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Acknowledgements/Disclosure

Acknowledgements

CompTIA Tech Career Academy’s catalog is available to students and prospective students in a written or electronic format.

Within 10-days from the date a licensed institution revises a catalog, or publishes a new catalog, the licensee shall submit a written or electronic copy of the catalog to the State Board.

Accreditation Disclosure

CompTIA Tech Career Academy is not an institution that has received accreditation from an accrediting body recognized by the U.S. Department of Education.

CTCA Board Officials:  
Charles Eaton, CEO of CompTIA Tech Career Academy, Creating IT Futures Foundation  
Courtney Fong, Chief Legal Officer & Chief Privacy Officer/Board Secretary  
Brian Laffey, Chief Financial Officer/Board Treasurer  
Todd Thibodeaux, Board Chair/CEO of CompTIA

CTCA Staff:  
Kathy Brennan, National Director, Career Services  
Caroline Conlon, Manager, Student Accounting  
Lisa Fasold, Senior Director, Marketing & Communications  
Chad Green, Digital Media Coordinator  
Chrissy Hannon, Registrar  
Stacy Litwin, Academic Advisor  
Tracie Michoff, Admissions Advisor  
Kathy Mrazek, Admissions Advisor & Alumni Services Manager  
Karin Nordmeyer, Specialist, Librarian  
Lauren Pierce, Manager, Office of Admissions  
Ben Rohling, Senior Manager, Academic Affairs  
Joelle Szyszka, Manager, Faculty Affairs  
Adam Turner, Chief Academic Officer  
Sue Wallace, VP, Student and Career Services  
Ryan Withem, Career Services Manager

Manager/Director of Arizona campus:  
Ryan Withem

CTCA Instructors:  
See Addendum 1 for a list of institutional instructors and program(s) taught
History

As the philanthropic arm of CompTIA, Creating IT Futures Foundation (CITF) is a nonprofit organization that was founded in 1998 and provides educational training and certification opportunities to those who seek an upwardly mobile career in the IT field. The IT-Ready Technical Support program, which has been operating since 2012, was designed to help unemployed and under-employed individuals improve their lives through tech careers. CompTIA Tech Career Academy (CTCA) is the name of an institution established under CITF that offers IT-Ready Technical Support programming.

Mission

Our mission is to unlock people’s potential by helping them launch and grow their careers in information technology.

Location and Hours of Operation

Phoenix Branch Campus

Location: The CTCA Phoenix campus is located on the corner of 1st Avenue and Van Buren on the sixth floor of the Phoenix Transit Building, in the heart of Downtown Phoenix. The light rail and bus station are immediately adjacent to the location, offering multiple public transit opportunities.

Hours of Operation: 8:30 AM to 4:30 PM Mountain Time (MT), Monday through Friday.
Closed Saturdays, Sundays, and major holidays.

Phone number: 866-251-4487, extension 5.

Headquarters (Downers Grove IL)

CompTIA Tech Career Academy is headquartered at 3500 Lacey Road, Suite 100, Downers Grove, IL 60515.

Hours of Operation: 8:30 AM to 4:30 PM Central Time (CT), Monday through Friday.
Closed Saturdays, Sundays, and major holidays.

Phone number: 866-251-4487.
Facilities & Equipment

Phoenix Branch Campus

CompTIA Tech Career Academy’s IT-Ready Technical Support program is located 302 N. 1st Avenue, 6th Floor, Phoenix AZ 85003. Each program session can accommodate up to 25 students and one instructor per class. Students have access to a computer, the internet, and required software (Microsoft Office) for classroom assignments and labs.

Equipment

The IT-Ready Technical Support program offers appropriate computer equipment and high-speed internet access for students to participate in classroom activities. The standard computer equipment available for students to utilize while enrolled in the program includes:

- 64-bit Windows operating system (Windows 7 or 10 professional or above)
- Intel i5 processor (or equivalent)
- CPU with VT, VT-x or similar virtualization support
- 8 GB RAM
- 500 GB HDD or SDD
- Microsoft Office 2016

2020 IT-Ready Technical Support Program Schedule*

<table>
<thead>
<tr>
<th>IT-Ready Technical Support Program Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 13, 2020</td>
</tr>
<tr>
<td>September 4, 2020</td>
</tr>
<tr>
<td>October 26, 2020</td>
</tr>
<tr>
<td>December 18, 2020</td>
</tr>
</tbody>
</table>

*Note that these dates are proposed and subject to change. Please refer to the CTCA website for the current program schedule.

<table>
<thead>
<tr>
<th>Holidays (No Class Scheduled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving Break</td>
</tr>
</tbody>
</table>
IT-Ready Technical Support Program

Program Description

The IT-Ready Technical Support program is an eight-week classroom-based program which consists of 240 clock hours of classroom instruction. This program prepares students to take and pass the CompTIA A+ certification examinations (CompTIA A+ 220-1001 and CompTIA A+ 220-1002). Successful program completers will earn their CompTIA A+ certification and a CTCA Certificate of Completion.

This program teaches curriculum to students for CompTIA A+ certification; students receive this certification from a third party through an examination process. The cost of the program includes tuition, instruction, content (two books), a CompTIA A+ 220-1001 Core 1 examination voucher, and a CompTIA A+ 220-1002 Core 2 examination voucher (and one retake voucher for each examination, if necessary).

CompTIA A+ 220-1001 covers PC hardware and peripherals, mobile device hardware, networking and troubleshooting hardware and network connectivity issues. CompTIA A+ 220-1002 covers installing and configuring operating systems including Windows, iOS, Android, Apple OS X, and Linux. It also addresses security, the fundamentals of cloud computing, and operational procedures.

Individuals who successfully complete the eight-week training program and achieve their CompTIA A+ certification have the opportunity to apply to jobs that our partners offer; CompTIA Tech Career Academy does not guarantee job placement after successful completion of the program.

The Standard Occupational Code (SOC) for this program training is 15-1231 Computer Network Support Specialists: Analyze, test, troubleshoot, and evaluate existing network systems, such as local area networks (LAN), wide area networks (WAN), cloud networks, servers, and other data communications networks. Perform network maintenance to ensure networks operate correctly with minimal interruption.

Graduation Requirements

To graduate from the IT-Ready Technical Support program, students must be in good standing and complete the program with a passing grade (defined as having achieved 70% or higher cumulative score on graded coursework in the program). Students cannot have more than one absence and three tardies throughout the duration of the program. Graduates of the program will be awarded a Certificate of Completion.

A Pass (P) final grade will be based on the combination of successful completion of the program hours/coursework and the achievement of the CompTIA A+ certification. The CompTIA A+ certification is awarded to those who take and pass the two certification exams, CompTIA A+ 220-1001 and CompTIA A+ 220-1002. Students will receive one certification voucher (with one retake) per exam in the third week of the program. Students will have up to 14 days after the completion of the classroom training to achieve CompTIA A+ certification.

Students who successfully complete the program hours but fail to successfully obtain the CompTIA A+ certification within 14 days post instruction will receive a Fail (F) grade and will not graduate from the program.
Failure to Complete Program

A student fails to complete the IT-Ready Technical Support program if he or she does not satisfactorily complete their program hours/coursework and pass their certification exams within 14 days of the end of classroom instruction.

Students who fail to complete the program may reapply. Refer to the Student Readmission policy for more information.

Equipment, Technology, and Materials

Computer equipment is provided to each student in the IT-Ready Technical Support program for classroom use only. Any software required for the program will be provided by CTCA at no cost to the student. This software is provided under licenses that allow for its use only in pursuit of the program.

Students are expected to provide their own pens, pencils, note-taking materials, etc. for use in the program.

IT-Ready Technical Support Syllabus

<table>
<thead>
<tr>
<th>Course Title</th>
<th>IT-Ready Technical Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>TS101</td>
</tr>
<tr>
<td>Delivery Mode</td>
<td>This course is delivered on campus using lab and lecture instruction</td>
</tr>
<tr>
<td>Clock Hours</td>
<td>240 clock hours</td>
</tr>
<tr>
<td>Course Length</td>
<td>Single course of 40 class sessions over 8 weeks</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>None</td>
</tr>
<tr>
<td>Instructor Name</td>
<td>Jeff Mehl: <a href="mailto:mehl@comptiaglobal.org">mehl@comptiaglobal.org</a></td>
</tr>
<tr>
<td>and email address</td>
<td>Dan Davis: <a href="mailto:ddavis@comptiaglobal.org">ddavis@comptiaglobal.org</a></td>
</tr>
<tr>
<td>Program</td>
<td>The IT-Ready Technical Support Program consists of one course. To complete the program, students must successfully pass the IT-Ready Technical Support program course and earn their CompTIA A+ certification. Students who successfully complete the program are awarded a Certificate of Completion.</td>
</tr>
</tbody>
</table>
**Statement of Purpose and Program Description**

This program teaches curriculum to students for CompTIA A+ certification; students receive this certification from a third party through an examination process (CompTIA A+ 220-1001 and CompTIA A+ 220-1002). CompTIA A+ 220-1002 covers PC hardware and peripherals, mobile device hardware, networking and troubleshooting hardware and network connectivity issues. CompTIA A+ 220-1002 covers installing and configuring operating systems including Windows, iOS, Android, Apple OS X, and Linux. It also addresses security, the fundamentals of cloud computing, and operational procedures.

**Learning Objectives**

This program prepares students for a Computer User Support Specialist or equivalent entry-level IT help desk role (CIP Code 11.1006, O-NET Number 15-1151.00). By the completion of the program, students should be able to understand the following topics:

- **Security**: Support and secure access to data by properly using authentication, access control, and encryption for an organization.
- **Networking**: Apply core concepts and protocols and subnet mask to set up and support wired and wireless networks.
- **Operating systems**: Troubleshoot mobile, server, and traditional operating systems ranging from Android and iOS to Windows and Linux.
- **IT Operations**: Use the basics of virtualization, cloud computing, desktop imaging, and deployment to support today’s IT infrastructures.
- **Troubleshooting**: Use decision trees for diagnosing, resolving, and documenting common hardware and software issues across a variety of devices.
- **Technical Support**: Apply principles of customer service to help resolve IT issues.

**Certification Requirements**

Students are required to achieve CompTIA A+ certification in order to be considered a successful program graduate and to earn a Pass grade in the IT-Ready Technical Support program. Students will have up to 14 days after the completion of the program training to achieve CompTIA A+ certification. The program prepares graduates to earn their CompTIA A+ certification by completing program coursework and reviewing test prep materials for certification. Refer to the program curriculum outline for a detailed listing of the materials that will be covered and the assessments that will be completed as part of the IT-Ready Technical Support program. Students are issued a voucher for each of the two sections of the CompTIA A+ certification examinations, as well as one retake voucher per exam (vouchers are included in the total cost of the program). Students must register their own accounts and schedule their own exam with PearsonVue (https://home.pearsonvue.com/).

**Grading System**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>P</td>
</tr>
<tr>
<td>Fail</td>
<td>F</td>
</tr>
</tbody>
</table>
A Pass grade is defined as having achieved 70% or higher cumulative score on graded coursework in the program.

**Graded Elements**

The IT-Ready Technical Support program grading is Pass/Fail. CompTIA Tech Career Academy monitors student progress frequently and provides feedback to students over the course of the program. Students will be required to complete a variety of activities, including quizzes, knowledge checks, and mock exams, that will be reviewed and graded to ensure that the students are progressing through the program appropriately.

A passing final grade for the IT-Ready Technical Support program will be based on the combination of successful completion of the program clock hours/coursework and the achievement of the CompTIA A+ certification. A student fails to complete the IT-Ready Technical Support program if he or she does not satisfactorily complete their program hours and pass their certification exams within 14 days of the end of classroom instruction.

### CURRICULUM OUTLINE

<table>
<thead>
<tr>
<th><strong>Week 1</strong></th>
<th>4 clock hours lab time</th>
<th>26 clock hours lecture time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Introduction to IT-Ready Technical Support</td>
<td><strong>Lecture</strong>: Teacher directed introduction, ice breaker, and introduction to soft skills content.  <strong>Lab Activities</strong>: None  <strong>Assessments</strong>: None</td>
</tr>
<tr>
<td></td>
<td>Soft Skills 101</td>
<td></td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Core 1, Lesson 1: Installing and configuring PC components</td>
<td><strong>Lecture</strong>: Teacher directed lecture and group discussion  <strong>Lab Activities</strong>: None  <strong>Assessments</strong>: None</td>
</tr>
<tr>
<td></td>
<td>Core 1, Lesson 2: Installing, configuring and Troubleshooting Display and Multimedia Devices</td>
<td></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Core 1, Lesson 3: Installing, configuring and Troubleshooting Storage Devices</td>
<td><strong>Lecture</strong>: Teacher directed lecture and group discussion  <strong>Lab Activities</strong>: Identify display adapters  <strong>Assessments</strong>: Knowledge check</td>
</tr>
<tr>
<td></td>
<td>Week 1 Assignment, Troubleshooting Methodology</td>
<td></td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Lab: 1</td>
<td><strong>Lecture</strong>: Teacher directed lecture and group discussion  <strong>Lab Activities</strong>: Connecting to a remote cloud computer, identifying hardware specifications and configuration via the Windows environment  <strong>Assessments</strong>: None</td>
</tr>
<tr>
<td></td>
<td>PrepareU Developing Your Work Brand</td>
<td></td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Tech Talks, Group 1</td>
<td><strong>Lecture</strong>: Teacher directed lecture and group discussion  <strong>Lab Activities</strong>: None  <strong>Assessments</strong>: Tech talks - Group 1</td>
</tr>
<tr>
<td></td>
<td>Core 1, Lesson 4: Installing, Configuring, and Troubleshooting Internal System Components</td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>3 clock hours lab time</td>
<td>27 clock hours lecture time</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------</td>
<td>----------------------------</td>
</tr>
</tbody>
</table>
| 6     | Quiz + Review          | Lecture: Teacher directed lecture and group discussion  
Core 1, Lesson 5: Network Infrastructure Concepts  
Group 2, Tech Talks  
Lab Activities: None  
Assessments: Group 2 Tech Talks, Quiz covering lessons 1 through 4 and lab 1 topics |
| 7     | Guest Speaker or Assignment  
PrepareU Communication  
Group 3, Tech Talks  | Lecture: Teacher directed lecture and group discussion  
Lab Activities: None  
Assessments: Assignment covering Lessons 1 through 5 (if there is no guest speaker presenting on this day.)  
Group 3 Tech Talks |
| 8     | Microsoft Office Lesson 1  | Lecture: Teacher directed lecture and group discussion  
Lab Activities: None  
Assessments: None |
| 9     | Guest Speaker or Assignment  
Core 1, Lesson 6: Configure and Troubleshoot Networks  | Lecture: Teacher directed lecture and group discussion  
Lab Activities: None  
Assessments: Assignment covering Lessons 1 through 5 (if there is no guest speaker presenting on this day.) |
| 10    | Complete Core 1, Lesson 6: Configure and Troubleshoot Networks  
Core 1, Lesson 7: Implementing client side virtualization and cloud computing  
Lab: 2  | Lecture: Teacher directed lecture and group discussion  
Lab Activities: Planning and selecting hardware components for custom built computers  
Assessments: None |

<table>
<thead>
<tr>
<th>Week 3</th>
<th>5 clock hours lab time</th>
<th>25 clock hours lecture time</th>
</tr>
</thead>
</table>
| 11    | Complete Week 2 Lab  
Quiz + Review  
Core 1, Lesson 8: Supporting and Troubleshooting Laptops  
Group 4, Tech Talks  | Lecture: Teacher directed lecture and group discussion  
Lab Activities: Review custom computers, discuss performance, risks, and selections  
Assessments: Networking fundamentals quiz, Tech Talks  
Group 4 |
| 12    | Lab: 3  
Customer Service PrepareU  | Lecture: Teacher directed lecture and group discussion  
Lab Activities: Windows networking configuration, and hardware/device configuration  
Assessments: None |
| 13    | Complete Customer Service PrepareU  | Lecture: Teacher directed lecture and group discussion  
Lab Activities: None  
Assessments: Mobile device troubleshooting scenarios |
| 14 | Group 5, Tech Talks | **Lecture:** Teacher directed lecture and group discussion  
Core 1, Lesson 10: Installing, Configuring and Troubleshooting Print Devices  
**Lab Activities:** None  
**Assessments:** Group 5 Tech Talk Presentations |
| 15 | Class review Core 1  
Core 1 Midterm and review | **Lecture:** Teacher directed lecture and group discussion  
**Lab Activities:** None  
**Assessments:** Midterm exam |
| | | **Week 4**  
**4 clock hours lab time**  
**26 clock hours lecture time** |
| 16 | Core 2, Lesson 1: Supporting Operating Systems  
Core 2, Lesson 2: Installing, Configuring and Maintaining Operating Systems | **Lecture:** Teacher directed lecture and group discussion  
**Lab Activities:** None  
**Assessments:** None |
| 17 | Guest speaker OR Assignment  
Complete Core 2, Lesson 2: Installing, Configuring and Maintaining Operating Systems  
Core 2, Lesson 3: Maintaining and Troubleshooting Microsoft Windows | **Lecture:** Teacher directed lecture and group discussion  
**Lab Activities:** None  
**Assessments:** Windows 10 configuration tasks (if there is no guest speaker presenting on this day.) |
| 18 | Complete Core 2, Lesson 3: Maintaining and Troubleshooting Microsoft Windows  
Core 2, Lesson 4: Configure and Troubleshoot Networks  
Lab: 4 | **Lecture:** Teacher directed lecture and group discussion  
**Lab Activities:** Explore Microsoft Windows troubleshooting tools, control panel applets, and set up maintenance tasks  
**Assessments:** None |
| 19 | Complete Lab: 4  
Guest speaker OR Assignment  
Week 4 Quiz  
Reducing Anxiety and Conflict | **Lecture:** Teacher directed lecture and group discussion  
**Lab Activities:** Complete Lab 4  
**Assessments:** Windows 10 configuration tasks (if there is no guest speaker presenting on this day.) |
| 20 | ServiceNow Training  
Complete Reducing Anxiety and Conflict | **Lecture:** Teacher directed lecture and group discussion  
**Lab Activities:** None  
**Assessments:** None |
## Week 5
### 4 clock hours lab time
### 26 clock hours lecture time

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 21 | Complete Core 2, Lesson 4: Configure and Troubleshoot Networks  
Develop Your Elevator Pitch | Lecture: Teacher directed lecture and group discussion  
Lab Activities: None  
Assessments: None |
| 22 | Core 2, Lesson 5: Manage Users, Workstations, and Shared Resources  
Core 2, Lesson 6: Security Concepts | Lecture: Teacher directed lecture and group discussion  
Lab Activities: None  
Assessments: None |
| 23 | Resumes and Job interviews  
Behavioral Interview questions | Lecture: Teacher directed lecture and group discussion  
Lab Activities: None  
Assessments: None |
| 24 | LinkedIn Training and Slack Groups  
Core 2, Lesson 7: Securing Workstations and Data | Lecture: Teacher directed lecture and group discussion  
Lab Activities: None  
Assessments: None |
| 25 | Lab: 5  
Network Plan Assignment  
Week 5 Quiz | Lecture: Teacher directed lecture and group discussion  
Lab Activities: Managing Windows Users, configure security, map, and access shared resources on virtual networks.  
Assessments: Quiz covering Windows tools, Assignment for developing a Network plan |

## Week 6
### 4 clock hours lab time
### 26 clock hours lecture time

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 26 | Core 2, Lesson 8: Troubleshooting Workstation Security Issues  
Mock Interview Introduction, Prep  
PrepareU: Social Styles | Lecture: Teacher directed lecture and group discussion  
Lab Activities: None  
Assessments: None |
| 27 | Microsoft Office lesson 2 | Lecture: Teacher directed lecture and group discussion  
Lab Activities: None  
Assessments: None |
| 28 | Core 2, Lesson 9: Supporting and Troubleshooting Mobile Devices  
Core 2, Lesson 10: Implementing Operational Procedures | Lecture: Teacher directed lecture and group discussion  
Lab Activities: None  
Assessments: None |
| 29 | Complete Core 2, Lesson 10: Implementing Operational Procedures  
Soft Skills recap | Lecture: Teacher directed lecture and group discussion  
Lab Activities: Optional troubleshooting scenarios in canvas  
Assessments: Knowledge check |
<table>
<thead>
<tr>
<th>Week</th>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Lab: 6</td>
<td>Developing supporting documents assignment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Week 6 Quiz</td>
</tr>
<tr>
<td></td>
<td>Lecture</td>
<td>Teacher directed lecture and group discussion</td>
</tr>
<tr>
<td></td>
<td>Lab Activities</td>
<td>Securing the Windows environment, Command line tools</td>
</tr>
<tr>
<td></td>
<td>Assessments</td>
<td>Quiz covering core 2 lessons 6 through 10. Assignment: Developing supporting documents for operational procedures</td>
</tr>
<tr>
<td></td>
<td><strong>Week 7</strong></td>
<td><strong>30 clock hours lecture time</strong></td>
</tr>
<tr>
<td>31</td>
<td>Complete Core 1 review</td>
<td>Lecture: Teacher directed lecture and group discussion</td>
</tr>
<tr>
<td></td>
<td>Lab Activities</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Assessments</td>
<td>None</td>
</tr>
<tr>
<td>32</td>
<td>Small group preparation</td>
<td>Lecture: Teacher directed lecture and group discussion</td>
</tr>
<tr>
<td></td>
<td>Final Exam + Review</td>
<td>Lab Activities: None</td>
</tr>
<tr>
<td></td>
<td>Test taking strategies</td>
<td>Assessments: Final exam</td>
</tr>
<tr>
<td>33</td>
<td>Small group study session and students will be taking CompTIA A+ Core 1 exam</td>
<td>Lecture: Teacher directed lecture and group discussion</td>
</tr>
<tr>
<td></td>
<td>Lab Activities</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Assessments</td>
<td>Students will take Core 1 Exam</td>
</tr>
<tr>
<td>34</td>
<td>CompTIA A+ Core 1 exam debrief, retake strategies or CompTIA A+ Core 2 small group review</td>
<td>Lecture: Teacher directed lecture and group discussion</td>
</tr>
<tr>
<td></td>
<td>Lab Activities</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Assessments</td>
<td>None</td>
</tr>
<tr>
<td>35</td>
<td>CompTIA A+ Core 1 exam retakes if needed or CompTIA A+ Core 2 class review</td>
<td>Lecture: Teacher directed lecture and group discussion</td>
</tr>
<tr>
<td></td>
<td>Lab Activities</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Assessments</td>
<td>Core 1 exam retakes</td>
</tr>
<tr>
<td></td>
<td><strong>Week 8</strong></td>
<td><strong>30 clock hours lecture time</strong></td>
</tr>
<tr>
<td>36</td>
<td>Complete Core 2 review</td>
<td>Lecture: Teacher directed lecture and group discussion</td>
</tr>
<tr>
<td></td>
<td>Lab Activities</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Assessments</td>
<td>None</td>
</tr>
<tr>
<td>37</td>
<td>Small group study session and students will be taking CompTIA A+ Core 2 exam</td>
<td>Lecture: Teacher directed lecture and group discussion</td>
</tr>
<tr>
<td></td>
<td>Lab Activities</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Assessments</td>
<td>Core 2 exam</td>
</tr>
<tr>
<td>38</td>
<td>Small group review or resume review, job searching</td>
<td>Lecture: Teacher directed lecture and group discussion</td>
</tr>
<tr>
<td></td>
<td>Lab Activities</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Assessments</td>
<td>None</td>
</tr>
<tr>
<td>39</td>
<td>CompTIA A+ Core 2 exam retakes or small group Core 1 review or resume review</td>
<td>Lecture: Teacher directed lecture and group discussion</td>
</tr>
<tr>
<td></td>
<td>Lab Activities</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Assessments</td>
<td>Core 2 exam retakes</td>
</tr>
<tr>
<td>40</td>
<td>Career Fair, Guest Speaker</td>
<td>Lecture: Teacher directed lecture and group discussion</td>
</tr>
<tr>
<td></td>
<td>IT Pro, Continuing education, top IT Career Paths</td>
<td>Lab Activities: None</td>
</tr>
<tr>
<td></td>
<td>Assessments: None</td>
<td></td>
</tr>
</tbody>
</table>
Admissions Requirements

Prospective IT-Ready Technical Support program students must meet the following enrollment or entrance requirements:

- Be at least 18 years of age
- High School graduate or holder of GED
  - Must be able to provide proof, copy of transcripts or diploma
- Eligible to work in the United States
- Able to provide a valid government issued photo identification or driver’s license
  - Please see Appendix A for a list of acceptable documents to establish identity and employment eligibility
- Participate in an online interview
- Take an aptitude test and achieve the minimum acceptable score
- Able to speak, read/write and understand the English language
- Able to use a computer to navigate in the Windows environment

Aptitude Test Requirement

The Wonderlic test is an aptitude test that is used to determine an individual’s ability/potential to succeed in a certain task, with no prior knowledge or training. Prospective students must achieve the minimum acceptable score of 19. Prospective students are permitted one (1) retake of the Wonderlic test after 30 days following the original test date.

Language Requirements

IT-Ready Technical Support program sessions are offered in the English language. CTCA does not offer English as a Second Language (ESL). The student must be able to speak, read/write and understand the English language to enroll in any CTCA program. The student’s signature on the Enrollment Agreement signifies that they attest to their ability to be able to speak, read/write, and understand the English language. In addition, CTCA verifies English language skills through the admissions process.

Online Interview

Students who miss or do not show for their online interview with CTCA two (2) times will not be considered for the program cohort they have been attempting to enroll into.

Special Needs Accommodations

Any prospective student who has a special needs request or accommodation must submit the request in writing via email (along with any supporting documentation) to the Manager, Office of Admissions at least six weeks prior to enrollment to determine if the school can accommodate the request.

Email requests must be submitted to the Manager, Office of Admissions via: admissions@comptiatech.org or via postal mail to:

Manager, Office of Admissions
3500 Lacey Road Suite 100, Downers Grove, IL 60515
Non-discrimination Policy

CompTIA Tech Career Academy (CTCA) will not discriminate for or against any applicant on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, gender identity), national origin (including Limited English Proficiency [LEP]), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only on the basis of either citizenship status or participation.

Application Procedure

Prospective students who are interested in enrolling in the IT-Ready Technical Support program must submit a formal application on the CTCA website (www.comptiatech.org). The IT-Ready Technical Support program has ongoing enrollment throughout the year, so there are not application deadline dates. Students can refer to the CTCA website to view the upcoming program schedule in their area.

Following submission of the applications, all applicants will receive an invitation to take an aptitude test online. The Wonderlic is an aptitude test that is used to determine an individual’s ability/potential to succeed in a certain task, with no prior knowledge or training. Applicants must achieve a passing score of at least 19 in order to move forward in the application process. Admissions will review the student’s application and the Wonderlic score and inform the prospective student if they are eligible to proceed with the application process or if they have been denied entry into the program. Prospective students will be required to provide proof of high school completion or a GED and a valid government issued photo identification or driver’s license.

Eligible applicants who have requested financial assistance will be required to provide certain documents in order to continue with the financial assistance process (e.g., W-2 forms, pay stubs, public assistance documentation). Once all the documentation is received, an applicant will then be scheduled to complete an online interview with an Admissions Advisor.

During the interview, an Admissions Advisor will review information about the IT-Ready Technical Support program with the prospective student. Admissions Advisors will evaluate the prospective student’s overall interest in the program, his or her communication skill level, and general computer knowledge using a scaled rubric.

Following the review of the prospective student’s application and the interview results, Admissions will make a determination whether the student will be enrolled into the program.

Enrollment Dates

The IT-Ready Technical Support program has ongoing enrollment throughout the year, and prospective students can apply anytime. Individuals interested in participating in the IT-Ready Technical Support program must complete an online application at www.comptiatech.org as the first step of the enrollment process. On average, an IT-Ready Technical Support program session will be offered four times annually.
Tuition, Fees, and Other Costs

The total cost of the IT-Ready Technical Support program is $8,500.00. The cost of the program includes tuition, instruction, two books (Official CompTIA A+ Core 1 Self-Paced Study Guide for 220-1001 and Official CompTIA A+ Core 1 Self-Paced Study Guide for 220-1002), a CompTIA A+ 220-1001 Core 1 examination voucher, and a CompTIA A+ 220-1002 Core 2 examination voucher (and one retake voucher for each examination, if necessary).

Tuition

Tuition for the IT-Ready Technical Support program is $8,120.00.

Application Fees and Administrative Costs for Withdrawal or Termination

CompTIA Tech Career Academy does not charge students a fee for application to or withdrawal or termination from the institution.

Program Content

The content fee for the IT-Ready Technical Support program is $120.00. This fee includes two books: The Official CompTIA A+ Core 1 Self-Paced Study Guide for 220-1001 and The Official CompTIA A+ Core 2 Self-Paced Study Guide for 220-1002.

Equipment and Software

Computer equipment is provided to each student in the IT-Ready Technical Support program for classroom use only. Any software required for the classroom-based program will be provided by CTCA at no cost to the student. This software is provided under licenses that allow for its use only in pursuit of the program.

Lab Fees and Service Charges

CompTIA Tech Career Academy does not charge any lab fees or service charges.

Supplies

Students are expected to provide their own pens, pencils, note-taking materials, etc. for use in the IT-Ready Technical Support program.

Certification Exam Vouchers

Students must successfully pass the CompTIA A+ 220-1001 Core 1 examination and the CompTIA A+ 220-1002 Core 2 examination within 14 days after completing their training in order to pass the IT-Ready Technical Support program. The $260.00 voucher fee covers the cost of exam vouchers that will be issued to students in the third week of the program.
Students must register their own accounts and schedule their own exam with PearsonVue (https://home.pearsonvue.com/). See CompTIA Tech Career Academy’s Certification Exam Policy (https://certification.comptia.org/testing/test-policies) for more information.

Fee Chart – IT-Ready Technical Support

<table>
<thead>
<tr>
<th>Fee</th>
<th>IT-Ready Technical Support Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$8,120.00</td>
</tr>
<tr>
<td>Certification Exam Vouchers (CompTIA A+ 220-1001 Core 1, CompTIA A+ 220-2002 Core 2 and one retake voucher for each examination, if necessary)</td>
<td>$260.00</td>
</tr>
<tr>
<td>Content (two books: Official CompTIA A+ Core 1 Self-Paced Study Guide for 220-1001 and Official CompTIA A+ Core 1 Self-Paced Study Guide for 220-1002)</td>
<td>$120.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>Included</td>
</tr>
<tr>
<td>Software</td>
<td>Included</td>
</tr>
<tr>
<td>Late Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Withdrawal Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Refund Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Official Transcript Fee</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$8,500.00</strong></td>
</tr>
</tbody>
</table>

Payment of Tuition and Fees

Tuition and fees are required to be paid in full at least 14 days prior to the start of class. Students who elect to pay the full tuition and fees through an approved payment plan are exempted from the full tuition and fee payment 14 days prior to the start of the class. Please refer to the payment plan policy. Payments can be made using a credit card, eCheck, or checking account that has been linked with PayPal.

**Payment Plan**

A payment plan is available through PayPal and consists of two installments. The first payment (50% of the total) is due 14 days prior to the start of the class, with the remaining balance due five (5) business days after the program cohort begins.
Grants

Some students will need help paying tuition. Financial assistance—up to the full tuition amount—is available through grants from our generous donor organizations including CompTIA and Creating IT Futures Foundation. Private foundations help to support students at specific campus locations.

CompTIA Grants

CompTIA Grants are available to students who qualify in at least one of the following categories:

- **$1,000**: Individuals who have been historically under-represented in the tech industry (African Americans, Hispanic/LatinX and Native Americans);
- **$1,000**: U.S. military veterans, their spouses, or caregivers;
- **$1,000**: Women;
- **Partial tuition amount (50%)**: Annual income above 200% but below 300% of the federal poverty threshold.
- **Full tuition amount**: Annual income at or below 200% of the federal poverty threshold.

Applicants must be a U.S. citizen or eligible non-citizen with authorization to work in the U.S. Applicants must meet all other eligibility requirements. Eligible applicants who have requested financial assistance will be required to provide certain documents (e.g., W-2 forms, pay stubs, public assistance documentation) in order to continue with the financial assistance process.

The grants do not have any monetary value and CTCA can only apply the grant to students’ accounts for tuition charges incurred.

During the admissions process, if a student requests financial assistance and s/he qualifies for a full or partial grant, it is the student’s responsibility to obtain documentation required for the award 14 days prior to the start of the class.

Attendance Policies

Program attendance is an essential part of the educational process at CompTIA Tech Career Academy, and students are expected to attend each classroom session on time in order to facilitate their academic success. Attendance will be monitored and recorded daily throughout the program.

Absences

Students are permitted one absence while enrolled in the IT-Ready Technical Support program. An absence is defined as missing more than 50% of a single day’s class. Students are required to make-up the work they missed due to an absence; see Make-up Work Policy.

Consecutive Absences

A student who is absent for two consecutive days without an approved leave of absence will be dismissed from the IT-Ready Technical Support program.
Tardiness/Early Departure

Students are expected to be on time for each class session. Students will be considered tardy anytime they miss class due to arriving late or leaving early. **Students are permitted up to three tardies while enrolled in the IT-Ready Technical Support program.** Acquiring four tardies will be cause for withdrawal from the program.

Tracking Attendance

Instructors for the IT-Ready Technical Support program will take attendance at the start of the class in the morning, upon return from each scheduled break, and at the end of the day. Instructors submit the attendance records twice daily to the Academic Advisor – once in the morning and once in the afternoon.

Make-up Work

Students are required to complete missing assignments if they are absent. Make-up work for an absence must be prearranged with the IT-Ready Technical Support program instructor and must be completed outside of normally scheduled class hours. Students must complete the make-up work within one calendar week of the date of their absence. Making up work does not eliminate an absence, and any additional absences will be cause for withdrawal from the program.

Leave of Absence

A leave of absence (LOA) may be granted to a student if s/he faces certain conditions that are beyond his or her control. Such conditions include military deployment, jury duty, and medical leave. Documentation is required for all leave of absence requests.

A LOA may be permitted when a student faces certain life events, such as military deployment, jury duty, serious illness, debilitating injury, or a death in the immediate family. Any student who seeks a leave of absence must complete a Leave of Absence form (available on the CompTIA Tech Career Academy website at [www.comptiatech.org](http://www.comptiatech.org)) and submit the form via email to studentservices@comptiatech.org. A reason for the request and the expected timeframe of leave must be clearly identified on the form so the institution has a reasonable expectation of the student’s return.

Students should submit the request prior to the beginning date of the LOA unless unforeseen circumstances prevent a student from doing so. Corroborating documentation may be required. If a student does not request a LOA within a timeframe consistent with the CompTIA Tech Career Academy Absence Policy, s/he will be withdrawn from the program. Any refunds for a withdrawal will be issued per state requirements.

For a LOA to be granted to a student, CompTIA Tech Career Academy must have a reasonable expectation that the student will return to the program at the end of a LOA. The granting, denial, and duration of a leave of absence will be done on a case-by-case basis at the sole discretion of CompTIA Tech Career Academy.
A leave of absence is limited to a maximum of 180 calendar days. Multiple LOAs may be permitted. An approved LOA may be extended for an additional period provided the extension request meets the above requirements, and the total length of the LOA does not exceed 365 calendar days.

A student returning from a LOA will need to contact his/her Academic Advisor or studentservices@comptiatech.org to re-enroll and start from the beginning of a new cohort. Students returning from a LOA will not be required to pay the cost of tuition and fees for the enrolled program a second time. Students who fail to re-enter the program at the end of an approved LOA will be withdrawn from the program.

**Student Readmission**

Students who have previously withdrawn from CompTIA Tech Career Academy, have been dropped from their academic program, or who did not receive a passing grade in their program may choose to petition the institution for consideration of readmission. In order to be considered for readmission, individuals must complete a new application in its entirety.

**Requirements for Consideration of Readmission**

1. Update application in the SONIS student portal (studentportal.comptiatech.org).
2. If an applicant previously requested financial assistance and was awarded a grant, s/he would need to request that assistance again in the updated application. There are no guarantees an applicant will be awarded another grant.
3. The applicant must submit an essay with a minimum of 250 words detailing his/her academic and career goals, how CTCA can assist with attaining these goals, if any obstacles were encountered during the previous enrollment (e.g., academic, personal and/or scheduling difficulties), and how such obstacles to academic success will be addressed and overcome given the opportunity for readmission at CTCA.
   - All essay submissions must be emailed to admissions@comptiatech.org and include the subject line of ATTN: Manager, Office of Admissions – Readmissions Request.
4. Applicants will be required to complete an online interview with the Manager, Office of Admissions once their essay has been reviewed.
5. All outstanding balances must be paid in full and the applicant is responsible, whether through scholarship and/or self-pay, for the full amount of the course if readmitted.

Once an applicant has completed all the readmission requirements, the Manager, Office of Admissions will review the essay along with the applicant’s previous academic history, attendance record, and reason for prior program departure.

Each readmission request will be reviewed on a case-by-case basis. A student is not guaranteed readmission into the CompTIA Tech Career Academy.

Should an applicant be approved for readmission into the program, s/he will start that program over again from the beginning. No prior coursework or progress will be transferred to the current program. Students who are readmitted to the IT-Ready Technical Support program will not be required to pay the $120.00 content fee for the two required books a second time. Students who are readmitted to the program will be required to pay the cost of tuition and the $260.00 fee for certification exam vouchers.
Grading System

The IT-Ready Technical Support program grading is Pass/Fail. CompTIA Tech Career Academy monitors student progress frequently and provides feedback to students over the course of the program. Students will have a variety of activities, including quizzes, knowledge checks, and mock exams, that will be reviewed and graded to ensure that the students are progressing appropriately. Students must achieve a cumulative score of 70% or higher on the graded assignments.

A Pass (P) final grade for the IT-Ready Technical Support program will be based on the combination of successful completion of the program clock hours and the achievement of the CompTIA A+ certification. Students who successfully complete the program are awarded a Certificate of Completion. The CompTIA A+ certification is awarded to those who take and pass the two certification exams, CompTIA A+ 220-1001 and CompTIA A+ 220-1002. Students will have up to 14 days after the completion of the classroom training to achieve CompTIA A+ certification.

Those who successfully complete the training but fail to obtain the CompTIA A+ certification within 14 days post instruction will receive a Fail (F) grade.

Students who apply and are approved for a leave of absence (see Leave of Absence policy for criteria and process) but who are not able to complete the classroom training in the assigned timeframe will receive a grade of Incomplete (I). Students who have not received an approved leave of absence and do not complete the classroom training will receive a Withdraw (W) grade.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress (SAP) Policy is designed to ensure that enrolled students have the ability to successfully complete their program. Satisfactory progress is defined as cumulative academic performance of 70% or above. As the program is a single course, the pace of completion is defined as successful completion within the program length.

EVALUATION PERIODS: At the end of each two week period (25% program length), the students’ cumulative academic progress is evaluated through graded assignments based on the program coursework and activities.

WARNING STATUS: Students whose cumulative academic performance is below 70% are notified by email and placed on a warning status until the next evaluation. Students on a warning status are encouraged to meet with their instructor and/or academic advisor.

- Students on a warning status who re-establish SAP at the next evaluation period are notified by e-mail and removed from warning status.
- Students on a warning status who fail to re-establish SAP at the next evaluation period are notified by e-mail and dismissed from the program.

APPEALS: Students who believe their warning status or dismissal was incorrectly determined based on their academic performance may appeal the decision. Appeals must be filed within one week of notification, in writing and include supporting documentation. Appeals must be submitted to the
Academic Advisor via email. Appeals are limited to an error in the determination of the students’ academic performance based upon completed assignments. Students will be notified as to the results of their appeal within one week and any decision rendered by CTCA is final.

**Re-Enrollment:** Students who are withdrawn from the program due to failure to maintain SAP or students whose cumulative academic performance is below 70% by the end of the program, are not eligible to graduate. Students may choose to petition the institution for consideration of re-enrollment, but readmission is not guaranteed. See Student Readmission policy.

**Transfer students:** The school does not accept transfer students.

The following additional elements of Satisfactory Academic Progress (SAP) do not apply for enrollment in the program: Incomplete grades, course withdrawals, course repetitions, non-credit remedial course work, or transfer of credit from other institutions.

### Job Placement Assistance and Career Services

#### Policy for Job Placement Assistance

CompTIA Tech Career Academy (CTCA) provides career services and job placement assistance to enrolled students and school graduates. CTCA does not guarantee placement or employment to its applicants, students, or graduates. CTCA instructors and staff are advised to ensure that no such guarantee is ever made or implied in any advertising, brochures, and statements to applicants, students, and graduates.

#### Job Placement Assistance

CTCA and the Career Services Team is dedicated to supporting students and graduates with career preparation, guidance, and job placement services. Throughout the program, the Career Services Managers will facilitate guest speakers, career prep workshops, mock interviews, and host a career fair to connect students with companies that are hiring for entry-level positions.

#### Resume and Cover Letter Review and Assistance

Resume and cover letter building topics and activities are built into IT-Ready Technical Support program curriculum. Students are also encouraged to meet with the Career Services Manager for additional assistance with their resumes and cover letters. The Career Services Manager will provide further edits, feedback, and recommendations to improve student resumes and cover letters. CTCA does not write or provide any prewritten resumes or cover letters for students and school graduates.

#### Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor, the Academic Advisor, or the Senior Manager, Academic Affairs. Tutoring is available by appointment only and can be coordinated directly with the Academic Advisor.
Student Conduct Policy

Students are expected to conduct themselves in a professional manner and to act, speak, and demonstrate respect to others while enrolled at CompTIA Tech Career Academy. Students are required to be aware of and abide by the following rules of conduct:

- Theft of company property or property of any CompTIA Tech Career Academy (CTCA) staff or fellow students may result in immediate termination from the program.

- Willful destruction of company property or property of CTCA staff or fellow students may result in immediate termination from the program.

- No alcohol or illegal drug consumption is allowed before or during classroom hours. Students who appear to be under the influence of illegal drugs or alcohol will be immediately terminated from the program. No possession, use, sale, or distribution of alcohol or illegal drugs on the school premises is permitted.

- Possession of any type of object that can reasonably be assumed to be a weapon or explosive device while on school premises will result in immediate termination from the program.

- Threatening, intimidating, or physically harming any CTCA staff, affiliate, or fellow student will result in immediate termination from the program.

- Disorderly conduct is forbidden on the school premises. This includes, but is not limited to, inappropriate, disrespectful, insulting and/or obscene language and lewd, indecent, or obscene conduct. Any discriminating or derogatory remarks or behavior against CTCA staff or another student in reference to religion, culture, race, sex, or sexual orientation are grounds for immediate termination from the program.

- Be friendly and respectful to your instructor, fellow participants, and CTCA staff members. Students should conduct themselves in a professional manner. Students who are deemed disruptive, argumentative, or otherwise unprofessional may face disciplinary action, up to and including termination from the program.

- Willful violation of safety rules and/or safety procedures that places students and/or CTCA staff in danger will result in immediate termination from the program.

- Inappropriate or unauthorized use of school technology is prohibited. Under no circumstances should a student enter websites with obscene or pornographic content. Internet usage is monitored internally and entering a website forbidden by this policy may result in immediate termination from the program.

- CTCA does not condone cheating in any form or the use of outside study materials. Students enrolled in the program will be provided approved study materials. Materials that are not approved by CompTIA or CTCA may not be correct or legal.

- CTCA strictly prohibits the piracy of software and the violation of piracy and copyright laws. CTCA reserves the right to dismiss students from the program who are found to be using the
institution’s equipment to illegally copy software or other copyrighted materials for their own gain. No student should attempt to copy, make available, or distribute copies of copyrighted material.

- While attending classroom sessions, students are required to dress in appropriate business casual attire. Flip-flops, sandals, and open-toed shoes should not be worn.

- All cellular devices must be muted or turned off and placed out of sight to avoid unnecessary disruptions in the learning environment. Students may use their cellular devices during breaks and lunch.

- No food is allowed in the classroom. Food is only allowed in the designated kitchen areas. Drinks are allowed in the classroom with a secure lid. Students are not allowed to congregate or have lunch in the common areas of the building unless they are designated for this use.

**Student Probation, Suspension, or Expulsion**

CompTIA Tech Career Academy (CTCA) reserves the right to dismiss students for activities detrimental to themselves, other students, instructors, and the school.

CTCA does not put students on probation or suspension if they do not act in accordance with institutional policies. Individuals who fail to comply with the program policies are subject to disciplinary actions, up to and including expulsion from the institution. Individuals who have been terminated from their program for Student Conduct Policy violations are ineligible for re-enrollment in the program.

**Disciplinary Actions**

Whenever it has been determined that good cause exists for student discipline, CompTIA Tech Career Academy (CTCA) will take appropriate disciplinary action. The Senior Manager, Academic Affairs will review the incident details and shall have the right to dismiss the charge(s) of misconduct or recommend appropriate disciplinary action. The Chief Academic Officer shall review the recommended disciplinary action and then either affirm, modify, or dismiss the disciplinary action.

Disciplinary actions may include:

1. Verbal warning
2. Written warning
3. Removal by the instructor – removal from the class for good cause, for the remainder of the day’s class. The instructor’s decision is final and may not be appealed.
4. Termination of enrollment (expulsion) at CTCA, with or without the possibility of readmission.
5. Criminal prosecution – CTCA will refer to the local authorities for prosecution any criminal activity that occurs on CTCA premises. This is in addition to any other disciplinary action taken.
Conditions for Discipline/Termination

Additionally, the following occurrences shall also be grounds for discipline, up to and including, termination of enrollment:

1. Non-payment of tuition
2. Failure to complete the program
3. Lack of attendance
4. Missed assignments

Cancellation and Refund Policy

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

A full refund will be issued if a student is denied enrollment, if the school cancels the program, or if the student withdraws before the first day of class.

Refund After the Commencement of Classes

1. Withdrawal Date
   The withdrawal date is defined as the earliest of:
   a. The date the student notifies the school of their withdrawal.
   b. For a student who fails to return from an authorized Leave of Absence (LOA), the withdraw date is the date the student was scheduled to return.
   c. A student will be determined to be withdrawn from the institution if the student has not attended class for two (2) days.
   d. The date the school terminates the student’s enrollment for failure to maintain academic progress; failure to abide by the rules and policies stated in the catalog; absences in excess of maximum set forth by the Institution; and/or failure to meet financial obligations to the school.

2. Tuition Charges/Refunds
   a. Before the beginning of classes, the student is entitled to a full refund.
   b. After the commencement of classes, the tuition refund will be determined as follows:

<table>
<thead>
<tr>
<th>% of clock hours attempted:</th>
<th>Tuition refund amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10% or less</td>
<td>90%</td>
</tr>
<tr>
<td>More than 10% and less than or equal to 20%</td>
<td>80%</td>
</tr>
<tr>
<td>More than 20% and less than or equal to 30%</td>
<td>70%</td>
</tr>
<tr>
<td>More than 30% and less than or equal to 40%</td>
<td>60%</td>
</tr>
<tr>
<td>More than 40% and less than or equal to 50%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 50%</td>
<td>No refund is given</td>
</tr>
</tbody>
</table>
The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student’s start date to the student’s last day of attendance, by the total number of clock hours in the program.

**Certification Exam Voucher Fees and Content Charges:** Fees paid by the student for certification exams when no exam voucher has been issued to the student will be refunded in full. Certification exam vouchers are issued to students in the third week of the program. The student will not be required to purchase program content (i.e., books) until the time that these materials are required for the program. The program content is required at the start of class. Once these materials are purchased, no refund will be made.

**Refunds:** All refunds will be issued within 30 days of the determination of the withdrawal date. Refunds are issued back to the source (person/organization) from whom payment was received.

**Procedure for Program Withdrawal**

A student choosing to withdraw from the school after the commencement of classes may provide notice to the Office of the Registrar. The notice should include the name of the program the student wishes to withdraw from, the reason for the withdrawal request, the student’s full name, the student’s telephone number, the student’s address, and the expected last day of attendance.

The withdrawal notice may be submitted to CTCA via postal mail or email:

```
CompTIA Tech Career Academy Attn: Withdrawal Notice
3500 Lacey Road, Suite 100
Downers Grove IL 60515
or
records@comptiatech.org
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**Delinquent Tuition Collection**

Once a student’s account is past due, the student will be placed on a non-academic hold and withdrawn from the program. Students who are forced to involuntarily withdraw from the program will have their refund calculated in the same manner as a voluntary withdrawal. CompTIA Tech Career Academy will attempt to recover the funds from the student prior to turning the debt over to a collection agency.

CompTIA Tech Career Academy will take the following actions on delinquent accounts:

1. Student will be placed on a financial hold. The financial hold will prevent the student from registering for future programs, obtaining transcripts, and receiving the certification.
2. Placement of student account with a licensed collection agency. Collection agencies may assess collection fees on the student account.
3. Assessment of litigation and court costs.
4. Student’s delinquency will be reported to a national credit bureau.
Other Policies

Credit for Previous Experience

CompTIA Tech Career Academy does not offer credit for previous education, training, work, or life experience (experiential credit).

Transfer of Credits

Graduates of the IT-Ready Technical Support program will not be issued academic credits that can be transferred to other academic institutions. CompTIA Tech Career Academy does not accept academic credits issued by other academic institutions. As the program is designed as a one-course program, the transferability of credits cannot be considered.

Transcripts

CTCA provides transcripts for our students upon submitting a request to records@comptiatech.org. Students may print an unofficial transcript of their transcript at any time by logging into the student portal (studentportal.comptiatech.org).

Official Transcripts cannot be emailed; they must be submitted to the receiver in a sealed envelope. CTCA must have specific authorization in writing from the student to send a transcript, official or unofficial, to a third party, such as a potential employer, current employer, or another school. Contact the Registrar’s Office (records@comptiatech.org) for additional information on transcripts.

Confidentiality of Student Records

CompTIA Tech Career Academy (CTCA) complies with the Family Educational Rights and Privacy Act (FERPA) by protecting the confidentiality of personally identifiable educational records of students and former students.

The student has the following rights: the right to inspect and review his/her education records within 45 days of the day the school receives a request for access; the right to request an amendment of his/her education records that the student believes are inaccurate or misleading; the right to consent to disclosures of personal identifiable information (PII) contained in his/her education records except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by CTCA to comply with the requirements of FERPA. A health and safety exception permit the disclosure of PII from a student’s record to appropriate parties if knowledge of the information is necessary to protect the health or safety of the student or other individuals from an immediate threat.

Course Cancellation

If a scheduled IT-Ready Technical Support program cohort is cancelled, a full refund of tuition, fees, and other charges will be issued to the source from which the tuition payment was received.
Grievance Policy

Every student is encouraged to discuss his or her concerns or complaints with his/her Academic Advisor or the CTCA instructor or staff most able to assist the student in resolving the matter. If, however, the student is not satisfied with the result of these efforts, then the student may pursue a formal grievance by following the procedure below:

1. Make a signed, written complaint to the Chief Academic Officer describing the basis of the complaint in enough detail to allow an investigation under this procedure. The complaint should also include the student’s name, telephone number, email address, and the date of the complaint.

2. The Chief Academic Officer or designee will schedule an appointment with the student within three (3) working days to discuss the complaint.

3. The Chief Academic Officer or designee will confirm the completion of the investigation with a written report of the disposition of the complaint mailed to the student within five (5) working days of the first meeting with the student.

4. If the student is not satisfied with the Chief Academic Officer or designee’s report of disposition of the complaint, the student may appeal this result in writing to the Chief Executive Officer of CITF/CTCA within 10 working days of receipt. The appeal letter must include a copy of the written disposition report and an explanation why the student is not satisfied with that outcome.

5. The Chief Executive Officer or designee will review the written disposition report and the student’s appeal letter and will conduct any further investigation necessary, including requesting additional information from the student or Chief Academic Officer.

6. The Chief Executive Officer or designee will provide both the student and the Chief Academic Officer with a written appeal finding mailed within 10 working days of the receipt of the appeal letter. This written decision is the final disposition of the complaint.

Complaints should be submitted in writing to the following address:

CompTIA Tech Career Academy
Attn: Complaint Department
3500 Lacey Road, Suite 100
Downers Grove, IL 60515

Arizona

If the student complaint cannot be resolved after exhausting the Institution’s grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details.

The State Board address is:
1740 W. Adams Street, # 3008
Phoenix, AZ 85007
Phone number: 602/542-5709, website address: www.azppe.gov
## Appendix A

List of acceptable documents used to establish identity and employment eligibility are below.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents that Establish Both Identity and Employment Eligibility</td>
<td>Documents that Establish Identity</td>
<td>Documents that Establish Employment Eligibility</td>
</tr>
<tr>
<td>OR</td>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>1. U.S. Passport (unexpired or expired)</td>
<td>1. Driver’s license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</td>
<td>1. U.S. Social card issued by the Social Security Administration (other than a card stating it is not valid for employment)</td>
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<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</td>
<td>2. Certification of Birth Abroad issued by the Department of State (form FS-545 or Form DS-1350)</td>
</tr>
<tr>
<td>3. An unexpired foreign passport with a temporary I-551 stamp</td>
<td>3. School ID card with a photograph</td>
<td>3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal</td>
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<tr>
<td>5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I94, bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, if that status authorizes the alien to work for the employer</td>
<td>5. U.S. Military card or draft record</td>
<td>5. U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td></td>
<td>6. Military dependent’s ID card</td>
<td>6. ID Card for use of Resident Citizen in the United States (Form I-179)</td>
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<tr>
<td></td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td>7. Expiration of employment authorization document issued by DHS (other than those listed under List A)</td>
</tr>
</tbody>
</table>

For persons under age 18 who are unable to present a document listed above:

- 10. School record or report
- 11. Clinic, doctor, or hospital record
- 12. Daycare or nursery school record
Addendum 1

Listing of CTCA instructors and the program(s) taught:

- Jeff Mehl – IT-Ready Technical Support program
- Dan Davis – IT-Ready Technical Support program