any reimbursement for all or a portion of any tuition paid will go directly the funder, as required. A refund for tuition is determined by the last date of physical withdrawal and the amount of time a learner participated in, and completed the program. As such **all refunds are pro rata up to 41% of the learner's program completion.**

Learners who do not pay tuition directly to Per Scholas do not qualify for reimbursement for payment, or time invested in the training program. Funders requiring reimbursement on behalf of a learner will have funds returned. **A learner who exits the program without completing the course will be liable for the following:**

1. The non-refundable registration fee, if applicable.
2. The cost of any textbooks or supplies accepted.
3. Unreturned computer/technology equipment

Alumni Services

Through the Per Scholas Alumni program, graduates are offered a number of advancement programs throughout the year, based on instructor availability, funding, job market demand, scheduling and other related factors. These programs are only open to graduates of our full time day programs. All Per Scholas graduates will receive notification via email whenever alumni programs are being offered. Additionally, graduates can continue to receive support and assistance in the following areas:

- Financial advising;
- Job replacement assistance;
- Additional professional development.
- Alumni services are available to all graduates of a Per Scholas training program for up to two years after graduation.

Consents

Consent to Record Program Sessions

You understand that the Per Scholas training program you are participating in is being recorded by Per Scholas for 1) use by instructors and learners to refer to and review during the course of the training, and 2) for Per Scholas' own quality improvement purposes. These recordings will not be used or shared externally.

Consent to Release of Information

You hereby consent and agree to Per Scholas releasing any and all necessary information (whether in the form of a resume or otherwise) to your employer or potential employers, in an effort to assist you with job placement, or to the government or private agencies in order to secure additional support services.

Consent for Release of Personal Information

The undersigned hereby authorizes Per Scholas, Inc. (PS) to release my personal information to other organizations in order to do one or more of: (i) obtain employment for me, (ii) satisfy requirements for information from organizations which funded in part the cost of the education I have received, or am to receive, from PS, (iii) respond to requests for information from government agencies that regulate PS and/or (iv) enable PS to provide services to me which I have requested. This information may include but is not limited to, my income, name, age, date of birth, race, social security number, address, and other information that may otherwise be confidential. PS will request that the recipients of any such information which is identifiable keep such information confidential, but PS cannot guarantee that such recipients will do so.

PS will never sell such information (if identifiable to the undersigned) to any other person or entity and will not use such identifiable information for marketing purposes. It is understood that the undersigned may (i) revoke this consent at any time, but any such revocation will only apply to disclosures occurring after such revocation and (ii) inform PS of any corrections needed to be made to such information, in which case PS will correct its records as requested.

Per Scholas complies with all laws regulating the disclosure of personal information of others and will do its best to maintain the confidentiality of such information, subject to the above consent.

Per Scholas is a nonprofit organization that is under the **legal control** and **oversight** of Per Scholas' Senior Leadership Team and Officers, and the Board of Directors listed below:

School Directory

Board of Directors

Name and Title
Lewis Miller , Chairman of the Board
Greg Sills , Executive Committee Member
Dwayne Brown , Executive Committee Member
Jean Hill , Executive Committee Member
Ian Shrank , Executive Committee Member
Ian Schaad , Executive Committee Member
Wale Akinwande , Board Member
Ami Ariel , Board Member
Kevin P. Brown , Board Member
Blair Greenberg , Board Member
David Hannigan , Board Member
Faith Rottmann , Board Member
Wayne Kunow , Board Member
Carolyn Landis , Board Member
JC Lapierre , Board Member
Josh Lieberman , Board Member
Dirk Manelski , Board member
Indy Reddy , Board Member
Mary Beth Molloy , Board Member
Senta Taylor , Board Member
Rick Rioboli , Board Member

Per Scholas Senior Leadership Team

Name and Title	Email	Full or Part-time
Plinio Ayala President & CEO, Staff Board of Director	Payala@perscholas.org	Full-time
Dino Lianos Chief Financial Officer	dlianos@perscholas.org	Full-time
Michelle Pullaro Chief Administrative Officer	mpullaro@perscholas.org	Full-time
Jasmine Miller Chief Training Officer	jmiller@perscholas.org	Full-time
Claire Cuno , Sr. Director Life Services Team	ccuno@perscholas.org	Full-time

Campus Team

Name, Email & Title		Credentials	
Jeremy Garren Managing Director	Jdarren@perscholas.org	Springfield College	Bachelors of Art
Elonda Bates Manager, Outreach & Admissions	Ebates@perscholas.org	Warner University Life Christian University	Bachelors of Art Bachelors of Art
Jianina Rosario Technical Instructor	Jrosario@perscholas.org	High School Diploma Miami Dade College (60 credits)	CompTIAA+ Certified CompTIA Network + Certified CompTIA Security + Certified Microsoft Trainer & Windows Server Certified
Jim Torline Senior Manager, Business Solutions	Jtorline@perscholas.org		
Diego Jimenez Instructional Assistant	Djimenez@perscholas.org	Osceola Technical College	Associates Degree in Applied Cybersecurity CompTIA Security +

Grievance and Appeal Procedures

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

1. Learner's full name, last four digits of their social security number (or learner ID 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.
These dates should be within five (5) business days of the complaint

The school Director will contact the learner in writing within three (3) business days of receiving the appointment request with an appointment date to meet and discuss the concern(s). Every effort will be made to bring an amicable closure to the concern. A decision regarding the complaint will be made within three (3) business days of the meeting with the Managing Director.

Appeal Process

If the decision is not satisfactory to the learner, the learner should contact the Managing Director by email to request an appeal of the decision. Within five (5) business days, the Managing Director will schedule a panel of instructors to hear the learner's concerns and they will be asked to assist in bringing a resolution to the concern(s) and/or appeal. The learner will be notified in writing within three (3) business days of the outcome of the appeal meeting. The decision of the appeal panel will be final.

If the learner's complaint cannot be resolved after exhausting Per Scholas' grievance procedure, the learner may file a complaint with the **Commission for Independent Education**. The learner can contact the Commission by mail at **325 West Gaines Street, Suite 1201, Tallahassee, Florida 32399-0400** or complete the following complaint form: <https://web01.fldoe.org/IGComplaintSSO/ComplaintForm.aspx>

Disclosure Statement

Prospective learners interested in Per Scholas training programs should be aware that some information in the catalog might change. It is recommended that individuals considering enrollment check with the school Managing Director to determine if there is any change in the program or teaching personnel from the information provided in this catalog. Per Scholas is not an accredited institution and programs provided do not lead to credits of any kind. Learners enrolled in Per Scholas programs are not eligible for Title IV financial aid or any Title IV assistance. All programs offered by Per Scholas are provided to qualified and selected candidates at no cost.

Per Scholas Headquarters

Per Scholas, Inc.
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Fax: (718) 991-0362
www.perscholas.org

Per Scholas is licensed by the Commission for Independent Education, Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at the following address:

**325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Toll free number (888) 224-6684**

Campus Photos

Campus Building



Classroom 1



Classroom 2



Learner Locker Area



Learner Wellness Room



Phone Room



Campus Entry



Building Directory

