

CERTIFICATES AND CREDENTIALS

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Colorado Department of Higher Education,

Private Occupational School Board

ACADEMIC STANDARDS

ESI CERTIFICATES AND CREDENTIALS

ESI offers a number of Certificate and Credential Programs. The student may select either a full time resident classroom instruction format or the combined Distance Education/15-Day Resident Training version, which permits the student to enter into an independent study of correspondent courses that are completed at home and then attend 15-Day Resident Training. The Residency Program is a classroom-practical training that is made up of three Modules: 28-Day Executive Protection, 28-Day Special Operations and 18-Day Protective Intelligence. The Modules can be taken separately.

ESI offers to graduates of all State of Colorado Department of Higher Education approved programs a Certificate of Completion for completing either format of three Residency Modules in Personal Protection & Intelligence or one of the three Core Distance Education/15-Day Resident Training programs. The ESI Identification Credential is not required by the State Department of Higher Education, but is well known and respected in the security industry as the standard for academic and practical training in high risk, executive protection and protective intelligence.

ESI's Combined Distance Education/Resident Training Certificate and Credential Programs: the Advanced Executive Protection Program, the Protective Intelligence & Investigation and the Security Specialist Program -- offer flexible formats. Each requires a core of five specialized Distance Education courses, and, depending on the program, four to thirteen elective Distance Education courses, as well as a Resident Training component of 15 days. Thus, the student has the opportunity to customize his and her training according to his/her needs.

CERTIFICATES OF COMPLETION

PERSONAL PROTECTION & INTELLIGENCE SPECIALIST

A Certificate of Completion is awarded in the Executive Protection, Special Operations and Protective Intelligence fulfilling the requirement of each Program. Lessons are graded on a Pass or Fail basis; the Certificate has no Grade Point Average requirement.

ADVANCED EXECUTIVE PROTECTION

Certificate of Completion in the Advanced Executive Protection requires attendance of the 15-Day Resident Training and completion of Nine Distance Education Courses containing 54 lessons are graded on a percentage of a potential 100 points and must be completed in nine months.

The same Certificate for Executive Protection is awarded for the completion of the 230 Clock Hours/28-Days of classroom Residency training.

PROTECTIVE INTELLIGENCE & INVESTIGATION

A Certificate for Protective Intelligence is awarded for the completion of the 175 Clock Hours/18-Days of classroom Residency training.

SECURITY SPECIALIST

Certificate of Completion in Security Specialist requires attendance of the 15-Day Resident Training and completion of eighteen Distance Education Courses containing nine lessons each. The eighteen courses are graded on a percentage of a potential 100 points and must be completed in eighteen months.

A Certificate of Completion in Security Specialist can be attained by completing two Residency Modules.

THE ESI CREDENTIAL

CERTIFIED PERSONAL PROTECTION

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INTELLIGENCE SPECIALIST

ESI awards an ESI Identification Credential for completion of any Core Program whether Distance Ed/Resident Training or full time Residency with a Grade Point Average of 80% or above. Completion of the Residency Program with less than 80% will be awarded a Certificate of Completion. Completion of lessons with a 90% GPA will be awarded "With Honors" designation on the Credential.

CERTIFIED SECURITY SPECIALIST, CSS

CSS Identification Credential is attained by completion of 1050 or 1100 Clock Hours, consisting of 18 Distance Education Courses containing 108 lessons and 15 Days of Resident Training or 450 of classroom Clock Hours with a Grade Point Average of 80% or above. Completion of the program with less than 80% will be awarded a Certificate of Completion. While there is no time limit placed upon completion of lessons in Distance Ed curriculum, after nine months no refunds will be due. There is no extra cost associated with completing the Credential Program.

The CSS Credential can be attained by completion of two Residency Core Programs with a Grade Point Average of 80% or above.

CERTIFIED PROTECTION SPECIALIST, CPS

CPS Identification Credential is attained by completion of 600 Clock Hours of lessons consisting of nine Distance Education courses containing 54 Lessons, and 15 Days in Resident Training or 230 of classroom Clock Hours in the Executive Protection Residency Program with a combined Grade Point Average of 80% or above. Completion of the program with less than 80% will be awarded a Certificate of Completion. While there is no time limit placed upon completion of lessons in Distance Ed curriculum, after nine months no refunds will be due. There is no extra cost associated with completing the Credential Program.

SPECIAL OPERATIONS PROTECTION SPECIALIST, SOPS

SOPS Identification Credential is attained by completion of 600 Clock Hours of Extra Credit lessons consisting of nine Distance Education courses containing 54 Lessons, and 15 Days in Resident Training or 230 of classroom Clock Hours in the Special Operations Protection Residency Program with a combined Grade Point Average of 80% or above. Completion of the program with less than 80% will be awarded a Certificate of Completion. While there is no time limit placed upon completion of lessons in Distance Ed curriculum, after nine months no refunds will be due. There is no extra cost associated with completing the Credential Program.

PROTECTIVE INTELLIGENCE SPECIALIST, PIS

PIS Identification Credential is attained by completion of 18-Day of classroom, 175 Clock Hours in the Protective

Intelligence Program with a total Grade Point Average of 80% or above. Completion of the program with less than 80% will be awarded a Certificate of Completion. The Protective Intelligence Program is only offered in Residency format. There is no extra cost associated with completing the Credential Program.

STANDARDS OF ACADEMIC PROGRESS

GRADE POINT AVERAGE

GPA in Residency Program is derived by accumulative scores of open book lesson tests, special written team and individual assignments and practical skills testing from each course and averaged for a grade in the Module. The GPA of the three Modules are averaged to attain the for Certified Personal Protection & Intelligence Specialist Credential.

The GPA for the combined Distance Ed/Resident Training is derived by combining Distance Education (value 40%) and Resident Training (value 60%). If a student scores under 80% in any Resident Training class, a re-examination can be scheduled for a later date. Instructors will grade students on performance and adherence to ESI standards of safety and conduct. Each student is given an evaluation of his test scores at the completion of the program. In return, students are asked to evaluate instructors and classes.

GRADING SYSTEM

All Residency Program courses are graded by open book lesson/test method for each course within a Module of the program. Special written Team and Individual assignments are required in some courses. The Certificate of Completion students need only pass the each course within a Module with a Pass or Fail Grade with failure calculated at 70% or less. Each course undertaken within each Module will be included in the computing of the GPA. A GPA minimum of 71% will be required at the end of each Module to enter the second and third Module. If the student scores 70% or less in any course, a re-examination can be scheduled for a later date. If the student drops below 60% in the first half of the program, he or she will be terminated from the training. If the student achieves a cumulative GPA of 80% or better in each Module, the student is awarded an ESI Credential, and a GPA of 90% is awarded an ESI Credential "With Honors".

The Distance Education courses are graded by a correspondent open book lesson/test method for each section of the course. Certificate of Completion students need only pass the single lesson contained in each course with a Passing Grade. The ESI Certificate of Completion is awarded after completion of both Distance Education and Resident Training. Every student will be required to maintain a minimum composite Distance Education grade score of 60% to qualify for a Pass Grade. If the student scores under 70% in any course, a re-examination can be scheduled for a later date. If the student drops below 60% in the first half of the program, he or she will be terminated from the training.

The Identification Credential contains 54 Lessons in each Core Program and several courses require special assignments to be completed as part of the testing score. For students who pursue the Extra Credit, an ESI transcript of Grade Point Average is mailed to the student upon completion of all lessons, tests and special assignments.

During Resident Training, instructors administer either a written or practical test at the end of shooting, medical, protective detail operations, and stalking problem classes. Each student who scores a composite 80% or better in the practical examinations and who satisfactorily completes Residency Program or the Distance Education /Resident Training will be given an ESI Identification Credential as a qualified PERSONAL PROTECTION & INTELLIGENCE SPECIALIST, SECURITY SPECIALIST, PROTECTION SPECIALIST, or PROTECTIVE INTELLIGENCE SPECIALIST.

GRADING

Certificate of Completion students are graded in Distance Education courses with open book Pass or Fail grade. Resident Training contains a number of Skill Based Tests.

Students who pursue the Identification Credential are graded by calculating Grade Point Average of both 54 and 108 Lessons of Distance Education and Resident Training. The grade for each course is found by counting the average of the lesson examination grades. Letter grades are converted to percentage points for the purpose of computing the Grade Point Average for each semester.

Grades are as follows:

Numerical

Grade

Letter

Grade

Quality

Rating

Point

Equivalent 90-100AExcellent4.080-89BGood3.070-79CAverage2.060-

69DPassing1.0Below 60FFailure0

Students who officially withdraw from a course are given a grade of I (Incomplete).

STUDENT HONORS

Students who have maintained a Cumulative Grade Point Average of 3.5 (90%) or better and completed all other requirements for graduation will receive their Certificate with honors.

CREDIT FOR PREVIOUS TRAINING

If previous training in an area of study that is close enough to ESI course requirements, is recent enough, is sufficiently thorough and relevant, and, if the student can demonstrate satisfactory proficiency, a Peer Review Committee will evaluate eligibility for academic credit. If approved, the School will grant up to a \$300 discount per course off tuition from any ESI Core Program. The School charges a Peer Review Fee of \$25 per course for which the student wishes credit.

The School may request that the applicant to take a proficiency test in a course the student desires to be given credit, and the minimum passing score is 77% or better. A lower score will mean that the student will not receive academic credit for the course. Granting of credit for academic or work experience does not impact stated Refund Policy. ESI is approved by the Colorado Office of Veterans Education and Training

(COVET) for Veterans Education and Training Benefits.

SPECIAL CREDIT FOR MILITARY VETERANS:

Credit for Previous Education and Training Acceptance Policy.

Executive Security International, Ltd. (ESI) will evaluate previous education and training and when applicable credit will be given.

CREDIT FOR PREVIOUS EDUCATION AND TRAINING FORM

**ADD, DROP OR WITHDRAW FORM
CONTINUING EDUCATION**

ESI's Distance Education courses are approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.

RECORDS AND TRANSFER OF CREDIT

Permanent records of grades and scores are maintained on school premises permanently and copies are available for a nominal fee. Credit given by other post-secondary institutions for training completed at Executive Security International is at the discretion of each institution, which has the privilege of extending or withholding transfer credit, based on their educational standards and curriculum.

The school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

RESIDENCY PROGRAM

SUSPENSION, TERMINATION AND INCOMPLETE GRADES

The Residency Program requires attendance of every day of classroom instruction. A student is suspended from the program after five days of absence from classroom instruction during any Module. The student may officially Withdraw from a Module course with a grade of Incomplete for twelve months before the Incomplete is converted into Zero Credit for the course. Zero (0) Grade will be averaged with completed courses in order calculate GPA for a Module.

Absence from classroom instruction of thirty days without official Withdrawal will determine the point at which the student ceases to make satisfactory progress, and will be placed on academic probation for twelve months. If no further progress is made, the student will be terminated from the program. A terminated or cancelled student is eligible for Tuition Refund stated below or re-enrollment with full credit for tuition paid and academic grade.

DISTANCE EDUCATION/RESIDENT TRAINING

The nine Distance Education Courses in the Executive Protection Program or Special Operations Program must be completed in nine months, or eighteen months for the Security Specialist Program after which time the student will not be entitled to a refund. All Residency Programs are entirely conducted in classroom settings at ESI's training facility in an 18 to 28-Day format. Whether the student completes a Core Program in combined Distance Ed-Resident Training or full time Residency the Certificates and Credentials are equivalent. Further, applicant understands that Tuition does not cover food, lodging, gun rental or ammo during Resident Training or transportation to the training sites. Tuition covers shipping cost inside the U.S. Shipment of Distance Education material outside of the continental U.S. will have additional shipping charges. In Residency classroom instruction requires attendance of 96% or 26 days of the 28-Day Executive Protection and Special Operations Residency or 16 days of the 18-Day Protective Intelligence Program.

GENERAL INFORMATION

All information regarding Admissions, Withdrawal, Termination, and Refund Policy is identical with ESI's Certificate Programs.

ACCREDITATION AND AUTHORIZATION

Executive Security International, Ltd. (ESI) is a state approved academy for combined Resident Training and Distance Education by correspondence. ESI is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.

RE-ENROLLMENT

Students who cancel or terminate a Certificate Program may re-enroll with full credit for tuition paid towards their chosen program and for academic courses completed for a period of five years. After six years, ESI is not obligated to preserve records and may not be able to validate claims of tuition paid and lessons completed. In such cases, the administration will make a good faith effort to reconstitute records, but cannot guarantee success.

STANDARDS OF CONDUCT

ESI reserves the right to terminate a student's enrollment for any of the following reasons:

- Falsifying information.
- Cheating.
- Failing the final examination.
- Failure to maintain minimum academic progress.
- Failure to complete the program.

ENROLLMENT PROCEDURES

- Fill out ESI ENROLLMENT AGREEMENT and PAYMENT PLAN.
- Enclose a copy of your high school diploma or equivalence (GED).
- Students under the age of 18 will be required to have release forms signed by a parent or guardian.
- Prior to attendance of Resident Training for Executive Protection, applicant must submit letter from his or her local police agency indicating a no felony conviction record or the applicant submit a copy of a current Conceal Carry Permit, Private Detective License from state of residence, or current Military Identification Card.
- If applicant is on cash payment plan, appropriate deposit should accompany enrollment application.

TUITION

The Tuition is set forth in the Enrollment Form. ESI may alter the price of its programs at its discretion. The entire Certificate program is divided into two phases, the student is encouraged to complete the academic phase before the next phase is begun. Due to class scheduling, this may not be possible. The school will allow students to attend Resident Training and complete Distance Education afterwards.

The student may cancel his/her enrollment at any point within the program, within any phase of the training by notifying in writing the ESI National Office in Rifle of their decision to cancel.

ESI offers two types of financing: Private Financing by SLM FINANCING, a Sallie Mae company that is Federally supported and deals directly with the student. ESI acts only as a referral source. ESI also offers a no-interest financing arrangement as a last resort; however, this form of financing requires that courses are shipped to the students at the rate of payments. If the student desires to move at an accelerated pace by receiving all nine courses at once, the student must either seek private financing or pay cash in full.

REFUND POLICY FOR VETERANS ENROLLED IN

RESIDENT PROTECTION & INTELLIGENCE PROGRAM

MODULE COURSES

For Veterans who are eligible to pay for the tuition from VA Educational Benefit plans are protected by this Refund Agreement until the student has completed 100% of the training program.

Students not accepted by the school and students who cancel the contract by notifying the school within three business days are entitled to a full refund of all tuition and fees paid. If any students withdraw after three business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the registration fee.

In the case of students after commencement of classes, the school will retain a cancellation fee plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the first date of recorded attendance.

REFUND TABLE FOR VETERAN STUDENTS

Student entitled upon withdrawal/Termination	Refund 10% of Program Completed	90% Refunded	20% of Program Completed	80% Refunded	30% of Program Completed	70% Refunded	40% of Program Completed	60% Refunded	50% of Program Completed	50% Refunded	60% of Program Completed	40% Refunded	70% of Program Completed	30% Refunded	80% of Program Completed	20% Refunded	90% of Program Completed	10% Refunded	100% of Program Completed	0% Refunded
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The student may cancel this contract at any time prior to close of the third business day after signing the enrollment agreement.

The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.

The student will receive a full refund of tuition and fees paid if the school discontinues a course or program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of Colorado Department of Higher Education. The Division shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school.

REFUND POLICY - FOR STUDENTS ENROLLED IN COMBINED

DISTANCE ED-RESIDENT TRAINING PROGRAM

When the student attends Resident Training, ESI's Tuition Payment Policy is not to execute a charge to the student until he or she has completed 11 days of training in the case of Executive Protection and 11 days during Protective Intelligence. Whether the student pays by Credit Card or Cash, ESI will not charge the card or deposit currency until the student has completed 75% of the course. In the event that the student decides to cancel prior to completion, Refund Policy will apply according to the percentage of the course completed, but the Refund will be paid immediately.

For the mandatory resident portion of the course, the following applies as a minimum policy: After the student attends the first resident class session, if the student requests cancellation in writing or is terminated, the school shall be entitled to a tuition charge which shall not exceed the following:

- Up to and including completion of the first 10 percent of the resident training in terms of days, 10 percent of the tuition, plus a cancellation charge of \$100.
- After completing more than 10 percent of the resident training and up to and including completion of 25 percent of the resident training in terms of days, 25 percent of the tuition, plus a cancellation charge of \$100.
- After completing more than 25 percent of the resident training and up to and including completion of 50 percent of the resident training in terms of days, 50 percent of the tuition, plus a cancellation charge of \$100.
- If a student should cancel after completion of 50% to 75% of the training in terms of days, the student will be responsible for 75% of the contract price for resident school tuition. Cancellation charges will not be levied on the student.
- If a student should cancel after completion of 75% or more of the training in terms of days, the student will be responsible for the total contract price and all other fees charged. No refund will be due after completion of 75% of the course.

Refunds due will be paid within 30 days of termination. Termination from program requires that the student notify the school in writing of his or her intention to discontinue the program.

This Tuition Protection Agreement limits the student's obligation to only a fraction of the tuition until the student has actually finished at least 75% of the training program. Food and Housing is a separate cost consideration. ESI reserves the right to make changes in the training program when necessary. However, these changes will never involve any added tuition cost to the student.

Postponement of a starting date for Resident Training, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth: a) Whether the postponement is for the convenience of the school or the student, and : b) a deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Act of 1981.

To protect the integrity of our program, ESI reserves the right to discontinue a student's training if that student fails to maintain ESI's standards of conduct or achievement level. In such a case, refunds will be made according to the Tuition Protection Agreement.

REFUND POLICY - DISTANCE EDUCATION SECTION

An enrollment may be cancelled by an applicant student within five (5) calendar days after midnight of the day on which the enrollment agreement is signed. An applicant student requesting cancellation in whatever manner within this time must be given a refund of all money paid to the school or its representatives.

From five (5) calendar days after midnight of the day on which the enrollment agreement is signed and until the time the student request cancellation up to 30 days from the date of course shipment, the student shall be given a refund of all monies paid to ESI, less a registration fee of \$100, plus costs of books and syllabi.

If the student is not accepted by the school, a full refund will be paid. If ESI fails to provide the educational service subscribed to by the student, a full refund will be paid within 30 days of termination of the course discontinuation. Credit for previous training or work experience will not alter the refund policy. Refund policy will apply to academic equivalency credit which will depend upon the percentage of courses received and paid for by the student.

After the student is enrolled and until he or she has received 75% of the Distance Education Program, the school will follow a refund policy based upon the percentage of courses received by the student. The student has 30 days from shipping date to reject the course in writing and thereby cancel from the program. The student has 30 days to complete each course that consist of one lesson for Certificate Programs. After nine months, no refunds are due. If the student requests cancellation, the school will be entitled to a charge which shall not exceed the following:

- Up to and including receipt of the first 10 percent of the course, 10 percent of the tuition, plus a cancellation charge of \$100.
- After receipt of more than 10 percent of the course and up to and including receipt of 25 percent of the course, 25 percent of the tuition, plus a cancellation charge of \$100.
- After receipt of more than 25 percent of the course and up to and including receipt of 50 percent of the course, 50 percent of the tuition, plus a cancellation charge of \$100.
- After receipt of more than 50 percent of the course and up to and including receipt of 75 percent of the course, 75 percent of the tuition. No cancellation charge will be levied on the student after he or she has received 75% of the course.
- A student who has received 75 percent of his program and shall not be entitled to any refund and shall be obligated for the full price of the Distance Education portion of the program.

This Tuition Protection Agreement limits your obligation to only a fraction of the tuition until you have actually received at least 75% of the program. If student chooses to reject course materials mailed to him, which will constitute cancellation. Package must be returned within 30 days of postmark on package and in reusable condition.

ESI reserves the right to make changes in the training program when necessary. However, these changes will never involve any added tuition cost to the student. The student's contract price is guaranteed for one year from the date of your signature on the Enrollment Agreement.

To protect the integrity of our program, ESI reserves the right to discontinue the student's training if the student fails to maintain ESI's standards of conduct or achievement. In such a case, refunds will be made according to the Tuition Protection Agreement.

Complaints can be filed with the Division of Private Occupational Schools. There is a two (2) year time limitation on the Division taking action on a student's complaint. Division of Private Occupational Schools, 1380 Lawrence Street, Suite 1200, Denver, Colorado 80204, 303 894-2960 higher.ed.colorado.gov/dpos