

Per Scholas, Inc

School Catalog

Effective Date: 6/2025

Headquarters Address:

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Website: <https://perscholas.org/>

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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 during the 2025-2026 program year. It supersedes any other document with regard to rules and regulations. Per Scholas, reserves the right to limit enrollment for courses, to discontinue classes for which there is insufficient enrollment, and to modify schedules. We also reserve the right to make appropriate changes in the policies and procedures contained in this publication, including admission requirements, tuition and fees (if applicable), or certificate requirements, without formal notice.

About Per Scholas

Overview

For 30 years, in more than 20 cities across the nation, Per Scholas has been creating economic mobility opportunities through no-cost, technical skills training and employer connections. Per Scholas is unlocking potential through building sustainable tech talent pipelines to advance the needs of the dynamic tech landscape

Today Per Scholas is able to contribute to the economic development of entire regions by delivering our technical training to thousands of new learners and partnering with hundreds of employers in 24 regions across the United States.

Vision & Mission Statements

At Per Scholas, we believe a thriving workforce starts with equitable access to education. Per Scholas envisions a technology workforce as diverse as the customers it serves. More than 25,000 graduates have launched successful careers in tech to date through our no-cost technical training. Our mission is to advance economic equity through rigorous training for tech careers and to connect skilled talent to leading businesses.

Board of Directors

The full Board of Directors of Per Scholas consists of 23 members, including seven (7) Executive Board Members and the President and CEO. The list of Board members can be found in the School Directory, and the full list is on our website at www.perscholas.org.

National Board of Directors

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:

Name & Title	Name & Title
Wale Akinwande Sr. VP & Chief Auditor S&P Global	Jennifer Lapierre US Sustainability Transformation & Ops Leader, PwC
Ami Ariel Founder & President G-Way Management, LLC	Josh Lieberman Managing Director, Alvarez & Marsal
Plinio Ayala President, Per Scholas	Dirk Manelski Managing Director & CTO, PIMCO
Dwayne Brown Sr. Manager & Client Account Lead, Accenture	Lewis Miller Managing Partner, ActionPoint Advisors, LLC
Kevin P. Brown Principal, Consulting Services, Ernst & Young LLP	Indy Reddy Chief Technology Officer, PGIM Investments
Kristen Chard Head of Commerce, Google	Richard Rioboli Executive VP, Chief Technology & Information Officer, Comcast
Jean Hill Managing Director, Alvarez & Marsal	Ian Schaad Partner
Faith Rottmann Johnson VP Human Resources, TEKsystems	Ian Shrank Non-Profit Lawyer
Gregory Sills Managing Director, Apollo Global Management LLC	Sanjay Sood SVP, CTO, CDW

Admissions Process

In addition to the basic eligibility requirements listed below, the Office of Admissions will also evaluate other factors, including interests (both career and personal), responsiveness, and interpersonal skills. For more information about the admissions process at Per Scholas, please contact the Office of Admissions at: chicago@perscholas.org or visit our website: <https://perscholas.org/locations/chicago/>

Eligibility Requirements

Prospective candidates must satisfy the outlined minimum qualifications to qualify for participation in our training program:

- Aged 18 years or older with a passion for tech
- Able to provide proof of having earned a high school diploma or the equivalent (translated or evaluated, if applicable)
- Able to provide proof of valid U.S. Work Authorization
- Be committed to starting a full-time job after course completion
- Pass all required Enrollment steps, such as pre-work, Admissions Assessment(s), Interview(s), and documentation.
- Meet the learner pre-training income policy criteria
- Can read, write, and speak English proficiently
- Available to commit to the instructor-led time commitment required for the course, typically Monday to Friday from 9:00 a.m. to 4:00 p.m. for the duration of the course.
- Reside within eligible distance from Per Scholas campus or within eligible National Remote area.
- Note: Remote learners agree to not participate in or engage in any program activities, including logging on to access any course materials, if for any reason at all they must travel outside of the U.S.

**Please note that there are specific tech requirements for each track. Please reach out to a Per Scholas team member for further information.*

Previous Credit

Per Scholas maintains a written record of the previous education and training of eligible persons. Per Scholas does not offer credit bearing courses. Therefore credit for previous education and training is reviewed but not awarded. Applicants who are approved for a program must successfully complete the entire program. Upon successful completion of all coursework requirements, graduates of the program will receive a certificate of completion and will be provided a transcript upon request. However, we do not grant credit for previous education and training. Applicants who are approved for a program must successfully complete the entire program. Upon successful completion of all coursework requirements, graduates of the program will receive a certificate of completion.

Prospective applicants are encouraged to visit Per Scholas and attend an Information Session to learn more about our programs. Information sessions are scheduled regularly as learners apply for programs. (Most information sessions are conducted remotely via Zoom. Candidates applying for onsite programs may be required to attend an in-person information session).

The Road to Admission

1. *Submit the Online Application*
2. *Complete the Eligibility Form*

3. *Attend the Admissions Overview*
4. *Take the Admissions Assessments*
5. *Participate in a Behavioral Interview*
6. *Await an Admissions Decision*
7. *Complete the Onboarding Process*

School Access / Hours of Operation/Delivery Format

In Person Instruction / Normal Business Hours

Our facility is open Monday through Friday from 9 a.m. to 5 p.m. ET. 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, notification will be sent in Canvas 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.

Typical Class Schedule

Full-Time

- Classes are held every day, Monday - Friday.
- Each day consists of a 7-hour day, with 5.5 hours dedicated to class time.
- Lunch breaks are generally scheduled for an hour. There is also a 15-minute break in the morning and in the afternoon.
- The instruction is a mixture of technical and professional development. The exact schedule varies per course.
- Outside of class time, learners are expected to dedicate up to 2 hours daily for homework and review.
- Additional academic support is available on an as-needed basis and will be detailed in the course syllabus. (See Mandatory Tutoring Policy.)

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 academic support is available on an as-needed basis and will be detailed in the course syllabus.
- Outside of the class time, learners are expected to dedicate up to 2 hours daily for homework and review.
- 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.

Holiday Schedule 2025 -2026

Holiday	2025	2026
New Year's Day	Wednesday, January 1 st , 2025	Thursday, January 1 st , 2026
Martin Luther King Day	Monday, January 20 th , 2025	Monday, January 19 th , 2026
Presidents' Day	Monday, February 17 th , 2025	Monday, February 16 th , 2026
Memorial Day	Monday, May 26 th , 2025	Monday, May 25 th , 2026
Juneteenth	Thursday, June 19 th , 2024	Friday, June 19 th , 2026
Independence Day Observance/Summer Break	Monday, June 30 th – Friday, July 4 th , 2025	Monday June 29 th - Friday July 3rd, 2026
Labor Day	Monday, September 1 st , 2025	Monday, September 7 th , 2026
Indigenous Peoples' Day	Monday, October 13 th , 2025	Monday, October 12 th , 2026
Veteran's Day	Tuesday, November 11 th , 2025	Wednesday, November 11 th , 2026
Thanksgiving Day	Thursday, November 27 th & Friday, November 28 th , 2025	Thursday, November 26 th & Friday November 27 th , 2026
Winter Break	Monday, December 22 nd , 2025 - Thursday, January 1 st , 2026	Monday, December 21 st - Friday, January 1 st , 2027

Learner Experience

Technology Access

All learners participating in an In-Person Training course will have access to a Per Scholas laptop or desktop to be used during training hours.

All learners participating in a Remote Training Course will be expected to log in from home during regular class hours via Zoom. Learners will be required to have a Zoom account; to create a free account log onto <https://zoom.us/join>. In order for remote or hybrid learners to access all course materials, learners will need the following as a minimum:

- Regular internet access
 - Speed of 20/mbps+
- A desktop or laptop with the following:
 - Operating Systems:
 - Windows 10 / 11 is accepted in all courses.
 - Mac OS is accepted for Java and SE courses only.(Mac OS version 10.15- 11)
 - Hardware Specifications:
 - CPU: Intel i5 quad-core
 - RAM: 8 GB
 - Storage: 250 GB HD / SSD with 50 GB free
 - 100 GB of available storage or greater (200 GB required for Cybersecurity)
 - Webcam with Microphone or Webcam+headset

**Some courses may have additional requirements such as a greater amount of RAM and storage.*

Technology Equipment Kits

To provide an innovative, hands-on learning experience, Per Scholas has permanent tech kits available that will remain in the classroom. Tech kits are available only for certain courses. This only applies to in person classes.

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 or will need to withdraw from the class for the duration of the training. 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.

Loaner Equipment Return

If a learner does not have the necessary equipment specifications listed above, they may be

given a loaner laptop. Once a learner completes the training, withdraws or is dismissed, the learner has 72 hours to return the equipment to Per Scholas by bringing it to the local site or by mailing it to the office with the prepaid label provided to the learner/graduate. Learners who fail to return the equipment within the allotted time frame may be subject to restitution.

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 remotely 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 [In-Person/ Hybrid/Remote]

Attendance is imperative in order to maintain academic requirements and successfully complete courses.

- Attendance is imperative to maintain academic requirements and successfully complete this course.
- Learners are expected to arrive on time and be ready to begin class promptly. This applies to all types of courses, whether on-premise, remote, and/or hybrid.
- Learners are expected to attend class for the entire day whether on-premise, remote, and/or hybrid courses.
- If a learner foresees challenges with arriving to class before the start of training, they 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 or leaving class early 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 at class as scheduled.
- Communicating to a site staff member that you will be tardy or absent does not excuse tardiness or absence. This is what the allotted tardies and absences are for.
- Learners should not be working, driving, or otherwise distracted and unable to fully participate in the class

- Missing 50% or more of the scheduled daily class time will result in an absence. Missing less than 50% of the scheduled daily class time will result in tardiness.
- The below chart outlines the allotted absences and/or tardies for classes that follow our typical schedules, and 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
<12 weeks	1 day	2 tardies

Learner's time and attendance will be monitored by the Instructor and Professional Development Coach. Once a learner has one remaining tardy or absence, the learner will be issued a written warning via email that outlines their current attendance status based on the above chart. Additionally, once they've accumulated the allotted number of tardies or absences, they will be placed on probation for attendance and reminded that if they are absent or tardy again, they may be dismissed from training.

Note: Remote learners agree to not participate in or engage in any program activities, including logging on to access any course materials, if for any reason at all they must travel outside of the U.S.

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

While the attendance policy is designed to ensure learners have intentional access to instruction and hands-on learning opportunities, there are four exceptions to the attendance policy. Learners will be provided bereavement, civic time, immigration or public benefit appointment, and military service time off; this missed time will not count against the allocated absence/tardy for the course. It is imperative for learners to be proactive in communicating known absences as soon as possible to their instructor and coordinate with instructional staff to determine a suitable plan that ensures the completion of any necessary coursework. Learners are not absolved to complete their coursework should any request be made and approved.

- **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 the immediate family include spouses, domestic partners, parents, brothers and sisters, children, children of domestic partners, grandchildren, grandparents, parents-in-law, and parents of domestic partners. Learners must inform their instructor if they will be absent and complete all missed work within one 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 an 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.
- **Immigration and Public Benefit Required Appointments:** Learners can receive a ½ day excused tardy per month to attend a required immigration or public benefit-related appointment without an attendance penalty. To facilitate this process, learners must notify their instructors in writing at least 48 hours in advance of the anticipated meeting date. Instructors will provide access to missed instruction and all assignments during the time of excused absences. Learners are required to complete all missed work within 48 hours.
- **Military Service Requirements:** Guard and reserve obligations may impact attendance. Learners are granted excused absences, allowing one 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, learners must notify their instructors in writing at least 48 hours in advance of any anticipated absences. Instructors will provide access to missed instruction and all assignments during the time of excused absences.

Re-enrollment Policy

If a learner has to withdraw prior to successfully completing their course, they may have the opportunity to re-apply for consideration for a future course. All learners who wish to withdraw are required to inform the instructor and campus managing director of this prior to withdrawing for re-enrollment consideration.

Military Service

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. In those instances, they will have the opportunity to re-apply for consideration in a future class.

General Rules

- Theft of company property or property of any Per Scholas staff or fellow learners, including intellectual property, may result in immediate dismissal from the course. At no time will learners use their computer or one provided to them for illegal, offensive, abusive, pornographic, or violent purposes nor to violate the privacy or copyright, patent, trademark or other intellectual property rights of others.
- Under no circumstances should learners solicit funds, request donations and/or favors from other Per Scholas learners or Per Scholas staff.
- Learners are prohibited from recording cohorts by any means without explicit authorization. Unauthorized recording may result in civil and/or criminal liability.
- Loaner Laptop MUST be returned upon withdrawal, dismissal, or at the end of the cohort.
- Learners certify that the information provided on their application is true. Any intentional falsification of information may result in immediate dismissal or removal from the course. This includes but is not limited to, any and all enrollment documentation, such as Proof of Address, Proof of Education, etc.
- Willful destruction of company property or property of Per Scholas staff or fellow learners will result in immediate dismissal from the course.
- 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 result in immediate dismissal from the course. 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 course period may affect their future employability. No possession of alcohol or illegal drugs is allowed.
- Smoking and/or vaping is not allowed in any Per Scholas site, building, or remote learning environment. Smoking is allowed in designated places only with the appropriate disposal of smoking-related trash, i.e. cigarette butts, cigarette wrappers, etc. Anyone violating this policy may result in dismissal from the course.
- Possession of any dangerous weapon while in the building or classroom setting will result in immediate dismissal from the course. Threatening, intimidating, or physically harming any staff, affiliate, or fellow learner will result in immediate dismissal from the course.
- Be friendly and respectful to your instructor, fellow learners, and Per Scholas staff members. Learners are required to conduct themselves in a professional manner. Learners 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 course.

- Willful violation of safety rules and/or safety procedures that place you, a fellow learner, and/or staff in danger will result in immediate dismissal from the course.
- As part of Per Scholas' security procedures, all learners' bags and belongings are subject to random inspection without advanced notice.
- Learners participating in onsite activities or learning are required to comply with building and office rules, including participation in fire drills, temperature screenings, and mask mandates.
- Seat offer acceptances are contingent upon learners meeting all minimum requirements, including residence. Learners must reside within eligible distance from the campus or within eligible National Remote areas. If your residence changes at any time during your matriculation at Per Scholas, you agree to inform staff and acknowledge that such a change may affect your eligibility to continue participating in our training program.

Professional Dress Code

When attending class, you are expected to dress in business casual attire. Additionally, some professional development days will require business professional attire. (See examples for both below).

- Business Casual Attire:
 - Examples: Collared shirts, polo shirts, sweaters, blouses, dress shirts, dress pants, slacks, khakis, skirts (knee-length or longer), flats, low-heeled shoes, dress shoes
 - Business Professional Attire:

Examples: Suits, dress shirts, ties, professional dresses, blouses with blazers, dress shoes
Your instructor may occasionally designate "casual" days. On these days, you may wear business-appropriate casual attire. Clothing must be clean, in good condition, and appropriate for a casual work environment. Athletic attire, shorts, or leggings are not permitted.

If you are dressed outside of the guidelines listed above, a staff member will provide a coaching session to support you in adhering to the dress code. Ongoing failure to adhere to these guidelines (more than 3 coaching conversations) will result in the learner being reviewed for possible dismissal from the cohort.

Professional Behavior

- Discriminating or derogatory remarks or behavior against another learner or staff based on age, religion, culture, disability, race, gender identity, sexual orientation, or

other identity markers are grounds for immediate dismissal from the course. Offenders will also be barred from accessing job attainment support, alumni programming, Learner Support Team support and will be ineligible for re-enrollment in future training.

- Learners who engage in non-Per Scholas-approved forums or discussion boards, such as Discord or Telegram, do so at their own risk. Per Scholas is not responsible for any situations or issues that arise from participation in these unofficial platforms.
- All enrolled learners are required to create a professional Google email address.
- While in all Per Scholas spaces, both in-person and remote, learners are expected to conduct themselves professionally and refrain from using profanity or any other language deemed inappropriate in the workplace. Additionally, any form of sexual harassment or physical assault will not be tolerated and will result in immediate disciplinary action, up to and including dismissal from the course.
- Cell phones are to be silenced 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 with approved study materials. Materials that are not CompTIA or Per Scholas approved may not be used before written approval. Any newly found study materials should be submitted to the instructor for approval. Anyone found cheating or using or passing around unauthorized materials may be dismissed from training.
- 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. While using Per Scholas technology, learners may only access websites as directed by their instructor or staff. Entering any unauthorized website may result in immediate dismissal from the course.

Academic Performance

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

Mandatory Tutoring Program Policy

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

- The same day 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.
- If a learner's overall grade doesn't improve (overall grade at or above 70%) in the next two (2)

assessments, it may result in dismissal from the course.

- 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 course syllabus. Learners must complete all coursework assigned as part of tutoring.
- **Tutoring is mandatory.** If a learner refuses to participate in mandatory tutoring, they will be dismissed from training. If a learner misses 2 sessions of mandatory tutoring without a valid reason, they will be dismissed from the training course.

Grades & Graduation Requirements

Grading

At the end of each course, 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 certificate of completion. At a minimum, learners must achieve the following:

- A 70% or higher GPA (grade point average).
- Completion of the full length of the course.
- Completion of all required examinations.
- Adherence to the school attendance policy.
- Submit all required coursework, including lab exercises and projects, and all Professional Development assignments, including the professional development job readiness assessment.
- If the course leads to a certification, learners must take the certification exam(s) (learners who fail the exam are still eligible to graduate).

Academic Probation

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

A learner who has not maintained a 70% average after the 4th week of the course will be placed on academic probation. The learner will be immediately informed both verbally and in writing. An action plan will be created to assist the learner. For instance, the learner will be required to attend mandatory tutoring, which we provide to assist the learner in improving his/her academic performance. Mandatory tutoring is offered before and/or after class with the Instructor, a Teacher's Assistant, or a 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 will be dismissed from the course.

General School Policies

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

- 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 course will be provided approved study materials. Materials that are not CompTIA or Per Scholas approved may not be correct or legal. Anyone found to be cheating or to be using or passing around unauthorized materials will be subject to immediate termination from the course.
- Supplementary materials such as a bookbinder, CD, DVD and USB storage drive are the responsibility of the learner. Any manuals issued to the learner must be brought to the class on a daily basis.
- Inappropriate use of school technology is prohibited. Under no circumstances should a learner surf pornographic websites. Entering a pornographic site will result in immediate termination from the course. All Internet usage is monitored internally.
- All learners are required to clean up after themselves after lunch and breaks.

Class Cancellation

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

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

Standards of Conduct/Academic Integrity /Procedures/ Policies/Records

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

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 course.
- 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, and general or sexual harassment in the workplace are inappropriate, unprofessional, and not permitted. This applies to the entire facility and any areas surrounding the building. Inappropriate comments and conversations are not allowed at any time. Any discriminatory language or derogatory remarks or behavior against staff or another learner in reference to religion, culture, race, sex, or sexual orientation are grounds for immediate termination from the course.
- All enrolled learners are required to create a professional 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

At Per Scholas, we uphold the principles of integrity, ethics, and academic honesty. As Per Scholas is focused on fostering a strong learning community and professional skill development, we are committed to providing a fair and inclusive environment for all of our learners. Plagiarism is a severe offense that undermines the learning process and violates the trust of our community. This section outlines our stance on plagiarism and the consequences that may arise if any instances of plagiarism are identified.

Definition of Plagiarism

Plagiarism is the act of presenting someone else's work, ideas, code, or any other form of intellectual property as one's own without proper attribution or permission. This includes but is not limited to copying code from external sources without giving appropriate credit, submitting work authored by others as your own, and failing to cite or reference external resources used in assignments or projects.

Examples of Plagiarism

- Copying answers, code, or assignments from another learner, website, and/or any internal or external party.
- Allowing another person or external entity (e.g. Jasper, ChatGPT, etc.) to complete coursework or assessments on the learner's behalf. No outsourcing is allowed.
- Sharing the solution of an assessment and/or completing another learner's assessment. (This infraction will result in both learners receiving a plagiarism flag.)
- Broadcasting, streaming, or sharing the recording of the completion of an assessment.

Consequences of Plagiarism

Plagiarism is taken very seriously at Per Scholas, and any identified instances will not be tolerated. Depending on the severity and frequency of the plagiarism, the consequences may vary.

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

Communicating with Learners: Communication is critical to success in the course, and during the post-graduation job search. All learners are expected to 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.

Procedure for Handling Alleged Violations of Standards of Conduct

A faculty member who observes or suspects 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 decide. 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 course.

Procedure for Handling Alleged Theft or Vandalism of Materials or Equipment

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

procedures will be followed:

- The name of the suspected learner will be requested.
- A brief report of the incident will then be prepared by the faculty member involved in discovering the occurrence and forward the report to the school 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 makes storage and use of such information possible. For example, electronic mail, local and external databases, proprietary curriculum or other written materials, and photographs owned by Per Scholas.

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

- Violates such matters as the school's or a third-party copyright or patent protection
- Violates authorizations, as well as license agreements and other contracts
- Interferes with the intended use of the information resources
- Seeks to gain or gains unauthorized access to information resources
- Destroys, alters, dismantles, prevents rightful access to without authorization, or otherwise interferes with the integrity of computer-based information and/or information resources
- Without authorization, invades the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources

If a learner is accused of participating in any of the above activities, the procedures outlined in the above section on *alleged theft or vandalism of materials or equipment* will apply.

Non-Discrimination Policy

It is against the law for this recipient of Federal financial assistance (which includes Per Scholas, Inc.) to discriminate on the following bases: Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.



- Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

Per Scholas must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, Per Scholas is required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

What to Do if You Believe You Have Experienced Discrimination?

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- Per Scholas' Equal Opportunity Officer (or the person whom the recipient has designated for this purpose) which is Annette Allen, Vice President, HR Administration & Finance; or
- The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at www.dol.gov/crc

If you file your complaint with Per Scholas, you must wait either until Per Scholas issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If Per Scholas does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If Per Scholas does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

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 and the Missouri Human Rights Act. 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 is grounds for immediate termination from the school (employee) and from the course (learner).

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.

Career and Professional Development:

Per Scholas utilizes Career Development to coach learners in developing essential technical skills along with soft skills and the readiness required to excel in their chosen careers. Learners will learn critical skills including, but not limited to, Project Management, Corporate Speakers, Mock Interviews & Resume Coaching, Collaborative Mindset, and Networking Opportunities.

Below is an overview of professional development provided to learners (the schedule will vary depending on the length of the course).

Job Readiness Assessment

Learners conclude this area of focused development with a Job Readiness assessment which must be passed to graduate. The Job Readiness assessment includes two presentations: one at the midpoint of the training and another at the end. The learner completes these for their Talent Solutions representative and is graded upon a rubric. The areas assessed include Elevator Pitch, Resume, LinkedIn, Professional Presentation, Job Hunting Spreadsheet, and Interview Questions.

Our primary goal is to better prepare learners for entry into the workforce. Ultimately, Per Scholas aims for higher job attainment rates among our graduates. We are ensuring that our graduates are

not only equipped with the technical skills but also possess the soft skills and readiness required to excel in their chosen careers.

Learner Transcripts and Records

Transcripts

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

Purpose of Learner Records

The school collects information about learners and maintains learner records for the purposes of counseling learners and assisting them in the completion of their training. The school also uses information from learner records to collect and analyze statistical information to improve instruction and services delivered to learners. Information on learner outcomes is also shared with funders. Learner records are kept by Per Scholas in a secure database for up to seven (7) years from the date of enrollment, or longer based on the state's requirements.

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

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 records 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.

Refund Policy

Per Scholas offers all training programs at no direct cost to learners. As such, learners who withdraw from a course are not eligible to receive a refund for the cost of training. **Any reimbursements, when applicable, will be issued directly to the appropriate funding partner in accordance with their requirements.**

Alumni Services

Per Scholas is committed to helping our alumni achieve a thriving wage within two years of initial placement. Alumni can stay engaged through a suite of alumni training programs—including asynchronous and instructor-led training, with various schedules and timelines to support working & job searching alumni.

Asynchronous and Micro-cohort Eligibility

Alumni who meet the following criteria are eligible to enroll in an asynchronous alumni training course:

- Completed any Per Scholas training track
- Actively job searching and interviewing

Standard Programs Eligibility

Alumni who meet the following criteria are eligible to enroll in an Instructor-led alumni training course:

- Completed any Per Scholas training track



- More than 90 days post immersive or alumni training
- Meets academic prerequisites (can be found on alumni website)

Exceptions

- If a customized client wants all learners in a class to be alumni, in which case Per Scholas may decide to count this cycle as an alumnus rather than an immersion class, SVP Learner Success will oversee these cases and coordinate case-by-case decisions.

Re-Enrollment Eligibility

Alumni who meet the following criteria are eligible to re-enroll in an alumni training course:

- Last alumni class completion, withdrawal or dismissal date is greater than 90 days

The number of alumni courses withdrawn/dismissed is equal or less than two per calendar year

The following alumni are not eligible to re-enroll in alumni training

Those dismissed for behavioral reasons. In the event that the notes or details are unclear, the Director of Alumni Engagement & Training has the discretion to decide.

Those currently enrolled in an alumni or immersive course

As detailed above, every learner receives a support team with whom they have access to during their enrollment as well as post-graduation with us. We are certain that you know someone who will also benefit from the holistic learner experience offered here, so we encourage you to refer to a family member, colleague, neighbor, or friend."

Consents

CONSENT TO 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 a 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. If the incident involves the Site or Managing Director, the learner shall report to the Chief Training Officer, or the designated individual in the interim role, if applicable. 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.

You hereby consent and agree to comply with Per Scholas' Non-Fraternization Policy, which requires that all training enrollees and staff members maintain professional and ethical relationships at all times.

Grievances Procedure

Learners dissatisfied with the accommodation decision, accommodations provided, and/or the process may appeal in writing to the Vice President of Human Resources (consult the Instructional Team or Learner Support Team for contact details). If unresolved, the learner may further appeal to the Deputy Chief Training Officer (consult the Instructional Team or Learner Support Team for contact details). External complaints can be filed with the Office for Civil Rights (OCR) if necessary.

General Complaint Procedure

At Per Scholas, we are committed to providing a learning environment where students feel supported, heard, and respected. If a learner has a concern or complaint, the following steps outline the process for addressing issues:

1. Internal Complaint Process

Step 1: Contact the Managing Director for Your Site

- Learners should first report their concerns to the Managing Director/Site Director at their site. This step allows for an attempt to resolve the issue directly and promptly. The Managing Director will review the concern and work towards a resolution within 10 business days. If the learner feels uncomfortable reporting to the Managing Director or if the concern is not resolved satisfactorily, they may proceed to Step 2.

Step 2: Escalate to HR Admin Team

- If the issue is not resolved through the Managing Director or the learner wishes to escalate the complaint, they may contact the HR Admin Team. Formal complaints can be submitted via email to hradmin@perscholas.org. A confirmation of receipt will be provided within 5 business days, and the HR Admin team will begin an investigation within 10 business days. Formal complaints should include:
 - A description of the concern
 - The date(s) of the incident(s)
 - Names of any individuals involved
 - Any relevant documentation

Step 3: Investigation and Response

The complaint will be investigated by a designated team member within 10 business days of receiving the complaint. During this process, the learner may be asked to provide further details or documentation. Per Scholas aims to provide a resolution within 30 business days.

Step 4: Escalation

If a learner is not satisfied with the resolution, they may request a review by **Annette Allen, Vice President, HR Admin & Accounting**, or escalate the matter to Per Scholas' Leadership Team.

2. External Government Contacts for Filing Complaints

Learners who feel that their concerns were not adequately addressed by Per Scholas or that their rights have been violated may choose to file a complaint with the following government agencies:

- U.S. Department of Education, Office for Civil Rights (OCR)
 - Phone: (800) 421-3481
 - Email: ocr@ed.gov
 - Website: Office for Civil Rights Complaint Process
- Equal Employment Opportunity Commission (EEOC)
 - For complaints related to discrimination:
 - Phone: (800) 669-4000
 - Website: EEOC Filing a Complaint
- Americans with Disabilities Act (ADA) Enforcement by the Department of Justice (DOJ)
 - Phone: (800) 514-0301
 - Website: ADA Filing a Complaint

Learners are encouraged to follow the internal process at Per Scholas first, but the option to file external complaints is always available if needed. Per Scholas adheres to all applicable state laws when addressing complaints. Learners are assured that all procedures comply with



both federal and state-specific regulations, guaranteeing a fair and transparent process.

If the learner's complaint cannot be resolved after exhausting Per Scholas' grievance procedure, the learner may file a complaint with the Illinois Board of Higher Education. The learner must contact the State Board for further details. The State Board address is:

Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 North Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1377
(217) 557-7359

Disclosure Statement

Institutional Accreditation Status

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

The learner should be aware that some information in the catalog may change. It is recommended that learners considering enrollment check with the school Director to determine if there is any change from the information provide in this catalog. In addition, a catalog will contain information on the school's teaching personnel and course/curricula offered. Please be advised that the State Education Department separately license all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a learner enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the potential learner check with the school Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

Per Scholas Headquarters

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Per Scholas, Chicago

School Catalog Addendum

Effective Date: 6/2025

Campus Address:

200 W Monroe St #1401, Chicago, IL 60606

Website: <https://perscholas.org/locations/chicago/>

CATALOG ADDENDUM

Chicago, IL

About this Catalog Addendum

This catalog addendum for Chicago, IL contains important information specific to the policies, procedures, and regulatory requirements of this campus. While the general school catalog outlines institution-wide policies, certain campuses are subject to additional or differing requirements based on local or state regulations.

This addendum includes campus-specific details such as refund policies, attendance requirements, complaint procedures, and instructional formats. Learners enrolled at this location are responsible for reviewing and adhering to the policies outlined in this addendum. In the event of any differences between the general catalog and this addendum, **the policies in this addendum take precedence.**

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Facility Descriptions

At our Chicago campus, Per Scholas has developed a state-of-the-art training facility designed to meet the needs of our learners and reflect our commitment to accessibility and quality. The campus is conveniently located with access to multiple public transportation options, including bus and train lines, and is easily reachable by car.

The building is fully compliant with the Americans with Disabilities Act (ADA) of 1990 and offers barrier-free access throughout the facility. Our campus features formal classrooms and fully equipped technical labs designed to support hands-on learning.

Each lab is spacious, well-lit, and furnished with modern computers, high-speed internet, industry-relevant software, whiteboards, and large monitors to enhance the instructional experience. Typical class sizes are capped at 24 learners to maintain a supportive learning environment. Each learner is provided with a dedicated computer workstation, and the labs are equipped with hardware for repair exercises, networking tools, software, and printers. Laptop computers are also available for learner use as needed.

To support the learner experience beyond the classroom, the Chicago campus includes a dedicated lounge area with kitchen amenities, including a refrigerator and microwave. This space is available before and after class, during lunch, and during scheduled breaks.

Campus Directory

Name & Title	Name & Title
Kate Doyle Managing Director	Daniel Ponciano Manager, Professional Development
Kelsey Briggs-Dineen Senior Director, Talent Solutions	Nikia Smith Manager, Recruitment & Admissions
Alicia Pearlman Technical Instructor	Garland Hennings Instructional Assistant

Course Descriptions & Instruction

AWS re/Start- UCI #1002.1

**This course is available for the remote modality.*

AWS re/Start (UCI #1002.1) – Fifteen (15) Weeks	
Technical Instruction Hours	352
Professional Development Instruction Hours	60.5
Total Instruction Hours	412.5

Course Overview

This 15-week course provides a comprehensive introduction to cloud computing using Amazon Web Services (AWS). This intermediate course covers foundational concepts across the various AWS service categories, such as compute, databases, storage, management, networking, and security, along with an introduction to AI and the AI-based services on AWS. Paired with cloud concepts, learners will dive into best practices following the AWS Well-Architected Framework. This entry-level course is designed for individuals seeking to start a cloud computing and IT career.

Through interactive labs, captivating lectures, and collaborative projects, individuals will learn to configure and manage AWS resources, implement security best practices, develop automation scripts using Python, manage databases, and optimize AWS services for cost efficiency. As part of the course, learners will prepare and test for the AWS Certified Cloud Practitioner certification. Upon successful course completion, graduates will be equipped to pursue a range of roles, such as Cloud Support Associate or Junior Systems Administrator.

Prerequisites

To be considered for this course, learners are required to meet the minimal qualifications for a Per Scholas course and must demonstrate comprehension, critical thinking, and digital literacy skills through a baseline assessment. Additionally, learners must complete approximately 20 hours of self-study prework materials. Per Scholas will provide learner access to the materials and resources. Topics include the following:

- *Computer Hardware Basics*
- *Operating Systems Basics*

Course Goals

Upon successful completion of all course requirements, learners will:

- Utilize key AWS services for computing, storage, networking, and databases.
- Perform essential Linux commands and manage AWS VPCs.

CATALOG ADDENDUM

Chicago, IL

- Apply security best practices and manage AWS IAM, CloudTrail, and Config.
- Develop Python programs for automation and apply DevOps principles.
- Explore cutting-edge AI technologies within the technology domain to enhance outcomes.

Course Certifications

1. AWS Certified Cloud Practitioner

Cybersecurity Analyst- UCI #1001.1

**This course is available for the in-person, hybrid, and remote modalities.*

Cybersecurity Analyst (UCI #1001.1) – Fifteen (15) Weeks	
Technical Instruction Hours	352
Professional Development Instruction Hours	60.5
Total Instruction Hours	412.5

Course Overview

This 15-week course provides an intensive and comprehensive hands-on technical training in cybersecurity. This intermediate course is designed for aspiring cybersecurity professionals looking to start or advance their careers in digital defense. Through an array of interactive labs, captivating lectures, and collaborative projects, individuals will explore essential cybersecurity concepts, develop critical technical skills to protect systems, networks, and programs from digital attacks, and gain practical experience in Security Operations Center (SOC) activities. As part of the course, learners will prepare and test for the CompTIA CYSA+ and Splunk Core User Certification. Upon successful course completion, learners will be equipped to pursue roles such as Cybersecurity Analyst or SOC Analyst, serving as an organization's first line of defense against cyber threats.

Prerequisites

To be considered for this course, learners are required to meet the minimal qualifications for a Per Scholas course and must demonstrate comprehension, critical thinking, and digital literacy skills through a baseline assessment. Additionally, learners must complete approximately 20 hours of self-study prework materials. Per Scholas will provide learner access to the materials and resources. Topics include the following:

- *Computer Hardware Basics*
- *Operating Systems Basics*

Course Goals

Upon successful completion of all course requirements, learners will:

- Design, implement, and assess comprehensive network security measures, including secure device configuration, virtualization technologies, data protection protocols, and security testing across networks, servers, and applications.
- Analyze cybersecurity threats, evaluate security principles, generate detailed incident reports, perform digital forensics, and demonstrate proficiency in threat management and incident response using industry-standard tools and techniques.
- Utilize advanced cybersecurity tools to extract and analyze data from various sources, create alerts and reports, monitor network environments, and troubleshoot security issues using platforms like Splunk and PCAP analysis.
- Develop and manage cybersecurity frameworks and policies that align with legal and regulatory standards, explain governance and ethics principles, and demonstrate an understanding of diverse network protocols and architectures.
- Integrate emerging technologies in cybersecurity workflows, including defining and applying Artificial Intelligence concepts, demonstrating the use of Generative AI, and assessing its impact on improving cybersecurity efficiency and effectiveness.

Course Certifications

1. CompTIA - Cybersecurity Analyst+
2. Splunk Core Certified User

IT Support - UCI #1024

**This course is available for the hybrid and in-person modality.*

IT Support (UCI #1024) – Thirteen (13) Weeks	
Technical Instruction Hours	297
Professional Development Instruction Hours	60
Total Instruction Hours	357

Course Overview

This 13-week in-person course provides learners with hands-on experience with enterprise-grade servers, routers, switches, and desktop IT technologies. Learners will perform troubleshooting exercises with PC hardware, networking equipment, system administration, cloud technologies, and IT security concepts while preparing for the A+ certification test.

The course focuses on building a strong foundation in hardware and software systems, allowing learners to diagnose and resolve technical issues confidently. The course also covers the fundamentals of system administration, enabling learners to support Windows server

infrastructures and use ServiceNow helpdesks for IT service management. Graduates of this program will emerge not only as adept IT technicians but also as well-rounded professionals capable of delivering comprehensive IT support in a diverse range of enterprise roles, like IT Technician or System Administrator.

Prerequisites

Learners are required to meet the minimal qualifications for a Per Scholas course. To be considered for this course, learners must demonstrate basic reading, writing, and analytical skills through a baseline assessment.

Upon conditional acceptance, learners must complete 20-40 hours of self-study materials before the first day of class. Per Scholas will provide learner access to the materials and resources. Topics include the following:

- *Computer Basics*

Course Goals

Upon successful completion of all course requirements, learners will:

- Install and configure Server and Computer hardware and peripherals.
- Utilize various Microsoft Office365 apps for collaboration and productivity.
- Apply PC hardware troubleshooting methodologies.
- Install and configure network devices, routers, switches, and wireless access points.
- Analyze and resolve network connectivity.
- Summarize and clarify cloud concepts.
- Configure mobile devices, computer peripherals, and printers.
- Configure mobile device apps.
- Identify features and administer various OS (Windows, Linux, and MacOS).
- Investigate and resolve workstation security issues.
- Investigate and address mobile OS, app software, and security.
- Configure and manage remote access technologies.
- Use standard safety and environmental procedures.
- Explain cloud concepts, deployment models, and shared responsibility in the cloud.
- Manage type 1 hypervisors and virtual infrastructures.
- Backup and restore OS, Data Recovery.
- Install and configure Windows servers.
- Administer group policy settings effectively.
- Summarize machine learning and its core concepts.
- Administer ServiceNow help desk to resolve client issues.
- Define applications, roles, and personas used to support IT Service Management (ITSM) processes.

Course Certifications

1. CompTIA A+ Core Series

IT Support- UCI #1024.1

**This product is available for the hybrid and in-person modality.*

IT Support (UCI #1024.1) - Thirteen (13) Weeks	
Technical Instruction Hours	297
Professional Development Instruction Hours	60
Total Instruction Hours	357

Course Overview

This 13-week IT Support course provides hands-on experience managing and troubleshooting enterprise IT systems. Learners will work directly with servers, routers, switches, and desktop technologies, gaining the skills to confidently resolve hardware, networking, and software issues. This entry-level course builds a strong foundation in system administration, with a focus on supporting Windows server infrastructures and managing IT services using platforms like ServiceNow. Essential IT security practices are also covered, ensuring learners are equipped to protect systems and data from common threats. Designed for those looking to start or advance their careers in IT, this course provides the practical knowledge and certifications needed to excel in a wide range of enterprise IT support roles. As part of the course, learners will prepare and test for the CompTIA A+ certification. Upon successful course completion, learners will be equipped to pursue a range of roles, such as IT Technician or System Administrator.

Prerequisites

To be considered for this course, learners are required to meet the minimal qualifications for a Per Scholas course and must demonstrate comprehension, critical thinking, and digital literacy skills through a baseline assessment. Additionally, learners must complete approximately 20 hours of self-study prework materials. Per Scholas will provide learner access to the materials and resources. Topics include the following:

- *Computer Hardware Basics*
- *Operating Systems Basics*

Course Goals

Upon successful completion of all course requirements, learners will:

- Analyze various IT systems and configurations, identify common issues, and apply appropriate troubleshooting techniques to resolve hardware, network, and software problems across different platforms (e.g., Windows, Linux, MacOS).
- Install and configure enterprise-grade servers, networking equipment, and peripheral devices, demonstrating proficiency in establishing and managing a secure and efficient IT environment.
- Apply security best practices by configuring and securing workstations, networks, and mobile devices, ensuring protection against common vulnerabilities and threats.
- Administer ITSM processes using platforms like ServiceNow to effectively manage IT support tickets and implement IT service management frameworks.
- Implement standard operating procedures, including backup and recovery processes, remote access technologies, and data handling best practices, while documenting these procedures in accordance with industry standards.

Course Certifications

1. CompTIA A+ Core Series

IT Support- UCI #1025.1

**This course is available for the remote modality.*

IT Support (UCI #1025.1) – Fifteen (15) Weeks	
Technical Instruction Hours	352
Professional Development Instruction Hours	60.5
Total Instruction Hours	412.5

Course Overview

This 15-week course delves into the fundamentals of IT support, covering computer hardware, networking, cloud technologies, and cybersecurity. This entry-level course is designed for individuals seeking to launch a career in IT. Through an array of interactive labs, captivating lectures, and collaborative projects, individuals will learn to build, configure, and troubleshoot various systems, master both wired and wireless technologies, and gain hands-on experience with ServiceNow IT Service Management (ITSM). The course introduces learners to key AI concepts, tools, and their integration into IT support workflows, enhancing efficiency and problem-solving capabilities. As part of the course, learners will prepare and test for the CompTIA A+ Certification. Upon successful course completion, learners will be equipped to pursue a range of roles, such as IT Support Analyst or IT Security Technician.

Prerequisites

To be considered for this course, learners are required to meet the minimal qualifications for a Per Scholas course and must demonstrate comprehension, critical thinking, and digital literacy skills through a baseline assessment. Additionally, learners must complete approximately 20 hours of self-study prework materials. Per Scholas will provide learner access to the materials and resources. Topics include the following:

- *Computer Hardware Basics*
- *Operating Systems Basics*

Course Goals

Upon successful completion of all course requirements, learners will:

- Analyze and troubleshoot hardware, software, and network systems, including PC and server equipment, operating systems, and office IT infrastructure.
- Configure computer systems, networks, and virtual machines, applying knowledge of IP addressing, subnets, and various operating systems.
- Evaluate and implement cybersecurity measures, including developing security policies, identifying threats and vulnerabilities, and applying controls across networks, servers, and applications.
- Apply IT Service Management (ITSM) principles and frameworks, demonstrating proficiency in ServiceNow ITSM and related processes.
- Integrate Artificial Intelligence concepts and tools to enhance IT support operations while critically assessing the capabilities and limitations of Generative AI in resolving IT issues.

Course Certifications

1. CompTIA A+ Core Series

IT Support P/T- UCI #1023.1

****This course is available for the remote modality.***

IT Support P/T (UCI #1023.1) – Twenty (20) Weeks	
Technical Instruction Hours	275
Professional Development Instruction Hours	45
Total Instruction Hours	320

Course Overview

This 20-week course provides learners with the technical skills needed to excel in today's dynamic IT landscape. Learners will perform troubleshooting exercises with PC hardware, networking equipment, system administration, cloud technologies, and IT security concepts.

This entry-level, part-time course focuses on building a solid foundation in hardware, software, and cloud systems, allowing learners to confidently diagnose and resolve technical issues. The course also covers system administration fundamentals and enterprise virtualization, enabling learners to support Windows domain environments and virtualized infrastructure stacks. This course introduces learners to key AI concepts, tools, and their integration into IT support workflows, enhancing efficiency and problem-solving capabilities. Learners will prepare and test for the A+ certification as part of the course. Graduates of this program will emerge as adept IT technicians with the vital skills necessary for maintaining a reliable IT infrastructure and as well-rounded professionals capable of delivering comprehensive IT support to a diverse range of enterprises. Upon successful course completion, learners will be equipped to pursue a range of roles, such as IT Engineers or System Administrators.

Prerequisites

To be considered for this course, learners are required to meet the minimal qualifications for a Per Scholas course and must demonstrate comprehension, critical thinking, and digital literacy skills through a baseline assessment. Additionally, learners must complete approximately 20 hours of self-study prework materials. Per Scholas will provide learner access to the materials and resources. Topics include the following:

- *Computer Hardware Basics*
- *Operating Systems Basics*

Course Goals

Upon successful completion of all course requirements, learners will:

- Analyze various IT systems and configurations, identify common issues, and apply appropriate troubleshooting techniques to resolve hardware, network, and software problems across different platforms (e.g., Windows, Linux, MacOS).
- Install and configure enterprise-grade servers, networking equipment, and peripheral devices, demonstrating proficiency in establishing and managing a secure and efficient IT environment.
- Apply security best practices by configuring and securing workstations, networks, and mobile devices, ensuring protection against common vulnerabilities and threats.
- Learners will administer ITSM processes using platforms like ServiceNow to effectively manage IT support tickets and implement IT service management frameworks.
- Integrate Artificial Intelligence concepts and tools into real-world scenarios while critically assessing the capabilities and limitations of Generative AI.

Course Certifications

1. CompTIA A+ Core Series

IT Support Flex - UCI #1017.1

****This course is available for the remote modality.***

IT Support Flex (UCI #1017.1) – Twenty (20) Weeks	
Technical Instruction Hours	290
Professional Development Instruction Hours	40
Total Instruction Hours	330

Course Overview

This 20-week course provides learners with hands-on experience with desktop IT technology, now including a focus on integrating AI into IT support workflows. This entry-level course is designed for learners looking to start or advance in IT, offering flexibility to explore IT Support. Learners will perform troubleshooting exercises with PC hardware, networking equipment, system administration, cloud technologies, IT security concepts, and generative AI tools. As part of the course, learners will prepare and test for the CompTIA A+ certification, and Google AI Essentials. The course builds a solid foundation in hardware, software, and AI systems, allowing learners to diagnose and resolve technical issues confidently. It also covers the fundamentals of system administration, enabling learners to support Windows servers and their corresponding services. Graduates of this course will emerge as adept IT Technicians with AI-enhanced support capabilities, ready for roles such as IT Support Analysts or IT Support Technicians.

Prerequisites

To be considered for this course, learners are required to meet the minimal qualifications for a Per Scholas course and must demonstrate comprehension, critical thinking, and digital literacy skills through a baseline assessment. Additionally, learners must complete approximately 20 hours of self-study prework materials. Per Scholas will provide learner access to the materials and resources. Topics include the following:

- *Computer Hardware Basics*
- *Operating Systems Basics*

Course Goals

Upon successful completion of all course requirements, learners will:

- Analyze various IT systems and configurations, identify common issues, and apply appropriate troubleshooting techniques to resolve hardware, network, and software problems across different platforms (e.g., Windows, Linux, MacOS).
- Install and configure enterprise-grade servers, networking equipment, and peripheral devices, demonstrating proficiency in establishing and managing a secure and efficient IT environment.

CATALOG ADDENDUM

Chicago, IL

- Apply security best practices by configuring and securing workstations, networks, and mobile devices, ensuring protection against common vulnerabilities and threats.
- Learners will administer Windows Server environments, including Active Directory, user accounts, permissions, and Group Policy Objects (GPOs).
- Integrate Artificial Intelligence concepts and tools to real-world scenarios while critically assessing the capabilities and limitations of Generative AI.

Course Certifications

1. CompTIA A+ Core Series
2. Google AI Essentials

Salesforce Administrator - UCI #1029

**This course is available for the remote modality.*

Salesforce Administrator (UCI #1029) – Fifteen (15) Weeks	
Technical Instruction Hours	352
Professional Development Instruction Hours	60.5
Total Instruction Hours	412.5

Course Overview

Embark on this 15-week course designed to equip learners with the skills necessary to become certified Salesforce Administrators. This entry-level course is designed for individuals passionate about improving business processes and enhancing organizational strategies. Throughout this comprehensive course, learners will delve into core Salesforce concepts, hands-on lab exercises, and guided projects, preparing them for the rigors of the Salesforce Administrator role. This course caters to individuals seeking to expand their proficiency in Salesforce administration and gain insight into artificial intelligence (AI) fundamentals specifically tailored to the Salesforce environment. Through interactive labs, engaging lectures, and collaborative projects, learners will master essential administrative tasks, including user management, data security, workflow automation, and AI integration. As part of the course, learners will prepare and test for the Salesforce Administrator certification. Upon successful course completion, learners will be equipped to pursue a range of roles, such as Salesforce Administrator or CRM Specialist.

Prerequisites

To be considered for this course, learners are required to meet the minimal qualifications for a Per Scholas course and must demonstrate comprehension, critical thinking, and digital literacy skills through a baseline assessment.

CATALOG ADDENDUM

Chicago, IL

Course Goals

Upon successful completion of all course requirements, learners will:

- Manage standard and custom objects to align with established business processes.
- Automate business workflows and communication with declarative automation tools.
- Build a data model that aligns with business requirements using the Schema Builder.
- Design custom Reports and Dashboards when given a set of business requirements.
- Enforce data security by managing Salesforce Users, Role Hierarchies, Profiles, and User Permissions.
- Create custom Objects, Record Types, Page Layouts, and Custom Fields.
- Build custom Home Pages, Record Pages, and App Lightning Pages.
- Implement Salesforce Sales and Service Cloud Essentials.
- Execute data imports, exports, transfers, and deletions using Data Import Wizard and Data Loader.
- Develop strategies and guide stakeholder decisions based on Salesforce's Trusted AI Principles.
- Perform ethical and responsible data handling, including privacy, bias, security, and compliance considerations.

Course Certifications

1. Salesforce Administrator

2025-2026 Calendar of Classes/Training Format

Please note: The calendar of scheduled classes is subject to change. Prospective students are encouraged to confirm course offerings and dates with a member of the campus staff prior to enrollment.

Course Name	Start Date	End Date
IT SUPPORT	06/23/2025	09/29/2025
IT SUPPORT	07/28/2025	10/28/2025
IT SUPPORT	10/14/2025	01/30/2026
IT SUPPORT	11/10/2025	02/27/2026

NOTE: 2026 programs will be available and posted in December 2025

Fees Supported by Third-Party Funding

Per Scholas provides training at no direct cost to the learner. The cost of training is financed entirely by Per Scholas through private, corporate, foundation or government funding. The cost of each course may differ based on the course type and length of the course.

Training Cost	Learner Supplies
<i>*Amount reflects cost per individual learner</i>	<i>*Amount reflects cost per individual learner</i>
\$8,915	\$500

Transcript Release Policy

Per Scholas is a tuition-free institution. We do not charge tuition, transcript fees, or any other fees to learners at any point in the enrollment or training process.

As a result, students cannot accrue a financial balance with the institution. Accordingly, there are no financial holds placed on transcripts, diplomas, or registration due to student debt.

Per Scholas complies fully with the Illinois Student Debt Assistance Act (110 ILCS 66/), including the provisions related to transcript access, hardship withdrawals, and student protections. While we are exempt from certain operational elements of the Act due to our no-cost model, we remain committed to transparency, accessibility, and equitable support for all learners.

Unannounced School Closure

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

Annual Performance Data

Campus Performance Data:

**July 1, 2023, through June 30, 2024 (IT Support #1003)*

A. For each program of study, report:

- a. *The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.*
 - i. Seventeen (17)
- b. *The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:*
 - i. New starts: Forty (40)
 - ii. Re-enrollments: Data not collected
 - iii. Transfers into the program from other programs at the school: Data not collected
- c. *The total number of students admitted in the program or course of instruction during the 12-month reporting period*
 - i. Fifty-Seven (57)
- d. *The number of students enrolled in the program or course of instruction during the 12-month reporting period who:*
 - i. Transfers to another program: Data not collected
 - ii. Completions/graduations: Fifty-Three (53)
 - iii. Withdrawals: One (1)
 - iv. Dismissed: Two (2)
 - v. Continuing enrollment: Zero (0)
- e. *The number of students enrolled in the program or course of instruction who were:*
 - i. Placed in their field of study: Thirty-Six (36)
 - ii. Place in a related field: Data not collected
 - iii. Placed out of the field: Nine (9)
 - iv. Not available for placement due to personal reasons: Data not collected
 - v. Not Employed: Eight (8)
- f. *The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.*
 - i. Data not collected
- g. *The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.*
 - i. \$21.70