



# Per Scholas, Inc

## School Catalog

*Effective Date: 01/2026*

**Headquarters Address:**

804 E 138th St #2, Bronx, NY 10454

**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 2026-2026 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

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

*\*Per Scholas, Inc. does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, Per Scholas, Inc. must provide copies of transfer agreements that name the exact*

*institution(s) and include agreement details and limitations.*

## **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**

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### **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 2026 -2027**

Holiday	2026	2027
New Year's Day	Thursday, January 1 <sup>st</sup> , 2026	Friday, January 1 <sup>st</sup> , 2027
Martin Luther King Day	Monday, January 19 <sup>th</sup> , 2026	Monday, January 18 <sup>th</sup> , 2027
Presidents' Day	Monday, February 16 <sup>th</sup> , 2026	Monday, February 15 <sup>th</sup> , 2027
Memorial Day	Monday, May 25 <sup>th</sup> , 2026	Monday, May 31 <sup>st</sup> , 2027
Juneteenth	Friday, June 19 <sup>th</sup> , 2026	Friday, June 18 <sup>th</sup> , 2027
Independence Day Observance/Summer Break	Monday, June 29 <sup>th</sup> – Friday, July 3 <sup>rd</sup> , 2026	Monday July 5 <sup>th</sup> - Friday July 9 <sup>th</sup> , 2027
Labor Day	Monday, September 7 <sup>th</sup> , 2026	Monday, September 6 <sup>th</sup> , 2027
Indigenous Peoples' Day	Monday, October 12 <sup>th</sup> , 2026	Monday, October 11 <sup>th</sup> , 2027
Veteran's Day	Wednesday, November 11 <sup>th</sup> , 2026	Thursday, November 11 <sup>th</sup> , 2027
Thanksgiving Day	Thursday, November 26 <sup>th</sup> & Friday, November 27 <sup>th</sup> , 2026	Thursday, November 25 <sup>th</sup> & Friday November 26 <sup>th</sup> , 2027
Winter Break	Monday, December 24 <sup>th</sup> , 2026 - Thursday, January 1 <sup>st</sup> , 2027	Friday, December 24 <sup>th</sup> - Friday, December 1 <sup>st</sup> , 2027

## Learner Experience

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### 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.

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## 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 Instructional 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

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- 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.

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- 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**

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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 violation and provide a summary of the facts, which support the violation. 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.

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## **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](http://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.

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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

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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

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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**

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### **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

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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**

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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**

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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:

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## 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](mailto: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](mailto: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. Student complaints must be submitted in writing to the Board (Section 85(i)(1) of the Act). Information about the complaint may be submitted online through the IBHE website ([www.ibhe.org](http://www.ibhe.org)). Additional information regarding the complaint process can be obtained by contacting the Board at:*

Illinois Board of Higher Education  
Division of Private Business and Vocational Schools  
1 North Old State Capitol Plaza, Suite 333  
Springfield, IL 62701-1377  
Phone: (217) 557-7359  
Fax: (217) 782-85

## Disclosure Statement

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### Institutional Accreditation Status

Per Scholas, Inc is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. Per Scholas, Inc 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



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Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

**Per Scholas Headquarters**

Per Scholas, Inc.  
804 East 138<sup>th</sup> Street, 2<sup>nd</sup> Floor Bronx, New York 10454  
Tel: (718) 991-8400  
Fax: (718) 991-0362  
[www.perscholas.org](http://www.perscholas.org)

# Per Scholas, Chicago

## School Catalog Addendum

*Effective Date: 01/2026*

Campus Address: 200 W Monroe St #1401, Chicago, IL 60606

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

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## 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

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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

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Name & Title	Name & Title
<b>Karla Benson Rutten</b> Regional SVP, Midwest	<b>Daniel Ponciano</b> Manager, Professional Development

<b>Daniel O’Donnell</b> Site Director	<b>Kalin Crampton</b> Director, Talent Solutions
<b>John Crawhorn</b> Technical Instructor	<b>Alina Sepanski</b> Director, Development
<b>Alexis Brown</b> Instructional Assistant	<b>Troy Thompson</b> Technical Instructor

## Course Descriptions & Instruction

### *IT Support- UCI #1024.3*

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

<b>IT Support (UCI #1024.3) – Fifteen (15) Weeks</b>	
Technical Instruction Hours	363
Professional Development Instruction Hours	49.5
<b>Total Instruction Hours</b>	<b>412.5</b>

#### **Course Overview**

This 15-week AI-Enabled 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 intermediate 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, along with the use of AI tools to enhance troubleshooting and support workflows, 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.
- Explore cutting-edge AI technologies within the technology domain to enhance outcomes.
- Apply stakeholder-classification frameworks, concise communication, stakeholder-aligned reporting, and adaptive problem-solving in scenario-based exercises and simulations.
- Develop a strong job application package, effective job search strategies, and workplace readiness by building essential professional skills and leveraging AI tools.

## AI Skills Development at Per Scholas

Per Scholas integrates AI as a core learning companion, helping learners build technical, professional, and business readiness skills. By using LLMs, Copilot technologies, and Multimodal AI, learners enhance productivity, deepen technical understanding, and prepare more effectively for the workplace.

Business Readiness: Learners use Multimodal AI, LLM, and Copilot technologies throughout the program to...

- Summarize reports, draft professional emails, communicate with stakeholders, and generate presentations using Multimodal AI.
- Use tools like AI-driven Notion templates to help prioritize tasks/projects and plan for an effective day.
- Use a Copilot to turn raw data into insights (trends, forecasts, KPIs).

Technical Skill Development: Learners use AI tools and GPTs throughout the program to...

- Explain complex technical concepts in simpler terms.
- Use an LLM to summarize daily training lessons into structured notes.
- Use a GPT to set up virtual troubleshooting scenarios (e.g., troubleshooting servers, diagnosing hardware misconfigurations, detecting hardware anomalies, etc.)
- Use a GPT to generate guided checklists for fixing issues or building something new, then compare their steps to the AI's recommended solution.
- Prompt an LLM to generate practice exercises (e.g., "Act as an end user whose laptop fan is making loud noises. Provide realistic symptoms so I can walk through diagnosing

- overheating.”).
- Simulate role-play interviews for technical questions and scenarios using Multimodal AI.

Professional Development and Job Readiness: Learners use Agentic AI, Copilots, and Multimodal AI throughout the program to...

- Use an LLM to polish resumes, LinkedIn bios, cover letters, and SOPs, ensuring alignment with the target industry.
- Use Agentic AI to scrape job boards to surface jobs that align with their skills and career goals.
- Use a Copilot to generate AI-powered insights to summarize company culture, recent news, and hiring trends.
- Simulate role-play interviews for behavioral questions and scenarios using Multimodal AI.

### Course Certifications

1. CompTIA A+ Core Series

### Cybersecurity with AI Tools- UCI #1033.1

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

<b>Cybersecurityw/ AI Tools (UCI #1033.1) – Fifteen (15) Weeks</b>	
Technical Instruction Hours	363
Professional Development Instruction Hours	49.5
<b>Total Instruction Hours</b>	<b>412.5</b>

### Course Overview

This 15-week Cybersecurity with AI Tools course is an intensive and comprehensive hands-on-oriented technical training. This intermediate course is designed for individuals seeking entry to mid-level IT security roles. Learners will apply essential IT security concepts and develop critical technical skills to help protect systems, networks, and programs from digital attacks. Learners will engage with cutting-edge technologies, industry standards, and best practices to protect organizations and their underlying infrastructure from a wide range of risks, including physical and cyber threats and hazards. Additionally, the course highlights how generative AI can be integrated into existing security workflows to enhance efficiency. As part of the course, learners will prepare and test for the CompTIA Security+ certification. Upon successful course completion, learners will be equipped to pursue a range of roles, such as IT Security Administrator and Cybersecurity Analyst.

### 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:

- Act as a first responder to security incidents by identifying, assessing, and neutralizing threats using industry-standard frameworks.
- Employ SIEM platforms like Splunk to conduct real-time security monitoring, analyze event logs, and create custom reports and alerts.
- Demonstrate knowledge to remediate weaknesses to reduce the attack surface and enhance an organization's security posture.
- Implement and manage network security measures, including firewalls, IDS/IPS, VPNs, and secure protocols, to protect against unauthorized access and data breaches.
- Integrate generative AI tools into cybersecurity workflows to enhance threat detection and accelerate incident response.
- Develop a strong job application package, effective job search strategies, and workplace readiness by building essential professional skills and leveraging AI tools.

### **AI Skills Development at Per Scholas**

Per Scholas integrates AI as a core learning companion, helping learners build technical, professional, and business readiness skills. By using LLMs, Copilot technologies, and Multimodal AI, learners enhance productivity, deepen technical understanding, and prepare more effectively for the workplace.

**Business Readiness:** Learners use Multimodal AI, LLM, and Copilot technologies throughout the program to...

- Summarize reports, draft professional emails, communicate with stakeholders, and generate presentations using Multimodal AI.
- Use tools like AI-driven Notion templates to help prioritize tasks/projects and plan for an effective day.
- Use a Copilot to turn raw data into insights (trends, forecasts, KPIs).

**Technical Skill Development:** Learners use AI tools and GPTs throughout the program to...

- Explain complex technical concepts in simpler terms.
- Use an LLM to summarize daily training lessons into structured notes.
- Use a GPT to set up virtual troubleshooting scenarios (e.g., troubleshooting servers, diagnosing hardware misconfigurations, detecting hardware anomalies, etc.)
- Use a GPT to generate guided checklists for fixing issues or building something new, then compare their steps to the AI's recommended solution.
- Prompt an LLM to generate practice exercises (e.g., "Act as an end user whose laptop fan is making loud noises. Provide realistic symptoms so I can walk through diagnosing overheating.").
- Simulate role-play interviews for technical questions and scenarios using Multimodal AI.

**Professional Development and Job Readiness:** Learners use Agentic AI, Copilots, and Multimodal AI throughout the program to...

- Use an LLM to polish resumes, LinkedIn bios, cover letters, and SOPs, ensuring alignment with the target industry.
- Use Agentic AI to scrape job boards to surface jobs that align with their skills and career

goals.

- Use a Copilot to generate AI-powered insights to summarize company culture, recent news, and hiring trends.
- Simulate role-play interviews for behavioral questions and scenarios using Multimodal AI.

**Course Certifications**

1. CompTIA Security+
2. Splunk Core Certified User

**AI-Enabled Healthcare - UCI #1035**

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

<b>AI- Enabled Healthcare (UCI #1035) – Fifteen (15) Weeks</b>	
Technical Instruction Hours	363
Professional Development Instruction Hours	49.5
<b>Total Instruction Hours</b>	<b>412.5</b>

**Course Overview**

This comprehensive 15-week course delves into the fundamentals of IT support with an in-depth focus on healthcare information technology. The curriculum covers computer hardware, networking, operating systems, cybersecurity, and specialized healthcare IT systems and compliance requirements. The entry-level course is designed for individuals seeking to launch a career specifically in healthcare IT. Through an array of interactive labs, captivating lectures, and asynchronous homework, individuals will learn to build, configure, and troubleshoot various systems, master both wired and wireless technologies, and gain hands-on experience with healthcare-specific applications, data standards, and regulatory frameworks. As part of the course, learners will prepare and test for the CompTIA A+ Certification while developing specialized knowledge in healthcare IT support. Upon successful course completion, learners will be equipped to pursue entry-level hospital IT roles such as Healthcare IT Support Specialist, Clinical Systems Support Technician, or Healthcare Help Desk Analyst, and will have foundational knowledge aligned with HIMSS and AHIMA certification pathways.

**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*

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## Course Goals

Upon successful completion of all course requirements, learners will:

- Apply security best practices by configuring and securing workstations, networks, and mobile devices, ensuring protection against common vulnerabilities and threats.
- 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 or company policy.
- Implement and manage comprehensive cybersecurity measures, operational procedures, and healthcare compliance frameworks (HIPAA, HITECH), including developing security policies, applying controls, mitigating threats, and handling Protected Health Information (PHI).
- Manage critical healthcare information systems, including EHRs, PACS, LIS, RIS, and hospital device networks, to ensure seamless integration of clinical workflows.
- Architect healthcare technology solutions, including interpreting HL7 and FHIR data standards, developing network infrastructure for clinical settings, and supporting technology planning and acquisition processes.
- Leverage AI tools and concepts to enhance IT support workflows, diagnose issues, simulate security threats, and extract actionable insights from system logs.
- Develop a strong job application package, effective job search strategies, and workplace readiness by building essential professional skills and leveraging AI tools.

## AI Skills Development at Per Scholas

Per Scholas integrates AI as a core learning companion, helping learners build technical, professional, and business readiness skills. By using LLMs, Copilot technologies, and Multimodal AI, learners enhance productivity, deepen technical understanding, and prepare more effectively for the workplace.

Business Readiness: Learners use Multimodal AI, LLM, and Copilot technologies throughout the program to...

- Summarize reports, draft professional emails, communicate with stakeholders, and generate presentations using Multimodal AI.
- Use tools like AI-driven Notion templates to help prioritize tasks/projects and plan for an effective day.
- Use a Copilot to turn raw data into insights (trends, forecasts, KPIs).

Technical Skill Development: Learners use AI tools and GPTs throughout the program to...

- Explain complex technical concepts in simpler terms.
- Use an LLM to summarize daily training lessons into structured notes.
- Use a GPT to set up virtual troubleshooting scenarios (e.g., troubleshooting servers, diagnosing hardware misconfigurations, detecting hardware anomalies, etc.)
- Use a GPT to generate guided checklists for fixing issues or building something new, then compare their steps to the AI's recommended solution.
- Prompt an LLM to generate practice exercises (e.g., "Act as an end user whose laptop fan is making loud noises. Provide realistic symptoms so I can walk through diagnosing overheating.").
- Simulate role-play interviews for technical questions and scenarios using Multimodal AI.

Professional Development and Job Readiness: Learners use Agentic AI, Copilots, and Multimodal AI throughout the program to...

- Use an LLM to polish resumes, LinkedIn bios, cover letters, and SOPs, ensuring alignment with the target industry.
- Use Agentic AI to scrape job boards to surface jobs that align with their skills and career goals.
- Use a Copilot to generate AI-powered insights to summarize company culture, recent news, and hiring trends.
- Simulate role-play interviews for behavioral questions and scenarios using Multimodal AI.

**Course Certifications**

1. CompTIA - A+ Core Series

**Data Center Technician with AI Tools - UCI #1032.2**

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

<b>Data Center Technician w/AI Tools (UCI #1032.2) – Fifteen (15) Weeks</b>	
Technical Instruction Hours	363
Professional Development Instruction Hours	49.5
<b>Total Instruction Hours</b>	<b>412.5</b>

**Course Overview**

This comprehensive 15-week course delves into the fundamentals of IT support with an in-depth focus on healthcare information technology. The curriculum covers computer hardware, networking, operating systems, cybersecurity, and specialized healthcare IT systems and compliance requirements. The entry-level course is designed for individuals seeking to launch a career specifically in healthcare IT. Through an array of interactive labs, captivating lectures, and asynchronous homework, individuals will learn to build, configure, and troubleshoot various systems, master both wired and wireless technologies, and gain hands-on experience with healthcare-specific applications, data standards, and regulatory frameworks. As part of the course, learners will prepare and test for the CompTIA A+ Certification while developing specialized knowledge in healthcare IT support. Upon successful course completion, learners will be equipped to pursue entry-level hospital IT roles such as Healthcare IT Support Specialist, Clinical Systems Support Technician, or Healthcare Help Desk Analyst, and will have foundational knowledge aligned with HIMSS and AHIMA certification pathways.

**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:

- Apply security best practices by configuring and securing workstations, networks, and mobile devices, ensuring protection against common vulnerabilities and threats.
- 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 or company policy.
- Implement and manage comprehensive cybersecurity measures, operational procedures, and healthcare compliance frameworks (HIPAA, HITECH), including developing security policies, applying controls, mitigating threats, and handling Protected Health Information (PHI).
- Manage critical healthcare information systems, including EHRs, PACS, LIS, RIS, and hospital device networks, to ensure seamless integration of clinical workflows.
- Architect healthcare technology solutions, including interpreting HL7 and FHIR data standards, developing network infrastructure for clinical settings, and supporting technology planning and acquisition processes.
- Leverage AI tools and concepts to enhance IT support workflows, diagnose issues, simulate security threats, and extract actionable insights from system logs.
- Develop a strong job application package, effective job search strategies, and workplace readiness by building essential professional skills and leveraging AI tools.

### **AI Skills Development at Per Scholas**

Per Scholas integrates AI as a core learning companion, helping learners build technical, professional, and business readiness skills. By using LLMs, Copilot technologies, and Multimodal AI, learners enhance productivity, deepen technical understanding, and prepare more effectively for the workplace.

**Business Readiness:** Learners use Multimodal AI, LLM, and Copilot technologies throughout the program to...

- Summarize reports, draft professional emails, communicate with stakeholders, and generate presentations using Multimodal AI.
- Use tools like AI-driven Notion templates to help prioritize tasks/projects and plan for an effective day.
- Use a Copilot to turn raw data into insights (trends, forecasts, KPIs).

**Technical Skill Development:** Learners use AI tools and GPTs throughout the program to...

- Explain complex technical concepts in simpler terms.
- Use an LLM to summarize daily training lessons into structured notes.
- Use a GPT to set up virtual troubleshooting scenarios (e.g., troubleshooting servers, diagnosing hardware misconfigurations, detecting hardware anomalies, etc.)
- Use a GPT to generate guided checklists for fixing issues or building something new, then compare their steps to the AI's recommended solution.
- Prompt an LLM to generate practice exercises (e.g., "Act as an end user whose laptop

fan is making loud noises. Provide realistic symptoms so I can walk through diagnosing overheating.”).

- Simulate role-play interviews for technical questions and scenarios using Multimodal AI.

Professional Development and Job Readiness: Learners use Agentic AI, Copilots, and Multimodal AI throughout the program to...

- Use an LLM to polish resumes, LinkedIn bios, cover letters, and SOPs, ensuring alignment with the target industry.
- Use Agentic AI to scrape job boards to surface jobs that align with their skills and career goals.
- Use a Copilot to generate AI-powered insights to summarize company culture, recent news, and hiring trends.
- Simulate role-play interviews for behavioral questions and scenarios using Multimodal AI.

### Course Certifications

1. CompTIA - A+ Core Series

### Data Center Technician - UCI #2033.2

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

<b>Data Center Technician (UCI #2033.2) – Eight (8) Weeks</b>	
Technical Instruction Hours	187
Professional Development Instruction Hours	38.5
<b>Total Instruction Hours</b>	<b>225.5</b>

### Course Overview

This 8-week, hands-on course offers an in-depth exploration into the essential aspects of enterprise IT infrastructure management. This entry-level course is designed to build a solid foundation in networking, data center operations, and IT infrastructure management. The course begins with a focus on workplace safety to ensure safe operation in any technical environment. As part of the course, learners will prepare and test for the OSHA and NFPA certifications. As the course progresses, learners will delve into the intricacies of data center operations, covering key topics such as low voltage cabling, IT hardware management, power and cooling systems, and essential governance standards. Practical experience will be gained in managing and optimizing the core components of data centers and IT facilities. The course places a strong emphasis on data center operations and security, equipping learners with the skills needed to implement operational protocols, enforce security measures, design disaster recovery plans, and apply project management techniques effectively. By the end of the course, learners will be well-prepared for roles such as Data Center Technician or IT Infrastructure Manager, ready to contribute to the backbone of modern enterprise IT.

### 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. Learners must be able to lift up to fifty (50) pounds. 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:

- Oversee day-to-day data center operations and infrastructure, including power, cooling, security, and IT network hardware.
- Install, configure, and troubleshoot structured cabling systems and network devices, ensuring optimal data center performance.
- Configure and manage server hardware, storage technologies, and virtualization platforms across multiple operating systems.
- Plan, execute, monitor, and close data center projects using industry-standard project management tools and techniques.
- Incorporate AI and machine learning technologies into data center operations to enhance efficiency and problem-solving capabilities.

**Course Certifications**

1. OSHA 10-Hour General Industry Training Course
2. NFPA 70E - Standard for Electrical Safety in the Workplace

## 2026-2027 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
DATA CENTER	01/20/2026	03/13/2026
IT SUPPORT	04/06/2026	07/28/2026
IT SUPPORT	04/13/2026	08/04/2026
HEALTHCARE IT	08/10/2026	11/25/2026
IT DATA CENTER TECHNICIAN	08/17/2026	12/04/2026

HEALTHCARE IT

12/07/2026

04/06/2027

**NOTE:** All 2027 programs will be available and posted in January 2026

## 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.

<b>Training Cost</b> <i>*Amount reflects cost per individual learner</i>	<b>Learner Supplies</b> <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.

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## Annual Performance Data

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### Campus Performance Data:

*\*July 1, 2024, through June 30, 2025*

#### **A. Data Center**

- a. For each program of study, report:
  - i. *The number of students who were admitted in the program or course of instruction\* as of July 1 of this reporting period.*
    1. Zero (0)
  - ii. *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:*
    1. New starts: Zero (0)
    2. Re-enrollments: Data not collected
    3. Transfers into the program from other programs at the school: Data not collected
  - iii. *The total number of students admitted in the program or course of instruction during the 12-month reporting period*
    1. Zero (0)
  - iv. *The number of students enrolled in the program or course of instruction during the 12-month reporting period who:*
    1. Transfers to another program: Data not collected
    2. Completions/graduations: Zero (0)
    3. Withdrawals: Zero (0)
    4. Dismissed: Zero (0)
    5. Continuing enrollment: Zero (0)
  - v. *The number of students enrolled in the program or course of instruction who were:*
    1. Placed in their field of study: Zero (0)
    2. Place in a related field: Data not collected
    3. Placed out of the field: Zero (0)
    4. Not available for placement due to personal reasons: Data not collected
    5. Not Employed: Zero (0)
  - vi. *The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.*
    1. Data not collected
  - vii. *The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.*
    1. Zero (0)

#### **B. Healthcare IT (new program, no data to report)**

- a. For each program of study, report:
  - i. *The number of students who were admitted in the program or course of instruction\* as of July 1 of this reporting period.*
    1. Zero (0)
  - ii. *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:*

1. New starts: Zero (0)
2. Re-enrollments: Data not collected
3. Transfers into the program from other programs at the school:  
Data not collected
- iii. *The total number of students admitted in the program or course of instruction during the 12-month reporting period*
  1. Zero (0)
- iv. *The number of students enrolled in the program or course of instruction during the 12-month reporting period who:*
  1. Transfers to another program: Data not collected
  2. Completions/graduations: Zero (0)
  3. Withdrawals: Zero (0)
  4. Dismissed: Zero (0)
  5. Continuing enrollment: Zero (0)
- v. *The number of students enrolled in the program or course of instruction who were:*
  1. Placed in their field of study: Zero (0)
  2. Place in a related field: Data not collected
  3. Placed out of the field: Zero (0)
  4. Not available for placement due to personal reasons: Data not collected
  5. Not Employed: Zero (0)
- vi. *The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.*
  1. Data not collected
- vii. *The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.*
  1. Zero (0)

### **C. IT Data Center Technician**

- a. For each program of study, report:
  - i. *The number of students who were admitted in the program or course of instruction\* as of July 1 of this reporting period.*
    1. Zero (0)
  - ii. *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:*
    1. New starts: Zero (0)
    2. Re-enrollments: Data not collected
    3. Transfers into the program from other programs at the school:  
Data not collected
  - iii. *The total number of students admitted in the program or course of instruction during the 12-month reporting period*
    1. Zero (0)
  - iv. *The number of students enrolled in the program or course of instruction during the 12-month reporting period who:*
    1. Transfers to another program: Data not collected
    2. Completions/graduations: Zero (0)
    3. Withdrawals: Zero (0)
    4. Dismissed: Zero (0)

5. Continuing enrollment: Zero (0)
- v. *The number of students enrolled in the program or course of instruction who were:*
  1. Placed in their field of study: Zero (0)
  2. Place in a related field: Data not collected
  3. Placed out of the field: Zero (0)
  4. Not available for placement due to personal reasons: Data not collected
  5. Not Employed: Zero (0)
- vi. *The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.*
  1. Data not collected
- vii. *The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.*
  1. Zero (0)

#### **D. IT Support**

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

1. Data not collected
- vii. *The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.*
  1. \$21.70