

National
Protective
Services
Institute
Catalog

2011



INSTITUTE

TABLE OF CONTENTS

| | |
|---|----|
| Table of Contents | 2 |
| Purpose of the Institute | 4 |
| Mission of the Institute | 5 |
| Accreditation | 7 |
| Admissions | 8 |
| Application Procedure | 8 |
| Discrimination Prohibited | 8 |
| Language | 9 |
| Family Education Rights and Privacy Act | 9 |
| Tuition and Fees | 10 |
| Financial Aid | 10 |
| Academic Policies | 11 |
| Instructional Philosophy | 11 |
| Integrity Policy | 11 |
| Grading System | 11 |
| Student Course Load | 12 |
| Good Standing | 12 |
| Incomplete Grades | 12 |
| Repeating Courses | 12 |
| Academic Standards of Progress | 12 |
| Procedures to Resolve Grade Disputes | 13 |
| Resolving Disputes about a Grading Policy | 13 |
| Resolving Disputes About Final Course Grades | 13 |
| Formal 'Review of Final Course Grade' | 14 |
| Course Withdrawals | 14 |
| Instructor-Initiated Withdrawal | 15 |
| Appealing an Instructor-Initiated Withdrawal | 15 |
| Obligations to the Institute | 15 |
| Auditing Courses | 16 |
| Communications | 16 |
| Graduation | 16 |
| Catalog in Effect | 16 |
| Scholastic Academic Honors and Achievement Awards | 17 |
| Transcripts | 17 |
| Faculty | 17 |
| Textbooks and Study Materials | 17 |
| Course Registration | 17 |
| Academic Advising | 17 |
| Credit Transfer Policy | 17 |
| CLEP (College Level Examination Program) | 18 |
| AP (Advanced Placement) | 19 |
| Credit for Other Courses | 19 |

| | |
|--|----|
| Credit for Military Courses | 20 |
| Academic Programs | 21 |
| Certificate Programs | 21 |
| Certificate in Security Operations | 21 |
| Certificate in Personal Protection Operations | 22 |
| Certificate in Anti-Terrorism Operations | 22 |
| Advanced Certificate in Security Management | 22 |
| Future Programs | 24 |
| Associate of Arts Degree | 24 |
| Bachelor of Arts Degree | 24 |
| Course Descriptions | 27 |
| Academic Calendar | 30 |
| Security Operations Certificate Worksheet | 32 |
| Personal Protection Operations Certificate Worksheet | 33 |
| Anti-Terrorism Operations Certificate Worksheet | 34 |
| Security Management Certificate Worksheet | 35 |
| Training and Continuing Education | 36 |
| Law Enforcement and Security Classes | 36 |
| Anti-Terrorism Classes | 40 |
| Firearms Training Classes | 41 |
| First Aid and Safety Classes | 45 |
| General Courses | 48 |

Purpose of the Institute

The National Protective Services Institute (NPSI) is an institution of higher learning specifically structured to train students to attain the important licensing and certifications they need to actively work in the field, and to prepare them for exciting careers in Security Operations and Management, Anti-Terrorism, Emergency Management, and Homeland Security. Whether entering a career with a local security company or in the highest levels of government, our programs are designed to get you started and keep you going in the right direction. The security industry is one of the fastest growing industries in the world, and the need for high quality, trained personnel, in government and private positions, grows in proportion to the growth of the industry.

Unfortunately, many private companies are out of business within a few short years due to management's inability to run them properly. Many people start security companies because they simply see it as a way to make money, however, they are not security "professionals." This is tragically unfair to employees, and more importantly, dangerous to the general public. Many other security companies are unsuccessful because the business owner is uneducated about running the business itself. NPSI programs provide an avenue to address these issues. Graduates are fully trained as practitioners, and well-versed in the appropriate business management applications. Of principal importance is the cultivation of security-related intellectual curiosity and accomplishment in an atmosphere of academic freedom.

The National Protective Services Institute is a nonprofit corporation offering certificate programs in Security Operations, Personal Protection Operations, Anti-Terrorism Operations, and Security Management, and will apply to the Texas Higher Education Coordinating Board for permission to grant Associate of Arts degrees and Bachelor of Arts degrees in the same disciplines. Once state recognized, the NPSI plans to seek both national and regional accreditation. Instruction will be provided through a distance-learning platform as well as a residential platform. The main campus is located in San Antonio, TX, USA. Additionally, the NPSI is licensed by the Texas Department of Public Safety Private Security Bureau to provide state-regulated security officer training and continuing education.

During the first two years of operation (and until accreditation is approved), the academic programs will be provided via distance learning, with two one-week residential colloquia requirements in the Security Operations and Security Management programs. Once the programs are accredited, the physical campus will be opened with classrooms, dormitories, training areas, and other necessary physical requirements. At that time, the NPSI programs will be available in a full-time residential format and a full-time distance education format with the residential colloquia requirement. Classes in the Continuing Education Department are residential, unless otherwise noted.

Mission of the Institute

The National Protective Services Institute offers programs, services, and instruction to provide students the ability to become leaders in the professional protective services field. We will strive to fulfill this mission and satisfy prevailing state and federal laws, as well as accrediting organization policies. The NPSI is not currently accredited, however, the programs are designed to meet the strict guidelines of the accrediting commissions. In order to successfully accomplish our mission, we provide:

1. Vocational program leading to various certificates, including Security Operations, Anti-Terrorism, Security Management, Homeland Security, Criminal Justice, Emergency Program Management, and Emergency Medical Services.
2. Protective services-specific academic courses leading to an associate degree or a bachelor degree program at the NPSI. Other academic institutions may or may not accept credit from the NPSI, even after accreditation has been granted.
3. Continuing education for academic, occupational, and professional enhancement, in conjunction with, or in alignment with, various security organizations and associations, to include, but not limited to:
 - a. The International Foundation for Protection Officers *Certified Protection Officer* Certification (<http://www.ifpo.org>).
 - b. The International Foundation for Protection Officers *Security Supervision and Management* Certification (<http://www.ifpo.org>).
 - c. The American Society for Industrial Security *Certified Protection Professional* Certification (<http://www.asisonline.org>).
 - d. The American Society for Industrial Security *Professional Certified Investigator* Certification (<http://www.asisonline.org>).
 - e. The American Society for Industrial Security *Physical Security Professional* Certification (<http://www.asisonline.org>).
 - f. The International Protective Services Association *Certified Protective Services Specialist* Certification (<http://www.ipsassociation.com>).
4. Tutorial assistance to help under-prepared students and others who wish special assistance to achieve their educational goals.
5. A continuing program of counseling and advising designed to assist students in achieving their individual educational and occupational goals.
6. A program of technology, library, media, and testing services to support instruction.

The intended result of these programs is to help graduates have the education they need to further their own public safety and security profession(s) and to provide more effective security operations that are safer to their clients as well as the general public. Although the programs are specifically geared towards people who have a passion for security operations, anti-terrorism, and security management, and plan to pursue these disciplines as a life-long career, this Institute is also for others who are only engaged in the field for a short period of time. Declaration of this intended goal does not guarantee that graduates of any offered programs will be able to pursue a professional security career after graduation.

Why these programs?

There are numerous programs in the Criminal Justice realm, however, programs of instruction particular to the security operations or anti-terrorism fields, are few and far between. Why exactly would someone need a

degree in these subjects? Is there actually a need for such a thing? What classes would be appropriate for an academic study of these fields? How would these programs be used? As the field of protective services grows, so to does the need for a legitimate educational program addressing the needs of the community. The potential value of having intensive protective services education and training for personnel who have dedicated their lives to the field demonstrates the necessity to ensure a professional standard of care and training is at least available to provide the best possible service to clients, the government, and the general public. Although there are some outstanding private companies and educational programs available, the need for academic certificates, and eventual college degree programs, is obvious.

There are hundreds of accredited schools in the United States, and many of them have unusual certificate and degree programs which provide very little impact to the general public when compared to the potential impact of a degree in Security Operations or Anti-Terrorism. Numerous schools have focused on "Criminal Justice" or "Homeland Security," but only recently have schools begun to focus on the ever-growing fields of anti-terrorism or security operations. Even now, most schools that provide security programs focus more on "Security Management" instead of a program of instruction for the frontline security personnel. Some schools offer Criminal Justice degrees with an optional focus on security instead of law enforcement; still not for the frontline personnel.

There are many career areas in which a degree of this nature could be useful, e.g. the government, military, law enforcement, security management, emergency management, corrections, bodyguarding, physical education, and social work to name a few.

Accreditation

IMPORTANT NOTE: This is a start-up program and is NOT currently accredited. An institution must be in operation for a minimum of two years before beginning the process to apply for accreditation. It can take as long as eight years to finish the process. The National Protective Services Institute (NPSI) plans to apply for accreditation once time requirements are met. For further information about accreditation, please visit: The Council for Higher Education Accreditation (CHEA) at <http://www.chea.org> , The Accrediting Council for Independent Colleges and Schools (ACICS) at <http://www.acics.org> , The Distance Education Training Council (DETC) at <http://www.detc.org>, The Accrediting Commission of Career Schools and Colleges (ACCSC) at <http://www.accsc.org>, The Council on Occupational Education (COE) at <http://www.council.org>, The Southern Association of Colleges and Schools (SACS) at <http://www.sacs.org> , The Texas Higher Education Coordinating Board (THECB) at <http://www.thecb.state.tx.us> , and The US Department of Education (USDE) at <http://www.ed.gov>. These resources are legitimate accrediting agencies recognized by the US Department of Education, as opposed to “Accrediting Mills” which will issue accreditation to any “school” willing to pay a certain amount of money (the CHEA website has more information about “accrediting mills”). The NPSI plans to pursue accreditation through one or more of these listed legitimate agencies.

The National Protective Services Institute is currently licensed as a Training School by the Texas Department of Public Safety Private Security Bureau (License # F01081) to provide basic and advanced security officer training, including continuing education.

Admissions

The NPSI maintains an "open door" admissions policy on a first come, first served basis. Any applicant who has a high school diploma or GED, other persons who can demonstrate a legitimate "Ability to Benefit" and others wishing to pursue an "Early College Start" may be admitted to the Institute, unless disqualified as listed below. Individuals wishing to apply under the "Ability to Benefit" or the "Early College Start" programs must speak with an academic advisor prior to application.

An individual is not eligible for direct admission if:

- 1) The individual is disqualified by state or federal law from owning or possessing a firearm.
- 2) The individual is a fugitive from justice for a felony or a Class A or Class B misdemeanor as defined by Texas state law.
- 3) The individual has ever been convicted, in any jurisdiction, of a felony level offense as defined by Texas state law (offenses not involving moral turpitude may be waived by exception).
- 4) The individual has been convicted in the previous ten years, in any jurisdiction, of a Class A level offense as defined by Texas state law (offenses not involving moral turpitude may be waived by exception).

The Academic Dean is the final approval authority for admission waivers.

Due to the nature of the program, criminal background checks are conducted on all applicants.

Prospective students who wish to enroll in any of the offered certificate programs must submit a completed application form and a copy of their high school transcript or diploma, GED, or college transcript to:

National Protective Services Institute
Admissions and Records Office
PO Box 782016
San Antonio, TX 78278

Individuals wishing to apply under the "Early College Start" program must speak to an admissions officer prior to application and provide a letter from the high school guidance counselor.

Individuals wishing to apply under the "Ability to Benefit" program must speak to an admissions officer prior to application and complete the "Ability to Benefit Program" application in addition to the standard application.

Application Procedure

Applications are accepted on an ongoing basis. Students will be notified upon acceptance of application.

1. Submit a completed NPSI application form, with required attachments, and application fee.
2. Meet with advisor to discuss educational plan and select classes
3. Register when eligible
4. Pay tuition by deadline
5. Start classes

Discrimination Prohibited

Employment at the Institute, and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability.

Individuals with physical limitations are welcome to attend any and all courses, however, accommodations outside of those required by the Americans with Disabilities Act (ADA) will not be made for attendance and participation in classes which require, as a standard, certain physical abilities. Individuals who are not able to meet certain physical requirements of a class may still graduate with a "Modified Certificate". The term "Modified" shall be used on transcripts and diplomas to identify a variance of the standard for each applicable class.

All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the ADA. Inquiries regarding NPSI's compliance with the ADA, or requests for accommodations for persons with disabilities can be directed to:

National Protective Services Institute
EEO/ADA/Affirmative Action Coordinator
PO Box 782016
San Antonio, TX 78278

Language

The official language used at the Institute is English, and although the NPSI will ensure the lack of English language skills will not be a barrier to admission, accommodations will not be made to allow for participation in educational and vocational programs in other languages. All classes, seminars, and written material is in English.

Family Education Rights and Privacy Act

The following statement concerning student records maintained by the NPSI is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student is limited to that designated as directory information. Directory information includes name, address, telephone number, year and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student.

Tuition and Fees

The National Protective Services Institute is not accredited. Therefore, the rates can be substantially lower than they will be once accreditation is approved. However, it also means that we are currently unable to accept most government financial aid, the Montgomery GI Bill, and some corporate tuition assistance. Understand, low tuition and fees are not an indication of quality of the program or the expected quality of academic performance. The curriculum will remain substantially the same once the program is started, but changes will be made in accordance with accreditation agency requests. The changes in curriculum may be required by all students, past or present, in order to receive college credit for completing the approved program, in accordance with the accreditation agency.

In addition to admissions application and other general fees, the tuition is \$33 per credit hour. Once accredited, tuition will increase. Transferred hours or credit-by-examination hours are \$10.00 per credit hour assessed.

| | |
|--|----------|
| Application Fee (non-refundable) | \$50.00 |
| Copy of Academic Record (Transcript) | \$5.00 |
| Certificate of Completion | \$10.00 |
| Diploma | \$10.00 |
| Identification Card Fee | \$10.00 |
| Library Services Fee | \$25.00 |
| Returned Check Fee | \$25.00 |
| Late Registration Fee | \$25.00 |
| Refund Processing Fee | \$25.00 |
| Transfer Credit Assessment, per credit hour | \$10.00 |
| Residential Colloquial Fee (Force Options) | \$500.00 |
| Residential Colloquial Fee (Personal Protection) | \$500.00 |
| Tuition per Semester Hour | \$33.00 |

Financial Aid

Financial aid may be available through your company or other private sources. Until the NPSI is accredited, we are unable to accept most forms of financial aid such as G.I. Bill and other government grants or loans.

However, some government agencies do provide financial aid in the form of tuition assistance, loans, or grants to employees even if the program is not accredited. NPSI is authorized to accept the Department of Veterans Affairs Vocational Rehabilitation and Employment VetSuccess Program payments.

The National Protective Services Institute does have a student loan program. Please contact the Admissions and Records Office for more information.

Academic Policies

Instructional Philosophy

The National Protective Services Institute (NPSI) believes all people should have the opportunity to develop skills and knowledge to increase their ability to perform their jobs. Resources permitting, and as long as the standards are maintained, instruction shall be adapted to the individual student needs. This principle applies to flexibility in instructional strategies while maintaining high academic standards.

Integrity Policy

Academic integrity is the foundation for success. Breaches of this integrity constitute serious offenses against both the academic community and the profession. Only through a recognized partnership among students, staff members, and faculty members will the Institute be able to maintain the commitment to integrity. Students, staff members, and faculty members should adhere to the following guideline:

“I will not lie, cheat, or steal, and will not tolerate those who do.”

Students, staff members, and faculty members are responsible for understanding these basic principles of integrity, and integrating them fully in everything we do. All are encouraged to report violations of integrity to the faculty member teaching the course in which the violation is alleged to have occurred. A direct link to the Academic Dean is always maintained.

Violations may include, but are not limited to: cheating, fabrication of information, falsification of information, plagiarism, and facilitating violations of academic integrity. The instructor of the course will make the determination of student's grade and status in a course. Depending on the severity of the breach, the student may receive an “F”, be withdrawn from the course, or be expelled from the Institute.

Grading System, Semester-Credit

The following grading system is used at the NPSI:

| Grade | Interpretation | Grade Points Per Semester Credit Hour |
|--------------|-----------------------|--|
| A | Excellent | 4 |
| B | Good | 3 |
| C | Satisfactory | 2 |
| D | Minimum Passing | 1 (Unsatisfactory and may not be transferred or used as a pre-requisite) |
| F | Failing | 0 |
| I | Incomplete | Not Computed |
| P/F | Pass/Fail | Not Computed |
| W | Withdrew | Not Computed |
| CR | Transfer Credit | Computed in overall GPA only |
| AU | Audit | Not Computed |

The grade point average is calculated by dividing the number of credit hours into the total grade points.

*Pass/Fail: A passing grade is defined as the equivalent of a C grade or better. A grade of P (passing) achieved in a course under a pass/fail option will not be used in calculating cumulative GPA. A grade of F (failing) received in a course taken under a pass/fail option will be used in calculating GPA. The Pass/Fail grade option

is only applicable to a limited group of practicum courses. Speak to an advisor for information about this grade option.

Student Course Load, Semester-Credit Programs

Standard Semester (16 weeks): A full-time student is defined as a student who registers for 12 or more credit hours in the same academic semester. Students may not take more than 15 credit hours without obtaining written permission from the Dean or designated representative.

Flex Semester (8 weeks): A full-time student is defined as a student who registers for 6 credit hours in the same academic semester. Students may not take more than 6 credit hours without obtaining written permission from the Dean or designated representative.

Good Standing and acceptable Academic Progress, Semester-Credit Programs, and Grade Point Average

Good Standing

Good standing is the maintenance of a cumulative grade point average (GPA) of 2.00 or better (on the 4.00 scale used at NPSI). A 2.00 GPA is the same as a C average. Students must have a cumulative GPA of 2.00 or better in order to graduate from any certificate or degree program. In calculating a student's cumulative GPA, all coursework attempted at NPSI for which a grade of A, B, C, D, or F was awarded is considered. The student's permanent record shall reflect a grade point average based on all credit work taken at the NPSI. Furthermore, in a pass/fail evaluation, a "pass" must be achieved. A "fail" is calculated as an "F".

Incomplete Grades

An instructor may award a grade of I (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. The completion date is determined by the instructor, but the class must be completed by the last day of the following academic term.

Consideration shall be given to course load, job, and family obligations when carrying an I into a new semester for completion. An I that is not resolved by the deadline will automatically be converted to an F. In extreme cases (such as physical or vocational limitations resulting in the inability to perform work during the period), students may receive permission to carry an I for longer than the following semester or session deadline. Approval must come from the Dean.

Repeating Courses

All grades for repeated courses appear on the transcript. An asterisk (*) by a course grade on the student's transcript indicates that the course was repeated. When courses are repeated, only the highest grade earned will be used in calculating the grade point average.

Academic Standards of Progress

The Institute maintains a system for monitoring academic progress to identify students experiencing academic difficulty. The Institute will intervene in a student's academic life when circumstances warrant. The NPSI may limit enrollment and course selection, or may employ additional interventions that foster and encourage academic success. Assessment begins after the student attempts six credit hours.

Note: Students receiving financial aid also must comply with the Satisfactory Academic Progress Policy for Financial Aid Recipients.

The Institute's academic standings and interventions are:

1. **Good Standing:** Cumulative 2.0 GPA or greater and cumulative 50 percent or higher course completion rate. *Intervention: None*
2. **Early Alert:** Students who do not meet a cumulative 2.0 GPA or a cumulative 50 percent course completion rate any time after attempting six credit hours. *Intervention: Students are notified of their academic standing and directed to meet with an advisor.*
3. **Warning:** Early alert moves to Warning when students do not meet the cumulative 2.0 GPA or cumulative 50 percent course completion rate during the subsequent term of enrollment. Students must follow the requirements of a performance improvement plan and will remain on Warning until the term GPA is 2.0 or greater and the term completion rate is 50 percent or higher. *Intervention: Registration hold applied. Students must meet with an advisor and develop a plan for improvement in order to register.*
4. **Suspension:** Warning moves to Suspension when students on Warning do not meet the standard of a term 2.0 GPA or term 50 percent course completion rate during the subsequent term of enrollment. Students are suspended for the following term. *Intervention: Registration hold applied. Students are notified that they are suspended and may enroll in no more than 6 credit hours with instructor approval prior to the start of class, for the indicated period. Students may not register for more classes with "Incompletes".*
5. **Probation:** Suspension moves to Probation after the Suspension period. Students will remain on Probation as long as the term GPA is 2.0 or greater and the term course completion rate is 50 percent or higher. Students not meeting term requirements will be suspended for the following term. A student's academic status returns to good standing once the student completes a full term with a GPA of 2.0 or greater and the term course completion rate is 50 percent or higher. *Intervention: Registration hold applied. Students are notified they must continue to meet with an advisor to develop and follow a plan for improvement and to register for courses.*
6. **Review:** Students may contact an advisor to request a review of their status at any time.

Note: A student's academic status returns to good standing at any point that the student meets the cumulative 2.0 GPA and 50 percent completion rate standard.

Procedures to Resolve Grade Disputes

All course grades are awarded by the instructor of record at the end of the term. At the beginning of the course, your instructor will inform you of course requirements and grading policies. Your instructor shall exercise professional judgment in the application of those policies and the awarding of grades. All grades are final except in the case of college error.

Resolving disputes about a grading policy and/or a specific assignment grade

If you have a question about a grading policy and/or a specific assignment grade, you must raise your question **while enrolled in the course**. Meet with your instructor and discuss your questions or objections. Document in writing what you discuss and the outcome of that discussion in case you later request a formal "Review of Final Course Grade."

If you are unable to resolve your questions or objections with your instructor, make an appointment with the Department Chair to discuss the matter or, if the instructor is the Department Chair, with the Dean. If you need help locating the Department Chair or Dean, contact the Institute, or refer to the website at www.npsionline.net.

Resolving disputes about final course grades

If you have questions about your final course grade, you must contact your instructor **by the beginning of the following term** after the grade was awarded. If you cannot contact the instructor, contact the Department Chair. If the Department Chair is also the instructor who awarded the grade, contact the Dean. If the grade awarded was not the grade your instructor intended, a grade change will be initiated. If the grade awarded was the grade your instructor intended, but you believe there was an error, you may request a formal “Review of Final Course Grade.”

Formal ‘Review of Final Course Grade’

1. A request for a formal “Review of Final Course Grade” may be submitted only if a student is unable to resolve the dispute either with the course instructor or with the assistance of the Department Chair. Students are encouraged to make an appointment with a NPSI advisor to discuss the process before preparing a formal request. The advisor will help you prepare your request.
2. In order to begin a review of final course grade, you must submit your written request including evidence of Institute error and relevant supporting documentation to the Department Chair **by the beginning of the following term** after the grade was awarded. The Department Chair will forward your request to the Dean who oversees that department. Late requests or deadline extensions will be approved only if there are documented extenuating circumstances. Ensure you received a receipt of submission.
3. The Dean will give your instructor a copy of your written request and ask the instructor to provide a written response. The Dean will give you a copy of the instructor’s written statement. If the instructor is unavailable, the Dean, in consultation with the Department Chair, will give you a written statement containing all relevant information available to them. During the review, the instructor or Dean may choose to change the grade, or you may withdraw your request for review. If neither of these occurs, the Dean shall appoint a three member faculty Grade Review Committee to consider the request.
4. The Grade Review Committee will consist of three members, including a required representative outside the discipline. None of your current instructors, at the time the committee meets, will be on the committee. If possible, one of the committee members will be an adjunct faculty in the discipline. The committee members will determine the steps they take in reviewing your request. There is no requirement for you to appear before the committee, but you may request to do so. You will not be present when the committee considers your request. You may choose one of the members.
5. The Grade Review Committee shall meet in private to protect the confidentiality of all student records. Only committee members are present during committee deliberations. The Dean will explain the committee’s decision in writing to you, your instructor, and the Department Chair. The committee’s decision is final. If the decision requires a grade change, the Department Chair will initiate the paperwork to make the grade change.

Course Withdrawals

Students who are unable to complete a course, for whatever reason, must submit an official withdrawal request form to Admissions and Records before the withdrawal deadlines published in the academic calendar.

Discontinuance of class attendance or notice to the instructor does not constitute authorized withdrawal. Students who fail to officially withdraw from a course are at risk of receiving a grade of F for the course. Withdrawal courses appear on the student's record with a grade of W.

Note: Withdrawing from a course may affect financial aid, veterans' benefits, international student status, or academic standing. Students are urged to consult with their instructor or an advisor before making schedule changes.

Instructor-Initiated Withdrawal

A student who is not in compliance with course policies or meeting course objectives in the syllabus may be withdrawn from the course at the discretion of the instructor. Examples include blatant disregard for class discussion policies, such as the use of profanity and/or unprofessional/degrading commentary, and academic integrity violations (in accordance with the academic integrity policy). When the instructor withdraws a student, written notice will be sent via certified letter by the Institute to the last known address of the student as recorded in the student's permanent file. As an alternate, the Institute may send notice via e-mail with "read receipt".

Appealing an Instructor-Initiated Withdrawal

A student may appeal an instructor-initiated course withdrawal in writing immediately upon notification by the instructor, within ten business days after postmark, or within five business days after e-mail read receipt, of the college notice of withdrawal.

The written appeal shall be made initially to the course instructor, who will respond in writing within five business days. The student may appeal the instructor's decision within five business days to the appropriate Department Chair, then the Dean, whose decision will be final.

The student may attend class, submit assignments, and take tests for grading through the final disposition of the appeal unless there are established course or program guidelines that would prohibit the student from returning to class.

Obligations to the Institute

Until all obligations to the Institute are met, students may be barred from future registration, not be allowed to graduate, and/or be administratively withdrawn from class. The Institute is authorized to place "holds" on student records under the following conditions, which include but are not limited to:

- Unpaid debt to the Institute
 - Failure to make good a returned check
 - Failure to make payment on a promissory note or financial aid overpayment
 - Ineligibility for aid for which student is registered; overdue loan; failure to complete files
 - Failure to compensate for destruction of, or damage to, Institute property, equipment or supplies
 - Charge back of tuition and fees which were charged to a credit card
 - Failure to pay for training materials used by the student
- Failure to return material or pay fines for issued, lost, damaged, or overdue materials from the NPSI libraries or from any agency/institution with which NPSI has a written agreement
- Failure to file required documents; enrolling under false pretenses
- Failure to meet assessment requirement

- Address correction

Auditing Courses

Students who wish to audit a course (register for and participate in a course without receiving academic credit) must indicate such at the time of registration. Registration is subject to availability of space. Admissions requirements and all other rules and regulations of the Institute apply to the auditing student. Tuition and fees for auditing are the same as those rates charged to students enrolled for credit. Early College Start students may not use the tuition and fee waiver to audit classes. A Certificate of Completion will be provided to students auditing a course. Audited courses are not eligible to receive course credit towards the academic certificate programs or academic degree programs at any time.

Communications

Any and all written communications between the NPSI and students are the property of the NPSI and may be included in official records. E-mail with read receipts are equivalent to certified U.S. Mail correspondence.

Graduation

The NPSI holds annual commencement exercises in June of each year, however, recognition for graduating students will be made at the end of each term. Students must satisfy 7 requirements in order to graduate:

1. Fulfill all obligations to the Institute, including the submission of official transcripts from each institution attended and full payment of fees owed
2. Request an evaluation of transcripts and military credit before the term in which they plan to graduate
3. Complete all courses listed in the official degree plan
4. Complete all core curriculum and general education requirements
5. Maintain a grade point average of 2.00 on a 4.00 scale for all coursework (both transfer and NPSI) used to satisfy degree plan requirements
6. Complete at least 25 percent of the semester credit hours used in the degree plan at NPSI. Note: Hours are to be satisfied by attending classes; credit by exam or other nonattendance credit is excluded.
7. Apply for graduation before the term in which they plan to graduate

Students who meet these requirements must complete the Graduation Application and submit it to the Admissions and Records Office before the first day of classes of the term in which they plan to graduate. Applicants for graduation will be notified of their status by mail. Graduates are encouraged to participate in NPSI's annual commencement exercises held in June of each year. If not participating in commencement exercises, the diploma will be mailed to the address on file with the Admissions and Records Office.

Catalog in Effect

Students may graduate under the terms of the catalog in effect when they entered the National Protective Services Institute or any subsequent catalog under which they attended, provided: A) said catalog is not more than 5 years old, and B) the student's particular degree or certificate plan has not been discontinued by the Institute. Students with majors that are discontinued will be allowed two years in which to complete such plans before the official deactivation of the affected instructional program. If two years is exceeded, some credit may not transfer directly to another degree program, but may be used for elective credit. Students needing more information about this policy should contact an academic advisor.

Scholastic Academic Honors and Achievement Awards

The Institute recognizes students' scholastic achievement at the completion of term.

Academic honors are awarded only for terms in which the student is full-time, and maintains a 4.0 GPA. They will be listed on the term "Honor Roll." Graduates with a cumulative GPA of 3.75 or higher will receive a notation on their transcripts and diploma as having "Graduated with Honors."

Transcripts

Official transcripts are issued when requested. The transcript fee (see fees) per copy is due in advance. Checks shall be made payable to NPSI. During peak periods including commencement and registration, transcripts should be requested at least two weeks in advance.

Student must make all transcript requests in writing. Requests by persons other than the student will not be honored without the student's personal signature and a copy of a valid photo ID (Family Educational Rights and Privacy Act of 1974).

The Student ID number is required to properly identify the student's file. All financial and other obligations to the Institute must be cleared before transcripts can be released. Continuing Education students may obtain their transcripts and duplicate certificates from the Continuing Education Division.

Faculty

All faculty members shall hold a Master's degree and professional certification (CPP, PSP, PCI, etc.), a professional degree (such as J.D. or M.D.), or a Doctoral degree. All such degrees shall be from an accredited institution recognized by the U.S. Department of Education. Professional certifications must be related to the area of instruction. This may be temporarily waived until accreditation application, however, a justifiable need must be presented, and the faculty member must be actively seeking the appropriate level of degree or certification.

Textbooks and Study Materials

Study materials and textbooks are available through most online and large corporate booksellers (Amazon.com, Borders, Barnes and Noble, Books-a-Million, etc.), through the American Society for Industrial Security bookstore (<http://www.asisonline.org>), or through our in-house bookstore at www.NPSIonline.com.

Course Registration

Courses are offered throughout the year, as listed in this catalog, and online. Information about current course offerings is published in this catalog and at www.NPSIonline.net. Individual courses may be taken without enrolling in a certificate or degree program. Any pre-requisites must be met, and the student must be eligible for enrollment. Course registrations are accepted any time prior to the start of the term, however, space is limited and registrations are accepted on a first come, first served basis. Current students have priority registration.

Academic Advising

Advisors are available by appointment to assist students in determining admissions, appropriate programs of study, appropriate course loads, and transferable courses.

Credit Transfer Policy

Credit may be awarded for courses transferred from an institution accredited by an agency recognized by the US Department of Education and the Texas Higher Education Coordinating Board. The transferred course credit must be equivalent to the NPSI instruction, apply directly to the intended program, and the student must have achieved a grade of "C" or better. Transfer credit grades will not be calculated in the Institutional grade point average. Credit may only be applied once per course.

Transfer credit for examination may be awarded through the College Level Examination Program (CLEP), the College Board Advanced Placement (AP) with a minimum passing score (described below), to military members (active, reserve, or retired) with appropriate courses receiving ACE credit recommendations, or through the Defense Activity for Non-Traditional Education Support (DANTES) Examination .

Credit from transferred programs may not exceed 30 credit hours. The credit is validated and an official transcript issued only upon completion of regular coursework at NPSI. Students may receive no more than three credit hours of CLEP credit for the six (semester) credit hour Texas Legislative requirement for American Government. This transfer policy applies to both Certificate programs and, once available, to degree programs as well.

CLEP (College Level Examination Program)

Students of the NPSI who request credit through CLEP must have official test scores sent directly to:

National Protective Services Institute
Admissions and Records Office
P.O. Box 782016
San Antonio, TX 78278

CLEP scores can be obtained by contacting:

Educational Testing Service
P.O. Box 6666
Princeton, NJ 08543-6923
www.collegeboard.com
(800) 257-9558

For each score at or above the listed minimum, appropriate credit will be recorded on the Request for Credit Form. After credit is recorded on the request form, both the student and the Admissions and Records staff member must sign the form. Credit is recorded on the student's NPSI transcript after the student has completed at least one academic course at NPSI.

CLEP exams are given at various educational institutions throughout the United States. Contact a local institution to determine where these tests may be given. CLEP fees vary between \$75 and \$125. Minimum acceptable score for CLEP exams to transfer is 50 or better.

CLEP credit will be granted for the courses listed below:

- Humanities
- Principles of Accounting
- American Government
- American History to 1877
- American History 1865 to Present
- American Literature
- Introductory Business Law

- Principles of Business Management
- Calculus
- General Chemistry
- College Algebra
- College French
- College German
- College Spanish
- English Literature
- Freshman College Composition (w/essay)
- Human Growth and Development
- Information Systems and Computer Applications
- Introductory Macroeconomics
- Principles of Microeconomics
- Principles of Marketing
- Pre-calculus
- Introductory Psychology
- Introductory Sociology
- Western Civilization to 1648
- Western Civilization from 1648 to Present

AP (Advanced Placement)

Students requesting credit through the College Board Advanced Placement Program (AP) must complete at least one academic course at NPSI before appropriate credit is posted on their NPSI academic record. Test scores must be sent directly to:

National Protective Services Institute
Admissions and Records Office
P O Box 782016
San Antonio, TX 78278

Scores can be obtained by contacting:

AP Exams
P.O. Box 6671
Princeton, N.J. 08541-6671
www.collegeboard.com
(888) 308-0013

For each score at or above "3", the appropriate credit will be recorded on the Request for Credit Form. After the credit is recorded on the Request Form, both the student and the Admissions and Records staff member sign the form. A letter grade (A, B, C, D, or F) is not assigned. The credit is designated as "CR" (credit) on the NPSI transcript. AP credit might not transfer from NPSI to other institutions.

Advanced placement credit is granted for the courses listed below:

- American Government
- Calculus (AB Exam)
- Calculus (BC Exam)
- Statistics
- Computer Science (A Exam)
- Computer Science (B Exam)
- English (Language and Composition)
- English (Literature and Composition)
- Foreign Language (Any)

Credit for Military Courses

The NPSI will evaluate courses completed in the Armed Forces, USAFI and DANTEs, based on credit recommendation in the American Council on Education reference *Guide to Evaluation of Educational Experiences in the Armed Services*. Students who have served on active duty in the

military for a period of at least 1 year may receive credit for 3 hours of Kinesiology (elective credit).

Credit for Other Courses

Other courses which have been evaluated by accrediting agencies may be accepted on a case by case basis. For example, the NPSI will accept credit earned through the Emergency Management Institute of the Federal Emergency Management Agency, as well as the National Fire Academy of the U.S. Fire Administration.

Academic Programs

Although the National Protective Services Institute (NPSI) is currently offering only two levels of academic achievement, future plans include providing four levels of academic achievement. First, a Certificate (in Security Operations or Anti-Terrorism), is awarded after the student successfully completes thirty (30) credit hours of academic and/or practical requirements. Second, an Advanced Certificate in Security Management, would be awarded after the student successfully completes sixty (60) credit hours of discipline-specific academic and/or practical requirements. The third level, an Associate of Arts Degree (in either Security Operations or Anti-Terrorism Operations) will be awarded after the student completes an additional thirty (30) credit hours of general education requirements for a total of sixty (60) credit hours. And the fourth level will be a Bachelor of Arts Degree in Security Management awarded after the student completes an additional sixty (60) credit hours of general education requirements for a total of one hundred and twenty (120) credit hours. Both of the academic degrees will provide for the opportunity to have elective classes as well. Long-term plans include offering additional Associate and Bachelor degrees in Criminal Justice, Homeland Security, Emergency Program Management, and Emergency Medical Services.

Certificate Programs

The NPSI currently provides only two levels of achievement. These include a Certificate Program in either Security Operations, Personal Protection Operations, Anti-Terrorism Operations, and an Advanced Certificate Program in Security Management. The first three Certificates (Security Operations, Personal Protection Operations, and Anti-Terrorism Operations) are awarded after the student successfully completes thirty (30) credit hours of academic requirements (one credit hour is equivalent to a collegiate semester hour) and the Advanced Certificate (Security Management) is awarded after the student completes sixty (60) credit hours of academic requirements.

The curricula are as follows:

Certificate in Security Operations Program (30 Credit hours)

Thirty (30) credit hours of academic studies and practical skills

- (3 hours) Introduction to Security
- (3 hours) Introduction to Terrorism
- (3 hours) Security and the Law
- (3 hours) Physical Security
- (3 hours) Security Supervision
- (3 hours) Investigations
- (3 hours) Force Options/Use of Force
- (3 hours) Emergency Planning and Response
- (3 hours) Threat and Vulnerability Assessments
- (3 hours) Personal Protection Operations

Certificate in Personal Protection Operations Program (30 Credit hours)

Thirty (30) credit hours of academic studies and practical skills

- (3 hours) Introduction to Security
- (3 hours) Introduction to Terrorism
- (3 hours) Security and the Law
- (3 hours) Physical Security
- (3 hours) Protective Intelligence
- (3 hours) Emergency Medicine
- (3 hours) Force Options/Use of Force
- (3 hours) WMD and Hazardous Materials
- (3 hours) Personal Protection Case Studies
- (3 hours) Personal Protection Operations

Certificate in Anti-Terrorism Operations Program (30 Credit hours)

Thirty (30) credit hours of academic studies

- (3 hours) Introduction to Terrorism
- (3 hours) Terrorist Incident Case Studies
- (3 hours) Homeland Security
- (3 hours) Physical Security
- (3 hours) Emergency Planning and Response
- (3 hours) WMD and Hazardous Materials
- (3 hours) Domestic Terrorism
- (3 hours) International Terrorism
- (3 hours) Threat and Vulnerability Assessments
- (3 hours) Issues in Terrorism

Advanced Certificate in Security Management (60 Credit Hours)

Sixty (60) credit hours of academic studies

- (3 hours) Introduction to Security
- (3 hours) Retail Security
- (3 hours) Security and the Law
- (3 hours) Physical Security
- (3 hours) Personnel Security
- (3 hours) Security Supervision
- (3 hours) Security Management
- (3 hours) Investigations
- (3 hours) Information Systems Security
- (3 hours) Terrorist Incident Case Studies
- (3 hours) Homeland Security
- (3 hours) WMD and Hazardous Materials
- (3 hours) Domestic Terrorism
- (3 hours) International Terrorism
- (3 hours) Force Options/Use of Force
- (3 hours) Emergency Planning and Response
- (3 hours) Threat and Vulnerability Assessments
- (3 hours) Personal Protection Operations

(3 hours) Issues in Terrorism

(3 hours) Issues in Security Management

Future Programs

Note: All general education core requirements must be completed at a regionally or nationally accredited academic institution, through the successful passing of a CLEP, DANTES or AP examination, or through ACE recommended credit for military courses. (The NPSI does not provide instruction for any of the general education requirements.)

Associate of Arts Degree Program (60 Credit hours)

Once the NPSI is granted the ability to do so, it will also award the Associate of Arts Degree in either Security Operations, Personal Protection Operations, or Anti-Terrorism. This will be awarded after the student completes thirty (30) credit hours of general education requirements and thirty (30) credit hours of academic program-specific requirements, for a total of sixty (60) credit hours.

The proposed curricula are as follows:

Thirty (30) credit hours of general requirements plus thirty (30) credit hours of academic Security Operations or Anti-Terrorism study

General Education Core Requirements (30 hours):

- (3 hours) English Composition
 - (3 hours) Humanities
 - (6 hours) American Government
 - (3 hours) Math
 - (3 hours) Science
 - (12 hours) Electives from NPSI or accredited institution
- AND

Academic Security Operations Study (30 hours):

- (3 hours) Introduction to Security
- (3 hours) Introduction to Terrorism
- (3 hours) Security and the Law
- (3 hours) Physical Security
- (3 hours) Security Supervision
- (3 hours) Investigations
- (3 hours) Force Options/Use of Force
- (3 hours) Ethics and Professionalism
- (3 hours) Emergency Planning and Response
- (3 hours) Threat and Vulnerability Assessments

OR

Academic Personal Protection Operations Study (30 hours):

- (3 hours) Introduction to Security
- (3 hours) Introduction to Terrorism
- (3 hours) Security and the Law
- (3 hours) Physical Security
- (3 hours) Protective Intelligence
- (3 hours) Emergency Medicine
- (3 hours) Force Options/Use of Force
- (3 hours) WMD and Hazardous Materials
- (3 hours) Threat and Vulnerability Assessments

(3 hours) Personal Protection Operations
OR

Academic Anti-Terrorism Study (30 hours):

(3 hours) Introduction to Terrorism
(3 hours) Terrorist Incident Case Studies
(3 hours) Homeland Security
(3 hours) Physical Security
(3 hours) Emergency Planning
(3 hours) WMD and Hazardous Materials
(3 hours) Domestic Terrorism
(3 hours) International Terrorism
(3 hours) Threat and Vulnerability Assessments
(3 hours) Issues in Terrorism

Bachelor of Arts Degree Program (120 Credit hours)

Once the NPSI is granted the ability to do so, it will also award the Bachelor of Arts Degree in Security Management. This would be awarded after the student completes sixty (60) credit hours of general education requirements and sixty (60) credit hours of academic program-specific requirements, for a total of one hundred and twenty (120) credit hours.

The proposed curricula are as follows:

Sixty (60) semester hours of general core requirements plus sixty (60) semester hours of academic security study

General Education Core Requirements (60 hours):

(3 hours) English Composition
(3 hours) Literature (American or English)
(6 hours) Humanities
(6 hours) American Government
(6 hours) History (U.S. or World)
(3 hours) Psychology
(3 hours) Sociology
(3 hours) Math
(3 hours) Science
(3 hours) Business
(21 hours) Electives from NPSI or accredited institution

AND

(3 hours) Introduction to Security
(3 hours) Retail Security
(3 hours) Security and the Law
(3 hours) Physical Security
(3 hours) Personnel Security
(3 hours) Security Supervision
(3 hours) Security Management
(3 hours) Investigations
(3 hours) Information Systems Security
(3 hours) Terrorist Incident Case Studies

- (3 hours) Homeland Security
- (3 hours) WMD and Hazardous Materials
- (3 hours) Domestic Terrorism
- (3 hours) International Terrorism
- (3 hours) Force Options/Use of Force
- (3 hours) Emergency Planning and Response
- (3 hours) Threat and Vulnerability Assessments
- (3 hours) Personal Protection Operations
- (3 hours) Issues in Terrorism
- (3 hours) Issues in Security Management

Course Descriptions

General Education Requirements: All of these requirements must be fulfilled through a regionally or nationally accredited institution, or may be tested out of through the College Level Examination Program (CLEP), the Defense Activity for Non-Traditional Education Support (DANTES), or College Board Advanced Placement Examination. Most general education requirements can be completed through one of these accredited examination programs. For additional information on the feasibility of testing out of the general educational requirements, please see: <http://distancelearn.about.com/od/nontraditionalcredit/a/TestOut.htm>

The following core courses must be completed through the National Protective Services Institute or transferred from a regionally or nationally accredited institution:

SEC 101: Introduction to Security (3 hours) - This course provides an overview of general security principles to include history of the security profession, physical security, personnel security, information security, loss prevention and protection of assets.

SEC 102: Introduction to Terrorism (3 hours) - This course provides an overview of the motivation and tactics of terrorist and extremist groups, to include training, methodology, and historical case studies. This course lays the foundation for the student to take further terrorism-related courses.

SEC 201: Security and the Law (3 hours) - This course provides an overview of important legal issues as they relate to criminal and civil law, to include the study of relevant cases influencing professional security management and operations, as well as touching on ethics and professionalism issues affecting the industry.

SEC 202: Physical Security (3 hours) - This course discusses the elements of physical security, to include threats, access control technologies, asset protection, surveys, Crime Prevention Through Environmental Design, blast mitigation, alarm systems, Controlled Circuit Television, security design, and other associated elements.

SEC 203: Information Systems Security (3 hours) - This course primarily focuses on an introduction to computer crimes and computer security. Discusses vulnerabilities and mitigation methods, as well as basic technical insight into methods used by criminals. Additionally, this course discusses the importance of security information and how criminals and gather information to plan attacks, both on information systems as well as physical assets.

SEC 204: Personnel Security (3 hours) - This course focuses on the competencies required to properly validate personnel. Includes initial hiring and interview processes, conducting background checks, suitability factors, information analysis, and other aspects related to validate personnel to work in different types of environments.

SEC 205: Retail Security (3 hours) - This course focuses on retail loss prevention, to include internal and external threats related to shrinkage. Examines shoplifting, fraud, employee dishonesty, supply chain irregularities, and insurance claims.

SEC 206: Homeland Security (3 hours) - This course explores the national security mission as a whole, to include participation by federal agencies as well as private organizations and resources necessary to defend the United States.

SEC 207: WMD and Hazardous Materials (3 hours) - This course provides an overview of Weapons of Mass Destruction, to include, Chemical, Biological, Radiological, Nuclear and Explosives threats, and industrial Hazardous Materials. The purpose of the course is to gain a basic understanding of the threat as well as various responses to prevent, prepare, and respond to threat.

SEC 208: Investigations (3 hours) - This course serves as an introduction to the investigative function, to include comparison of law enforcement and private investigations. Discusses investigative techniques employed for both criminal and civil investigations.

SEC 209: Protective Intelligence (3 hours) - This course presents methods to identify, investigate, and analyze threats to principals. Includes protective threat and vulnerability assessments and advance work.

SEC 210: Emergency Medicine (3 hours) - This course trains and certifies the student as a medical first responder. Some topic areas include airway management, patient assessment, medical emergencies, trauma emergencies, and much more. Credit may be awarded for a recognized course equivalent to the Medical First Responder or higher.

SEC 301: Security Supervision (3 hours) - This course focuses on the supervisory aspects of running a security operation. Includes hiring practices, training, personnel evaluation, personnel motivation, complaint handling, daily operations, and other common competencies. Prerequisite: Introduction to Security

SEC 302: Ethics and Professionalism (3 hours) - This course discusses the concepts and principles of ethics and professionalism in the security field, to include responsibilities associated with front-line security operations as well as managerial challenges.

SEC 303: Force Options/Use of Force (3 hours) - This class focuses on lethal (handgun and shotgun) and less-lethal force options (unarmed defensive tactics, expandable baton, pepper spray, and TASER®) training. Includes classroom and hands-on training, with a required one-week residential colloquia.

SEC 304: Emergency Planning and Response (3 hours) - This course discusses planning for emergencies using an all-hazards approach, as well as responding to emergencies.

SEC 305: Threat and Vulnerability Assessments (3 hours) - This course discusses the processes involved in conducting threat and vulnerability assessments. Includes determining and

categorizing threats from an all-hazards approach, as well as using various tools and techniques to determine security and other vulnerabilities.

SEC 306: Personal Protection Operations (3 hours) - This course focuses on personal protection operations, also known as executive protection, dignitary protection, VIP protection, bodyguarding, and other terms. Includes classroom and hands-on training, with a required one-week residential colloquia.

SEC 307: Domestic Terrorism (3 hours) - This course discusses terrorist activities in the United States, to include general history, motivations, groups, capabilities, and current threats. Purpose of course is to gain an understanding of the threat of domestic terrorism within the United States. Prerequisite: Introduction to Terrorism

SEC 308: International Terrorism (3 hours) - This course discusses international terrorist activities, to include general history, motivations, groups, capabilities, and current threats. Purpose of the course is to gain an understanding of the threat of the international terrorism. Prerequisite: Introduction to Terrorism

SEC 309: Terrorist Incident Case Studies (3 hours) - Course discusses multiple actual terrorism incident case studies to gain a better understanding of what happened, how it happened, and lessons learned. Purpose of course is to use lessons learned from actual case studies to better prevent and/or mitigate potential future similar incidents. Prerequisite: Introduction to Terrorism

SEC 310: Issues in Terrorism (3 hours) - This course addresses current issues in terrorism, including threats, policies, strategies, and news reporting. Prerequisite: Introduction to Terrorism

SEC 311: Business Continuity Operations (3 hours) - This course discusses planning and response for continuity of business operations after an emergency. Purpose of the course is to understand the elements of planning for disaster recovery.

SEC 401: Security Management (3 hours) - This course describes the organization, management, and administration of the security function. Includes basic management techniques applicable to security organizations, education, training, contracting, and other management-specific information. Prerequisite: Security Supervision

SEC 402: Issues in Security Management (3 hours) - This course addresses current issues in security management, including policies, strategies, and news reporting. Prerequisite: Introduction to Security

Residential Colloquia- Two one-week residential requirements during which time and hands-on skills will be demonstrated, in-person academic examinations will be administered and other residential requirements will be met. Credit will automatically be awarded to full-time residential students.

Academic Calendar

Academic Calendar 2011

SPRING SEMESTER (January 18 – May 13)

| | |
|---------------------------------|-------------------------------------|
| Registration | August 23, 2010 – December 31, 2010 |
| Full payment deadline | January 18 |
| Late Registration | January 3, 2010 – January 18 |
| Last day to request full refund | January 14 |
| Classes begin | January 18 |
| Last day to request half refund | January 28 |
| Spring Break | March 14 - 18 |
| Classes end | May 6 |
| Final Exams | May 9 – 13 |
| Spring Semester Ends | May 13 |

SPRING FLEX 1 (January 18 – March 11)

| | |
|---------------------------------|-----------------------------|
| Registration | August 23, 2010 – January 3 |
| Full payment deadline | January 18 |
| Late Registration | January 3 – January 18 |
| Last day to request full refund | January 14 |
| Classes begin | January 18 |
| Last day to request half refund | January 28 |
| Classes end | March 8 |
| Final Exams | March 9 – 11 |
| Spring Flex 1 Ends | March 11 |

SPRING FLEX 2 (March 21 – May 13)

| | |
|---------------------------------|----------------------|
| Registration | January 18 – March 6 |
| Full payment deadline | March 21 |
| Late Registration | March 7 – March 21 |
| Last day to request full refund | March 18 |
| Classes begin | March 21 |
| Last day to request half refund | March 25 |
| Classes end | May 10 |
| Final Exams | May 11 – 13 |
| Spring Flex 2 Ends | May 13 |

SUMMER SEMESTER (June 6 – July 29)

| | |
|---------------------------------|-------------------|
| Registration | March 21 – May 29 |
| Full payment deadline | June 6 |
| Late Registration | May 30 – June 6 |
| Last day to request full refund | June 3 |
| Classes begin | June 6 |
| Last day to request half refund | June 10 |
| Classes end | July 26 |

| | |
|----------------------|-------------------|
| Final Exams | July 27 – July 29 |
| Summer Semester Ends | July 29 |

FALL SEMESTER (August 22 – December 16)

| | |
|---------------------------------|-------------------|
| Registration | June 6 – August 7 |
| Full payment deadline | August 22 |
| Late Registration | August 8 - 22 |
| Last day to request full refund | August 19 |
| Classes begin | August 22 |
| Last day to request half refund | September 2 |
| Spring Break | March 14 - 18 |
| Classes end | May 6 |
| Final Exams | May 9 – 13 |
| Spring Semester Ends | May 13 |

FALL FLEX 1 (August 22 – October 14)

| | |
|---------------------------------|-----------------------|
| Registration | June 6 – August 12 |
| Full payment deadline | August 22 |
| Late Registration | August 13 – August 22 |
| Last day to request full refund | August 19 |
| Classes begin | August 22 |
| Last day to request half refund | August 26 |
| Classes end | October 11 |
| Final Exams | October 12 - 14 |
| Fall Flex 1 Ends | October 14 |

FALL FLEX 2 (October 24 – December 16)

| | |
|---------------------------------|-------------------------|
| Registration | August 22 – October 14 |
| Full payment deadline | October 21 |
| Late Registration | October 15 – October 24 |
| Last day to request full refund | October 21 |
| Classes begin | October 24 |
| Last day to request half refund | October 28 |
| Classes end | December 13 |
| Final Exams | December 14 - 16 |
| Fall Flex 1 Ends | December 16 |



ACADEMIC CERTIFICATE PROGRAM WORKSHEET

Security Operations

In order to complete the Security Operations Academic Certificate Program, students must complete the following courses (30 hours):

- _____ (SEC 101) Introduction to Security (3 hours)
- _____ (SEC 102) Introduction to Terrorism (3 hours)
- _____ (SEC 201) Security and the Law (3 hours)
- _____ (SEC 202) Physical Security (3 hours)
- _____ (SEC 301) Security Supervision (3 hours)
- _____ (SEC 208) Investigations (3 hours)
- _____ (SEC 302) Ethics and Professionalism (3 hours)
- _____ (SEC 303) Force Options/Use of Force (includes residential colloquium) (3 hours)
- _____ (SEC 304) Emergency Planning and Response (3 hours)
- _____ (SEC 305) Threat and Vulnerability Assessments (3 hours)



ACADEMIC CERTIFICATE PROGRAM WORKSHEET

Personal Protection Operations

In order to complete the Personal Protection Operations Academic Certificate Program, students must complete the following courses (30 hours):

- _____ (SEC 101) Introduction to Security (3 hours)
- _____ (SEC 102) Introduction to Terrorism (3 hours)
- _____ (SEC 201) Security and the Law (3 hours)
- _____ (SEC 202) Physical Security (3 hours)
- _____ (SEC 207) WMD and Hazardous Materials (3 hours)
- _____ (SEC 209) Protective Intelligence (3 hours)
- _____ (SEC 210) Emergency Medicine (3 hours)
- _____ (SEC 303) Force Options/Use of Force (includes residential colloquium) (3 hours)
- _____ (SEC 305) Threat and Vulnerability Assessments (3 hours)
- _____ (SEC 306) Personal Protection Operations (includes residential colloquium) (3 hours)



ACADEMIC CERTIFICATE PROGRAM WORKSHEET

Anti-Terrorism Operations

In order to complete the Anti-Terrorism Operations Academic Certificate Program, students must complete the following courses (30 hours):

- _____ (SEC 102) Introduction to Terrorism (3 hours)
- _____ (SEC 202) Physical Security (3 hours)
- _____ (SEC 309) Terrorist Incident Case Studies (3 hours)
- _____ (SEC 206) Homeland Security (3 hours)
- _____ (SEC 207) WMD and Hazardous Materials (3 hours)
- _____ (SEC 304) Emergency Planning and Response (3 hours)
- _____ (SEC 307) Domestic Terrorism (3 hours)
- _____ (SEC 308) International Terrorism (3 hours)
- _____ (SEC 305) Threat and Vulnerability Assessments (3 hours)
- _____ (SEC 309) Terrorist Incident Case Studies (3 hours)
- _____ (SEC 310) Issues in Terrorism (3 hours)



ACADEMIC CERTIFICATE PROGRAM WORKSHEET

Security Management

In order to complete the Security Management Academic Certificate Program, students must complete the following courses (60 hours):

_____ (SEC 101) Introduction to Security (3 hours)

_____ (SEC 207) WMD and Hazardous Materials (3 hours)

_____ (SEC 205) Retail Security (3 hours)

_____ (SEC 307) Domestic Terrorism (3 hours)

_____ (SEC 201) Security and the Law (3 hours)

_____ (SEC 308) International Terrorism (3 hours)

_____ (SEC 202) Physical Security (3 hours)

_____ (SEC 303) Force Options/Use of Force (including residential colloquium) (3 hours)

_____ (SEC 204) Personnel Security (3 hours)

_____ (SEC 304) Emergency Planning and Response (3 hours)

_____ (SEC 301) Security Supervision (3 hours)

_____ (SEC 401) Security Management (3 hours)

_____ (SEC 305) Threat and Vulnerability Assessments (3 hours)

_____ (SEC 208) Investigations (3 hours)

_____ (SEC 306) Personal Protection Operations (including residential colloquium) (3 hours)

_____ (SEC 203) Information Systems Security (3 hours)

_____ (SEC 310) Issues in Terrorism (3 hours)

_____ (SEC 309) Terrorist Incident Case Studies (3 hours)

_____ (SEC 206) Homeland Security (3 hours)

_____ (SEC 402) Issues in Security Management (3 hours)

Training and Continuing Education

The National Protective Services Institute provides a variety of training to the general public, as well as initial and continuing education training to law enforcement agencies, licensed security agencies, military personnel, corporate security personnel, and others who can prove a justifiable need. Due to the sensitivity of some of the material involved, background checks will be conducted on all applicants for advanced protection training regardless of current duty status. All applicants must be able to show a valid need for attending many of our courses. Students applying for classes conducted by the Continuing Education Department are not required to seek admission to the Institute and may register per class. *Please check www.NPSOnline.com under "CEU Classes" for current offerings and prices.*

We have the capability to conduct many classes that are not listed. If you are interested in a particular class and do not see it listed, because ask us about availability. Continuing education credit can be provided for the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) for most of our courses: please ask for more information.

LAW ENFORCEMENT AND SECURITY COURSES

Level I Security Officer Training

This course and certification no longer exist in Texas.

Level II Security Officer Training (20 hours)

This course provides the Level II training and certification as required by the State of Texas.

Level III Security Officer Training (30 hours)

This course provides the Level III training and certification as required by the State of Texas, including both classroom and firearms range qualification. This is the certification required for all Commissioned Officers (Armed Security Officers). You need 150 rounds of handgun ammunition. If qualifying on the shotgun, you need 9 rounds of 00 Buck and 5 rounds of any lead bird shot. We prefer you bring the firearm(s) you will carry on duty, but we have firearms for rent.

Level III Security Officer Renewal/Recertification (10 hours)

This course provides the recertification as required by the State of Texas, for renewal of a Level III Security Officer Commission. You must pass the written exam. You need 150 rounds of handgun ammunition. If qualifying on the shotgun, you need 9 rounds of 00 Buck and 5 rounds of any lead bird shot. We prefer you bring the firearm(s) you will carry on duty, but we have firearms for rent.

Level IV Security Officer Training/Introduction to Protective Services (45 hours)

This course provides the Level IV training and certification as required by the State of Texas, plus much more. Please see the detailed description under the "Dignitary Protection" section below. This is the certification required for all Personal Protection Officers (PPO). You must have a current Texas Level III Security Officer Commission in order to become a state-certified Personal Protection Officer, however, you may attend the Level IV class prior to the Level III class if necessary.

Many law enforcement and security personnel are tasked with providing Executive/Dignitary/VIP/Witness Protection, but few have the necessary training to do so properly. Although this course substantially exceeds

the certification standards for the Texas Department of Public Safety Private Security Bureau Level IV Personal Protection Officer training, its main purpose is to introduce the participant to the necessary elements of the protective services field. This course is approximately 45 hours in length, and is taught in three consecutive days of 15 hours each (similar to a real protective assignment). The training days are long and demanding, both physically and mentally, however, the participant will receive much more extensive Level IV PPO training for approximately the same amount of money than that offered elsewhere. The graduate will also be much better prepared to actually provide personal protection services. This provides the certification required for all Personal Protection Officers (PPO). You must have a current Texas Level III Security Officer Commission in order to become a state-certified Personal Protection Officer, however, you may attend the Level IV class prior to the Level III class if necessary.

The general topics, subject to change, is as follows:

Basic Principles of Protective Services, Threat Profiles, Protocol/Etiquette, Command Post Operations, Protective Intelligence, Threat Assessments, Personal Security Vulnerability Assessments, Site Surveys, Advance Procedures, Introduction to Terrorism, Terrorist Operations, Detecting Terrorist Surveillance, Hostage/Kidnap Survival, Basic Anti-Terrorism/Evasive Driving, Weapons and Equipment, Improvised Explosive Devices/Searches, Defensive Tactics, OC/Pepper Spray, Legal Considerations, Walking Formations, Mounted/Dismounted Formations, Motorcade Operations, Protection Drills

As you can see, this course is covering a wide range of topics. As stated earlier, the purpose is introductory. Therefore, participants who may provide Executive/Dignitary/VIP/Witness Protection will be strongly encouraged to seek further training and qualifications specifically related to providing professional protection services. Our program is substantially different from our competitors, and we often have people from around the United States, and even the world, come to us for this class.

Protective Services Operations Course (PSOC) (105 hours)

This course is intended for personnel who may provide Executive/Dignitary/VIP/Witness Protection services to a variety of clients (governmental or private). Individuals are required to pass the test for Standard First Aid and CPR, as well as the handgun and shotgun qualification courses. In addition, all students should be prepared to experience the effects of OC spray. This course is extremely demanding both physically and mentally, however, upon graduation, the student will be qualified to serve as a member of a protection detail. This course may be conducted in either a 7-day or 8-day format.

The general itinerary, subject to change, is as follows:

Training Day 1

Welcome, Introduction to Protective Services/Basic Principles, Threat Profiles, Workplace Violence, Protocol/Etiquette, Command Post Operations, Protective Intelligence, Threat Assessments, Personal Security Vulnerability Assessments, Site Surveys/Assessments, Advance Procedures, Historical Case Studies

Training Day 2

International and Domestic Terrorism Overview, Terrorist Operations, Personal Protective Measures, Physical Security, Surveillance Detection, Hostage/Kidnap Survival, Simulated Detail Initial Briefing

Training Day 3

Weapons and Equipment (including training, checklists, etc.), Defensive Tactics, Expandable Baton, Walking Formations, Protection Drills

Training Day 4

Handgun Training/Qualification (Semi-Auto/Revolver), Shotgun Training/Qualification, Sub-Machine Gun Training/Familiarization, Common Small Arms Familiarization

Training Day 5

Improvised Explosive Devices/Chemical/Biological Weapons, Vehicle and Building Explosive Searches, Technical Surveillance Countermeasures, Protection Drills, OC Spray, Emergency Medical Techniques, Legal Considerations

Training Day 6

Vehicle Dynamics, Driving Skills, Motorcade Operations, Counter-Ambush Tactics, Case Studies, Protection Drills

Training Day 7

Comprehensive Written Examination, Simulated Protective Detail, Graduation

Certified Protection Officer Training (40 hours)

This course provides the training necessary to earn the internationally recognized designation of Certified Protection Officer (CPO) through the International Foundation for Protection Officers. This program of instruction is extensively above and beyond the requirements of the State of Texas.

Security Supervision and Management Program (40 hours)

This course provides the training necessary to earn the internationally recognized designation of Certified Security Supervision and Management (CSSM) through the International Foundation for Protection Officers. This program of instruction is extensively above and beyond the requirements of the State of Texas.

Defensive Driving for the Security Officer (4 hours)

This course introduces the student to the concepts of safe driving, including vehicle inspections, accident avoidance, alertness, speed management, space management, night driving, adverse weather driving, driving emergencies, and accident procedures. It also discusses the special considerations for driving a marked security patrol vehicle, including legalities for equipment uses on public and private property.

Unarmed Defensive Tactics (10 hours)

The Monadnock Defensive Tactics System (MDTS) is a basic self-defense and subject-control program designed for entry level or veteran criminal justice officers. The focus of MDTS is to teach students how to control and stabilize non-compliant subjects who are unarmed.

Basic Monadnock Expandable Baton (MEB) (4 hours)

The Basic Course Certification Program deals with the blocking and striking capabilities of the straight expandable baton. This course is not brand-specific and certifies the user to carry and use any branded expandable or straight baton.

Advanced Monadnock Expandable Baton (MEB) (8 hours)

The Advanced Certification Program follows the same curriculum as the Basic Program, but also teaches control and takedown techniques to mirror the two-prong philosophy of "Protect & Restrain". This course is not brand-specific and certifies the user to carry and use any branded expandable or straight baton.

OC/Pepper Spray (4 hours)

This course covers the legal requirements, basic techniques, tactics, and decontamination necessary to successfully deploy OC/Pepper Spray. The State of Texas requires that all Law Enforcement and Security Officers carrying pepper spray be certified in its use prior to carry; this course satisfies that requirement. Students will be contaminated.

TASER® (M26 and X26) (8 hours)

This class will cover the techniques for proper deployment of and certification of end users in the use of TASER® brand less-lethal weapons entitled the Advanced TASER M26 and the TASER X26.

Less-Lethal Munitions (4 hours)

This course covers the introductory use of less-lethal munitions which are designed to incapacitate a subject with minimal potential for causing death or serious physical injury, as compared to "conventional" ammunition. Examples include flexible and non-flexible ammunition, such as "beanbag" rounds, rubber bullet, rubber ball, OC dispersing, foam baton, wooden baton, and less-lethal grenades.

Use of Force/Force Continuum (2 hours)

This course covers the Use of Force Model currently used by the Texas Commission on Law Enforcement Officer Standards and Education.

Surveillance Detection (2 hours)

This course discusses methods of surveillance and detecting surveillance activities used by terrorists and other persons of interest.

Explosives and Explosive Searches (2 hours)

This course discusses the basic types of explosives, methods used to employ them, explosive searches, and emergency evacuation procedures.

Basic Handcuffing (4 hours)

This course introduces the student to the use of handcuffing, and covers nomenclature, maintenance, and practical application from the basic standing, kneeling, and prone positions.

Advanced Handcuffing (4 hours)

This course covers the practical application of handcuffs to a non-compliant subject. Pre-Requisite: Student must have completed a previous Basic Handcuffing course, or be a law enforcement officer.

Threat and Vulnerability Assessments (8 hours)

This course focuses on the basics of conducting threat and vulnerability assessments, including developing a risk assessment. Practical exercise included.

Law Enforcement/Security Officer Firearms Proficiency Training (varies)

This training provides various drills and courses of fire for proficiency practice for law enforcement and security officers. It is intended for experienced shooters only and cost varies based on the training provided. Includes handgun, shotgun, patrol rifle, precision rifle, and select-fire (sub-machine gun).

Super Defensive Tactics (15 hours)

This class incorporates Unarmed Defensive Tactics, Pepper Spray, Expandable Baton, and Handcuffing in one day. We are able to do this in a shorter number of hours if someone attends the whole day because many of the portions in each class overlap, including Use of Force, basic movements, etc. You must attend all portions of this class to get credit.

Hazardous Materials Awareness Course (8 hours)

This class exceeds NFPA 472 training recommendations, and was specifically designed to provide the knowledge required by OSHA (Standard 1910.120) for first responders and others who have the potential of witnessing, discovering, or responding to a hazardous materials incident. This includes police officers, security officers, firefighters, medical personnel, and certain industrial workers. Course includes informal detection methods and protective actions to safely carry out required duties.

Protective Services SCUBA Diving (100 hours)

This course provides detailed instruction about protection-specific SCUBA diving skills. Students will learn and practice rescue skills, explosive searches, navigation, working in an overhead environment, basic maritime security operations, water survival, and other necessary skills. Prerequisites: Certified Open Water Diver from a nationally recognized agency, current first aid/CPR/AED certification, previous protective services training.

ANTI-TERRORISM COURSES**Introduction to Terrorism** (4 hours)

The course introduces the motives, organization, and methodology of terrorism, historical case studies, and potential terrorist use of weapons of mass destruction (Chemical, Biological, Radiological, Nuclear, Explosive, and Hazardous Materials). NOTE: This course may be combined with "Surviving Terrorism" for a complete 8-hour program.

Surviving Terrorism (4 hours)

This course presents the student with personal protection measures, hostage survival, surveillance detection, pre-attack indicators, and anti-terrorism driving/vehicle attack countermeasures. PREREQUISITE: Introduction to Terrorism. NOTE: This course may be combined with "Introduction to Terrorism" for a complete 8-hour program.

Introduction to WMD Terrorism (2 hours)

This course introduces the potential terrorist uses of weapons of mass destruction (Chemical, Biological, Radiological, Nuclear, Explosive, and Hazardous Materials), with examples of real-world WMD terrorist uses.

Terrorism 101 (40 hours)

This course introduces the student to the mindset of the terrorist. Actual terrorist group training materials are used, and training, tactics, and methodology of actual terrorist organizations is discussed. Students will learn how terrorists think, choose targets, and conduct hands-on simulated operations. PREREQUISITE: This course is available to government and law enforcement personnel with a justified need.

Anti-Terrorism Program Manager Course (40 hours)

This course, intended for personnel managing corporate anti-terrorism programs, presents an in-depth look at the motives, organization, and methodology of terrorism, historical case studies, potential terrorist use of weapons of mass destruction, personal protection measures, surveillance detection, pre-attack indicators, anti-terrorism driving/vehicle attack countermeasures, hostage survival, threat and vulnerability assessments, physical security systems, electronic security systems, physical security measures, and crisis management.

Community Anti-Terrorism Training Program (2 hours)

This program is intended for members of the general community and serves to introduce the participant to the threat of terrorism, teach how to look for terrorist surveillance and planning operations, and teach how to properly report suspected terrorist activity. Topics include an Introduction to Terrorism, Terrorist Operations, Detecting Terrorist Surveillance and Planning, Potential Terrorist Targets, and Reporting Procedures. TCLEOSE credit may be awarded.

Basic Anti-Terrorism Driving (2 hours)

This classroom course presents defensive tactics to the leading method of terrorist attack on individuals. The program of instruction includes basic driving guidelines, vehicle operational security, driving tactics, vehicle attack countermeasures, and vehicle attack case studies.

FIREARMS TRAINING

Texas Concealed Handgun Course (10 hours)

This is the course required for individuals to apply for a Texas concealed handgun license.

Texas Hunter Education (up 16 hours)

This is the required class for anyone born after January 1, 1972 who wants to hunt in the State of Texas.

Personal Firearms Instruction/Coaching (varies)

Personal firearms training and instruction based on your needs. Cost and length of training determined by needs of client; basic, advanced, and tactical.

Law Enforcement/Security Officer Firearms Proficiency Training (varies)

This training provides various drills and courses of fire for proficiency practice for law enforcement and security officers. It is intended for experienced shooters only and cost varies based on the training provided. Includes handgun, shotgun, patrol rifle, precision rifle, and select-fire (sub-machine gun).

Basic Muzzleloading Course (12 hours)

The course is 12 hours in length and includes classroom instruction and time on a range shooting a muzzleloading rifle, pistol, or shotgun. Students learn the NRA's three rules for safe gun handling; parts; loading; shooting; cleaning; shooting from a standing position and shooting from a crossed stick position; and continued opportunities for skill development.

National Rifle Association (NRA) Courses (varies)

The National Protective Services Institute teaches a variety of NRA courses, including basic, advanced, and instructor. If you are interested in a course we have not listed, please contact us to check availability. We will teach you the safety principles and help you develop the knowledge, skills, and attitude that are needed to successfully pursue your shooting interests, whether professional or sport.

NRA Home Firearm Safety (4 hours)

This is a non-shooting course and teaches students the basic knowledge, skills, and to explain the attitude necessary for the safe handling and storage of firearms and ammunition in the home. Teaches safe gun handling and is conducted in the classroom only. Students are taught NRA's three rules for safe gun handling; primary causes of firearms accidents; firearm parts; how to unload certain action types; ammunition components; cleaning; care; safe storage of firearms in the home; and the benefits of becoming an active participant in the

shooting sports. Students will receive the NRA Home Firearm Safety handbook, NRA Gun Safety Rules brochure, Basic Firearm Training Program brochure, and course completion certificate.

NRA Basic Pistol Shooting (10 hours)

This course teaches the basic knowledge, skills, and attitude for owning and operating a pistol safely. Includes classroom and range time learning to shoot revolvers and semi-automatic pistols. Students learn NRA's rules for safe gun handling; pistol parts and operation; ammunition; shooting fundamentals; range rules; shooting from the bench rest position, two handed and one handed standing positions; cleaning the pistol; and continued opportunities for skill development. Students will receive the Basics of Pistol Shooting handbook, NRA Gun Safety Rules brochure, Winchester/NRA Marksmanship Qualification booklet, take a Basics of Pistol Shooting Student Examination, and course completion certificate.

NRA Basic Rifle Shooting (14 hours)

This course teaches the basic knowledge, skills, and attitude necessary for the safe use of a rifle in target shooting. Course includes classroom and range time learning to shoot rifles. Students learn NRA's rules for safe gun handling; rifle parts and operation; ammunition; shooting fundamentals; range rules; shooting from the bench rest, prone, sitting, standing and kneeling positions; cleaning, and continued opportunities for skill development. Students will receive the Basics of Rifle Shooting handbook, NRA Gun Safety Rules brochure, Winchester/NRA Marksmanship Qualification booklet, take a Basics of Rifle Shooting Student Examination, and course completion certificate.

NRA Basic Shotgun Shooting Course (10 hours)

This course teaches the basic knowledge, skills, and attitude for the safe and proper use of a shotgun in shooting a moving target. This course includes classroom and range time learning how to shoot shotguns at moving targets. Students learn NRA's rules for safe gun handling; shotgun parts and operation; shotgun shell components; shotgun shell malfunctions; shooting fundamentals; range rules; shooting at straight away and angled targets; cleaning; and continued opportunities for skill development. Students will receive the Basics of Shotgun Shooting handbook, NRA Gun Safety Rules brochure, Winchester/NRA Marksmanship Qualification booklet, take a Basics of Shotgun Shooting Student Examination, and course completion certificate.

NRA FIRST Steps Shotgun Orientation (3 hours)

The NRA FIRST Steps Shotgun Orientation — Firearm Instruction, Responsibility, and Safety Training is the NRA's response to the American public's need for a firearm orientation program for new purchasers. NRA FIRST Steps Shotgun course is designed to provide a hands-on introduction to the safe handling and proper orientation to one specific shotgun model. Course includes classroom and range time learning to shoot a specific model shotgun at a moving target. Students will learn the NRA's rules for safe gun handling; the particular shotgun model parts and operation; ammunition; shooting fundamentals; cleaning the shotgun; and continued opportunities for skill development. Students will receive the Basics of Shotgun Shooting handbook, NRA Gun Safety Rules brochure, Winchester/NRA Marksmanship Qualification booklet, and FIRST Steps Course completion certificate.

NRA Personal Protection In The Home (8 hours)

This course teaches the basic knowledge, skills, and attitude essential to the safe and efficient use of a handgun for protection of self and family, and to provide information on the law-abiding individual's right to self-defense. Students should expect to shoot approximately 100 rounds of ammunition. Students will learn basic defensive shooting skills, strategies for home safety and responding to a violent confrontation, firearms and the law, how to choose a handgun for self-defense, and continued opportunities for skill development. Students will

receive the NRA Guide to the Basics of Personal Protection In The Home handbook, NRA Gun Safety Rules brochure, the Winchester/NRA Marksmanship Qualification booklet, and course completion certificate.

The NRA Basic Personal Protection In The Home Course participants must be law abiding, adults (at least 21 years old), and experienced shooters (shooters able to show mastery of the basic skills of safe gun handling, shooting a group, zeroing the firearm, and cleaning the firearm) to maximize what can be learned from this course. Proof of shooting experience can be one of the following: NRA Basic Pistol Course Certificate, NRA FIRST Steps Course Certificate, NRA pistol competitive shooting qualification card, military DD 214 with pistol qualification, or passing the Pre-Course Assessment.

NRA Personal Protection Outside The Home (14 hours)

The course teaches students the knowledge, skills and attitude essential for avoiding dangerous confrontations and for the safe, effective and responsible use of a concealed pistol for self-defense outside the home. Students have the opportunity to attend this course using a quality strong side hip holster that covers the trigger, or a holster purse. From a review of safe firearms handling and proper mindset to presentation from concealment and multiple shooting positions, this course contains the essential skills and techniques needed to prevail in a life-threatening situation.

The NRA Personal Protection Outside the Home is divided into two levels (basic and advanced). Level one is a nine-hour course and offers the essential knowledge and skills that must be mastered in order to carry, store, and use a firearm safely and effectively for personal protection outside the home. Upon completion of level one, students may choose to attend level two, which is an additional five hours of range training and teaches advanced shooting skills. After the classroom portion, students should expect to spend several hours on the range and shoot approximately 100 rounds of ammunition during level one. Level two involves five additional hours on the range and approximately 115 rounds of ammunition. The ammunition requirements are minimum and may be exceeded. Students will receive the NRA Guide to the Basics of Personal Protection Outside The Home handbook, NRA Gun Safety Rules brochure and the appropriate course completion certificate(s), NRA Basic Personal Protection Outside The Home (identifies strong-side hip holster or purse use) certificate, and NRA Advanced Personal Protection Outside The Home certificate. (Lesson Plan 2006, revised 4-09)

The NRA Basics of Personal Protection Outside The Home participants in this course must be at least 21 years of age and possess defensive pistol skills presented in the NRA Basics of Personal Protection In The Home Course. Participants must also understand the basic legal concepts relating to the use of firearms in self-defense, and must know and observe not only general gun safety rules, but also those safety principles that are specific to defensive situations. Prospective participants can demonstrate that they have the requisite knowledge, skills, and attitudes by producing an NRA Basic Personal Protection In The Home Course Certificate, or by passing the pre-course evaluation.

NRA Range Safety Officer Course (9 hours)

This course develops NRA Certified Range Safety Officers with the knowledge, skills, and attitude essential to organizing, conducting, and supervising safe shooting activities and range operations. This course is conducted in a classroom. Range Safety Officer candidates will learn roles and responsibilities of an RSO; Range Standard Operating Procedures (SOPs); range inspection; range rules; range briefings; emergency procedures; and firearm stoppages and malfunctions. Each Range Safety Officer Candidate will receive an RSO Student Study Guide, a Basic Firearm Training Program brochure, an NRA Gun Safety Rules brochure, and an Instructor Application/Course Evaluation form.

NRA Chief Range Safety Officer Course (14 hours)

The successful completion of this course will allow individuals to educate, train, and certify Range Safety Officers. The first 6 hours is Basic Instructor Training, followed by 8 hours of CRSO. If you have already attended BIT within the past two years, you may attend only the CRSO portion.

PREREQUISITE: NRA Basic Instructor Training and Certified Range Safety Officer.

NRA Basic Metallic Cartridge Reloading (8 hours)

This course teaches beginning reloaders the basic knowledge, skills, and attitude necessary to safely reload metallic cartridges. This course is conducted in a classroom. Each student is taught reloading safety; centerfire cartridge components; using the reloading manual and reloading data; equipment; and the metallic cartridge reloading process. Students will receive the NRA Guide to Reloading handbook, the Basic Reloading Student Exam, a course completion certificate, NRA Gun Safety Rules brochure, a Basic Firearm Training Program brochure, and an Instructor Application/Course Evaluation form.

NRA Basic Shotgun Shell Reloading (6 hours)

This course teaches beginning reloaders the basic knowledge, skills, and attitude necessary to safely reload shotgun shells. This course is conducted in a classroom. Each student is taught reloading safety; shotgun shell components; using the reloading manual and reloading data; equipment; and the shotgun shell reloading process. Students will receive the NRA Guide to Reloading handbook, the Basic Reloading Student Exam, a course completion certificate, NRA Gun Safety Rules brochure, a Basic Firearm Training Program brochure, and an Instructor Application Course/Evaluation form.

Basic Tactics (8 hours)

This course gives the beginner or novice shooter the skills necessary to apply the fundamentals of shooting. Each participant will be equipped with the knowledge of how to safely draw, handle, store, maintain and operate a firearm. Must be currently qualified through an agency, or graduated a basic firearms course.

Introduction to the Patrol Rifle (8 hours)

This course introduces the student to the Patrol Rifle, focusing primarily on the AR15 / M4 platform. During this course, students will learn about one of the most popular firearms law enforcement agencies across the country are adding to their arsenal. Students will become familiarized with the AR15 / M4 rifle and will learn the basic handling skills necessary to safely operate and maintain this firearm. Students will also learn about nomenclature, disassembly / reassembly, mechanical operation, care & cleaning, preventive maintenance, zeroing iron sights, shooting positions and much more. Other approved patrol rifles may be used.

Patrol Rifle Operator (24 hours)

This intense operator class focuses on developing skills necessary to safely deploy the Patrol Rifle during tactical operations and personal defense applications. This course covers operation of the rifle and provides students with the handling skills necessary to effectively stop a course of conduct that if allowed to continue could result in the imminent death or serious bodily injury of the defender or innocent third parties. Primarily focuses on AR15 / M4 platforms. Other approved patrol rifles may be used.

PREREQUISITE: Must be currently qualified through an agency, or graduated Introduction to the Patrol Rifle

Advanced Patrol Rifle Operator (16 or 40 hours)

This course focuses on advanced patrol rifle skills for the law enforcement, military, or security operator. May be taken by itself as a 16-hour course or concurrently with Patrol Rifle Operator as a 40-hour course. Primarily focuses on AR15 / M4 platforms. Other approved patrol rifles may be used.

PREREQUISITE: Must be currently qualified through an agency, or graduated Introduction to the Patrol Rifle.

Tactical Handgun (16 hours)

Students attending this course will receive instruction on multiple target engagements, support hand shooting, one hand reload drills, team tactics, night firing techniques, and will confront a variety of shooting situations, from multiple positions. Students will also be taught how to shoot on the move with the handgun, and basic room clearing.

PREREQUISITE: Must be currently qualified through an agency, or graduated Basic Pistol.

Tactical Shotgun (16 hours)

Learn to employ the shotgun through a variety of techniques. Students will be taught proper nomenclature, tactical loading and unloading techniques, patterning the shotgun, shooting from various positions / distances, shooting on the move, multiple targets, how to carry for speed employment, employ in outdoor and indoor situations, to shoot on the move, select ammunition, and much more.

PREREQUISITE: Must be currently qualified through an agency, or graduated Basic Shotgun.

Precision Rifle Marksman (40 hours)

This course goes beyond the basics of rifle shooting/patrol rifle to include Tactics, Techniques, and Procedures to successfully engage hostile targets in precision shooting for law enforcement, military, and security applications.

PREREQUISITE: Must be currently qualified through an agency, or graduated Introduction to Patrol Rifle or similar course.

Select Fire/Sub-Machine Gun (24 hours)

This is an aggressive course where students will experience full use of a submachine-gun / carbine for close quarter encounters to unconventional encounters. Rapid acquisition and engagement of threats will be thoroughly experienced. De-briefs of historical gunfights will be incorporated throughout the three days and the application of firearms in REALISTIC scenarios will be presented. The courses of fire are based on real world experience.

PREREQUISITE: Must be currently qualified through an agency, or graduated Introduction to Patrol Rifle or similar course.

FIRST AID AND SAFETY COURSES**Basic First Aid and Safety** (4 hours)

This course presents the basic knowledge to recognize and respond to emergencies including bleeding, shock, heat/cold injuries, bone injuries, and poisonings.

Standard First Aid/CPR/AED (8 hours)

This course presents the basic knowledge to recognize and respond to emergencies including bleeding, shock, heat/cold injuries, bone injuries, poisonings, sudden illnesses, cardiac emergencies, and breathing emergencies.

Adult CPR (4 hours)

This course presents the basic knowledge to recognize and respond to cardiac and breathing emergencies in adults.

Child and Infant CPR (4 hours)

This course presents the basic knowledge to recognize and respond to cardiac and breathing emergencies in children and infants.

Healthcare Provider/CPR for the Professional Rescuer (8 hours)

This course presents the basic knowledge to recognize and respond to cardiac and breathing emergencies at a professional level for adults, children, and infants, and includes instruction in the use of the bag valve mask and AED.

Bloodborne Pathogens and Disease Transmission (2 hours)

This course presents how bloodborne pathogens are spread, how to prevent exposures, and actions to take if exposed.

Oxygen Administration (2 hours)

This course covers oxygen administration for medical patients.

Wilderness First Aid (32 hours)

This course trains the participant in first aid measures specific to an austere, wilderness environment. Includes patient assessment, soft-tissue injuries, musculoskeletal injuries, splinting, weather-related injuries, transport, and other topics.

Boy Scouts of America Wilderness First Aid (16 hours)

This course is the BSA-approved program to train the participant in first aid measures specific to an austere, wilderness environment. Includes patient assessment, soft-tissue injuries, musculoskeletal injuries, splinting, weather-related injuries, transport, and other topics.

First Responder/Emergency Care Attendant (50 hours)

This course presents in-depth training for First Responders, and includes the standard first aid curriculum, the CPR for the Professional Rescuer curriculum, and additionally covers Oxygen Therapy, Childbirth, Triage and Multiple Trauma, Airway Management, Moving Patients, Assisting Patients in using medications, Transportation of Patients, and Assisting Medical Professionals. This program of instruction is intended to fill the gap between the standard first aid certification and EMT-Basic certification. Conducted in conjunction with the Vanguard Training Institute.

Immediate Response Provider (8 hours)

Immediate Response Provider (IRP) is designed for community members, to immediately respond to both natural and man-made disasters. Now teachers, administrators, or **ANYONE** who may inadvertently find themselves (or a fellow citizen) suffering trauma can employ life saving techniques and tactics while waiting for emergency responders. IRP is designed to mitigate health deterioration and utilizes some of the same approaches and techniques used by military medics in Afghanistan and Iraq. As an all encompassing program, participants will learn point of injury (POI) trauma management, integrated physical security, and casualty evacuation techniques. Conducted in conjunction with the Vanguard Training Institute.

Tactical Combat Casualty Care (16 hours)

TC3 was created in the mid 90's by US Special Forces members. This course was designed to teach medics how to effectively perform their jobs in the continuum of combat. Our course is supported by the American Board of Surgeons via the NAEMT and PHTLS. Our certified TC3 course is taught by current and former operators of various military and law enforcement entities. With the emergence of today's community preparedness (both national and abroad), this course is now available to be utilized in the civilian sector. As a proven solution to point of injury trauma management, this treatment matrix is still being used by US military operations around the world. Conducted in conjunction with the Vanguard Training Institute.

Emergency Medical Technician-Basic (120 hours)

EMTs respond to emergency calls, perform certain medical procedures and transport patients to hospital in accordance with protocols and guidelines established by physician medical directors. They may work in an ambulance service (paid or voluntary), as a member of technical rescue teams/squads, or as a part of an allied service such as a fire or police department. EMTs are trained to assess a patient's condition, and to perform such emergency medical procedures as are needed to maintain a patent airway with adequate breathing and cardiovascular circulation until the patient can be transferred to an appropriate destination for advanced medical care. This course is designed for those who wish to enter Emergency Medical Services as a licensed provider. Graduates will be eligible to take National Registry examination. Pre-requisites are a CPR provider course (those who do not currently hold valid CPR card must make arrangements with institute to complete prior to completion of course.) Conducted in conjunction with the Vanguard Training Institute.

Pre-Hospital Trauma Life Support (PHTLS)

PHTLS is recognized around the world as the leading continuing education program for pre-hospital emergency trauma care. PHTLS promotes excellence in trauma patient management through global education of all providers involved in delivery of pre-hospital care. PHTLS is developed by the National Association of Emergency Medical Technicians in cooperation with the American College of Surgeons Committee on Trauma. Conducted in conjunction with the Vanguard Training Institute.

Advanced Medical Life Support (AMLS)

The program is endorsed by the National Association of EMS Physicians (NAEMSP). This program is for all levels of healthcare practitioners committed to providing quality care for patients in medical crisis. AMLS is the first course that offers a "think-outside-the-box" method of assessing and managing a patient in medical crisis. It emphasizes using scene size up, interactive group discussion on potential treatment strategies, history, and probabilities in diagnosing a patient's medical problem. AMLS implements an initial assessment-based approach that progresses to a diagnostic-based approach to develop a treatment plan for a specific medical condition.

GENERAL COURSES

Babysitting 101 (4 hours)

This course teaches boys and girls ages 12 and up gain the knowledge and skills needed to become responsible and confident babysitters. Students learn about safety for themselves and the children in their care. First aid basics, choking rescue techniques, child development, and routine daily care are covered.

Doctor Dad™ (4 hours)

Doctor Dad™ is a program for new dads that increases fathers' health literacy, providing men with the knowledge and skills they need to successfully take care of their young children. Used by organizations across the country, the **Doctor Dad™** workshop has been *proven* to increase new fathers' skills and confidence by teaching men basic child health and safety information and skills like child-proofing the home, taking a temperature, treating minor injuries, and more.

Basic Self-Defense and Assault Prevention Course (4 hours)

This program is intended to introduce the student to the basic principles of self-defense, including basic physical responses, awareness, and other necessary precautionary measures to protect against physical acts of violence. NOTE: This course may be combined with "Crime Prevention and Awareness Course" for a complete 8-hour program.

Crime Prevention and Awareness Course (4 hours)

Using the National Rifle Association's *Refuse to be a Victim®* curriculum, this course teaches the personal safety tips and techniques you need to avoid dangerous situations and avoid becoming a victim. Hundreds of law enforcement agencies across the country have implemented this curriculum into their crime prevention and community policing initiatives. NOTE: This course may be combined with "Basic Self-Defense and Assault Prevention Course" for a complete 8-hour program.

Executive Personal Security Training Course (16 hours)

This program of instruction is intended to ensure the attending personnel are familiar with the potential threats against them as well as how to defend themselves against those threats. This program is not intended to provide certifications in the specific areas mentioned; instead, the attendants should gain a basic understanding of these topics and how they can be applied in real-life situations or incidents. The completion of this program will better prepare them to defend against actual terrorist or criminal acts that may be perpetrated against them.

Missionary Personal Protection Course (8 hours)

This course, designed specifically for deploying missionaries, introduces the motives and methodology of potential threats, to include terrorists as well as other criminals. Discusses related case studies with lessons learned, personal protection measures, hostage survival, surveillance detection, pre-attack indicators, and basic anti-terrorism driving/vehicle attack countermeasures.

Preventing School Violence (4 hours)

This course prevents school administrators, faculty, and staff information about historical case studies of school violence and how to prevent it.

Surviving the Active Killer (4 hours)

This course presents the average citizen information about active killer/active shooter situations and proper response options for a similar event. Topics include escape, shelter-in-place, attacking the attacker, and understanding the law enforcement response.

Wilderness Survival (16 hours)

This course trains people in the basic skills of wilderness survival. Fire-making, shelter, water purification, edible plants, hunting, emergency signaling, and other critical skills are presented.

Orienteering/Land Navigation (16 hours)

This course presents the basics of map reading and land navigation both with and without a compass. Types of maps, compasses, distance determination, bearings/azimuths, grid coordinates, and other necessary topics are discussed.

Emergency Preparedness (16 hours)

This course teaches individuals how to plan and prepare for a variety of emergencies, both natural and man-made, to include the development of an emergency communications plan and disaster supply kit.