2025 • CERTIFICATION SCHOOL WORLDWIDE
COURSE CATALOG

TABLE OF
CONTENTS

39. The length of the probationary period.	16
40. The criteria for clearing probationary status.	16
41. School policy regarding dismissal for unsatisfactory grades or progress.	16
42. The criteria for re-admittance after dismissal due to unsatisfactory grades, if applicable.	16
43. The specific criteria for dismissal for reasons other than unsatisfactory grades or progress.	17
44. The conditions under which a student will not be readmitted.	17

STUDENT RECORDS	PAGE(S)
45. A description of student records the school maintains while a student is enrolled and after the student is no longer enrolled.	18
46. The length of time that student records are maintained after the student is no longer enrolled.	18
47. A description of how the school maintains student confidentiality.	18
48. An explanation as to how a student may obtain a copy of his/her academic and financial records.	18
49. An explanation as to under what circumstances an academic record/transcript and/or the financial history of the student will not be released.	18

STUDENT CONDUCT	PAGE(S)
50. A description of the type of conduct expected of students and the type of conduct that will not be tolerated.	19
51. A statement on action(s) the school will take when a student violates schools standards of conduct. Please include how the student is to request information from the school and how the school will handle, communicate, and respond to the student under these conditions.	20
52. A statement describing the dismissal policy for unsatisfactory conduct, if applicable.	20
53. The appeal process and the condition(s) for re-admittance if a student is dismissed due to unsatisfactory conduct.	20
54. Student guidelines and policies, including any specific prohibitions or requirements.	20
55. Student dress code, if applicable.	21
56. Any additional ethical standards required by the school and/or the program industry, at large, that is necessary for the success of the student, if applicable.	22

ATTENDANCE/LEAVE OF ABSENCE INFORMATION	PAGE(S)
57. School's policy on distinguishing types of absences such as excused, unexcused, full day, late arrival, early dismissal, or class absences.	23
58. The standards the school uses to determine types of absences and the way absences are recorded.	23
59. School's definition of tardiness.	23
60. A statement of how tardiness affects attendance.	23
61. A statement that discloses the policy that a student will be withdrawn from the program after missing so many calendar days (including weekends & holidays) after the student's last date of attendance.	23
62. A statement on how the school will handle assigning and grading make-up work due to absences.	23
63. School's policy on the consequences of unsatisfactory attendance (e.g. probation, dismissal) and policy on re-admittance.	24
64. A detailed description of the school's policy on granting leaves of absence.	24
65. The specific condition(s) when a leave of absence is granted.	24
66. Any limitations on the time or number of leaves of absence.	24
67. A statement explaining the actions taken by the school when the student does not resume attendance on the return date.	24

TUITION, FEES AND REFUNDS	PAGE(S)
68. A statement of tuition and fees and other charges related to enrollment, such as deposits, fees, books and supplies, tools and equipment, and any other charges for which a student may be responsible. The school must identify all nonrefundable fees.	25
69. A description of all financial assistance available to students. Please identify if the school participates or does not participate in the federal student aid program.	25
70. A statement on rules and conditions of installment payments, if applicable.	25
71. An explanation of the withdrawal/cancellation policy that includes the three (3) day cancellation period.	25
72. The school's refund policy for tuition and fees.	25

PROGRAM CURRICULUM	PAGE
73. The educational objective of each program.	28
74. Prerequisites for each course, if required.	28

75. A listing of all required courses for each program offered and the credential awarded upon completion. The listing must also include: the number of contact hours of lecture, lab, and externship and total credit/clock hours for each course.	28
76. A brief description of each course offered. Include course number and clock/credit hours awarded for each course.	28
77. Explain the expectations and requirements for successful completion of an internship/externship or production work deemed part of the curriculum for any program.	45
78. The measures the school takes to evaluate and to improve the program success to be consistent with the mission of the school.	45
79. A statement on faculty accessibility for academic and/or course advising at stated times outside a course's regularly scheduled class hours.	45
80. A statement as to the availability of all academic support services (i.e., tutoring services/student services/academic and personal advising).	45
81. Graduation requirements.	45
82. If the institution offers programs leading to the A.A.S. or A.O.S. degree, a statement that these programs are terminal/technical programs and the credit generally earned in these programs are not applicable to other degrees.	45
83. A statement that accurately details the type and amount of career advising and placement services offered by the school.	45
84. For all courses and programs offered via distance education, the school must provide a statement informing students of the minimum technology specifications required, available student support services, available navigation training, methods for timely interaction between students and faculty, and information exchange privacy and safety policy.	45
OWNERSHIP AND FACULTY INFORMATION	PAGE
85. A list of all trustees, officers, entities or institutions that have a controlling ownership or interest in the school, including academic credentials.	46
86. Name(s) of chief school officers, the names of administrators for each branch location, including academic credentials.	46
87. The powers, duties and responsibilities of the governing board, chief operating officer(s), president, director, chief administrators, and/or owners.	46
88. The powers, duties and responsibilities of students, if students participate in the institutional governance.	47
89. A listing of chief administrators, advisors and faculty members of the institution, stating academic/professional/licensure credential held and awarded, and all specialized training relating to the areas of instruction.	47

General Information

1. The school name as it appears on the application for certification.

Certification School Worldwide

2. Date of publication, volume number or other identifying data.

January 01, 2020 Volume 1 Version 1.2

3. School's complete street and/or mailing address, office and fax telephone numbers in its DC location, website address.

Certification School Worldwide's headquarters and

main campus is in Washington, DC. Certification School Worldwide's administrative and instructional sites have well-equipped classrooms, meeting rooms, and computer labs. Consistent with its objective of making education accessible, the School has additional administrative and instructional facilities in each of the communities it serves. A complete list of Certification School Worldwide's administrative offices and instructional locations, their addresses, and communications access numbers can be found at the back of this catalog or at www.CSWPBC.com.

Certification School Worldwide Main Campus

201 Massachusetts Ave. NE

Washington, DC 20002

888.550.6259 (main)

www.cswpbc.com

4. A statement that the school is approved to operate by the Higher Education Licensure Commission.

Certification School Worldwide is pursuing provisional accreditation as a public benefit corporation for profit school in the District of Washington. The School has continuously been providing educational programs since 2011 and is seeking accreditation by the Higher Education Learning Commission under the Office of the State Superintendent of Education.

5. A table of contents, an index, or both.

- ☐ General information
- ☐ Admissions and entrance requirements
- ☐ Student disclosure information (grading/rights & responsibilities/ grievance)
- ☐ Probation, dismissal and readmission
- ☐ Student records
- ☐ Student conduct
- ☐ Attendance/leave of absence information
- ☐ Tuition, fees and refunds
- ☐ Program curriculum

6. The name and address of the school's accrediting body, if applicable.

The Certification School Worldwide is obtaining Provisional accreditation from the Office of the State Superintendent of Education (OSSE) Higher Education License Commission (HELC).

7. The name and address of professional organizations related to the programs of study offered by the school with which the school has membership or other relationship, if applicable.

- Dartmouth College Thayer School of Engineering
- The University of the District of Columbia
- Penn Foster College
- AVID Protools
- Adobe Creative Cloud
- Build-IT Up
- Red Cross

8. School's mission statement and/or philosophy.

As a public benefit corporation and institution of higher education, Certification School Worldwide's mission is to positively change lives by offering high quality and relevant lifelong education to anyone with the desire to learn. CSW's vision is to provide educational training and consulting worldwide, via a network of partners and programs onsite and/or online. Our core values include:

Endurance – instilling a relentless work ethic that challenges staff to be the best version of themselves.

Ethics – establishing a moral code and compass that builds socially responsible individuals.

Excellence - designing and delivering projects and programs that strive for the highest levels of quality

Each of these core values are represented on the school's seal.

9. School's purpose including a statement of the relative certificate of emphasis on instruction, research and public service.

The School's mission is based on these philosophical principles:

- Education is a lifelong process and must be relevant to the student's aspirations;
- Education should be affordable and offered, as much as possible, at the student's convenience; and,
- The opportunity to learn should be open to anyone with the desire to achieve.

10. A statement demonstrating that the school's proposed program offerings are consistent with it's stated purpose.

10. Certification School Worldwide awards certificates and certifications in several academic fields. It offers instruction at locations throughout the District of Columbia in multiple wards. Each certificate awarded by Certification School Worldwide is an affirmation of the knowledge, skill, and academic attainment of the recipient.

11. A statement regarding the history and development of the school.

Founded in the Certification School Worldwide of Washington, DC in 2011 as ANC Constituent Services under the two-term administration of Advisory Neighborhood Commissioner Dr. Robert A. Jordan. CSW humbly began as a pro-bono training organization. Many of CSW's programs are offered through the Department of Employment Services DC Infrastructure Academy, Office of Youth Programs Summer Youth Employment Program, Department of Human Services Vocational Job Training, and Educational and Occupational Training Human Care Agreements.

12. A description of the school's facilities

and equipment.

Our facilities at the Certification School Worldwide include the following amenities and equipment:

201 Massachusetts Ave. NE Campus
- Barbershop/Salon
- Commercial Kitchen
- Computer Lab
- Clinic
- Event Venue
- Recording Studio
- Production Studio
- Podcast Studio
- Video Studio
- Print Shop

605 Rhode Island Ave. NE Campus
- 300 Seat Auditorium
- 5 Classrooms
- 1 Kitchen
- Weight and Fitness Room
- Game Room
- Men and Women's Sauna
- Dance Studio
- WiFi Lounge
- Library
- 4 Lane Bowling Alley
- Barbershop/Salon
- Rooftop Basketball Court

East Capitol Urban Farm
- 5 Acres
- Aquaponics facility
- Woodshop
- Green Infrastructure Practices
- Classroom space

In addition, the Certification School Worldwide, has The School's success as an organization is Certification School Worldwide students have access to the Certification School Worldwide onsite and Virtual Library. Students may access the Virtual Library through Quizlet and Google Classroom. Students or staff may direct any questions on the Virtual Library to the CSW IT operations staff at 888.550.6259.

13. INFORMATION ABOUT THE SCHOOL'S LIBRARY AND ALL OTHER ADDITIONAL ACADEMIC RESOURCES.

CSW entered partnerships with institutions recognized through

the National Council for State Authorization Reciprocity Agreements (NC-SARA) to provide the following additional resources to students.

Area	Acquisition Title
Technology	Sarah White. 10 Best Entry-Level IT Certifications to Launch Your Career. CIO. September 25, 2020. https://www.cio.com/article/3309576/10-best-entry-level-it-certifications-to-launch-your-career.html.
	Kevin Casey. 5 IT Certifications for Beginners or Career-Changers. The Enterprisers Project. https://enterprisersproject.com/article/2019/4/5-it-certifications-beginners.
	NA. 12 Certifications to Kickstart Your IT Career. Indeed Career Guide. January 28, 2021. https://www.indeed.com/career-advice/career-development/best-beginner-it-certifications.
	NA. 10 Best Entry-Level IT Certifications to Launch Your Career. October 1, 2020. https://www.youtube.com/watch?v=CsG5DZYYtlw.
	Where Do You Start in I.T.? Discover Your Roadmap to Information Technology. September 20, 2018. https://www.youtube.com/watch?v=0kGEsnack68.
	NA. 12 Challenges Facing IT Professionals. Global Knowledge. March 5, 2020. https://www.globalknowledge.com/us-en/resources/resource-library/articles/12-challenges-facing-it-professionals/#gref.
	IT Fundamentals Premium PDF File for 220-1001: CompTIA A+ Certification Exam
	IT Fundamentals Premium PDF File for 220-1002: CompTIA A+ Certification Exam
	CompTIA 220-1001 Dumps Questions and Answers.
	CompTIA 220-1002 Dumps Questions and Answers.
	CompTIA FC0-U61 Dumps Questions and Answers.

Area	Acquisition Title
	CompTIA N10-007.
Hair Braiding	Maya Allen. The Fascinating History of Braids You Never Knew About. October 24, 2019. https://www.byrdie.com/history-of-braids .
	Hannah Goldfield. Braids Are Back on Top. April 12, 2017. New York Times. https://www.nytimes.com/2017/04/12/t-magazine/fashion/braids-hair-beauty.html.
	Chante Griffin. How Natural Black Hair at Work Became a Civil Rights Issue. JSTOR Daily. July 3, 2019.
	Claire Sissons. Black Hair Care Tips for Washing, Styling, and More. Medical News Today. October 20, 2020. https://www.medicalnewstoday.com/articles/black-hair-care.
	Raechele Cochran Gathers, and Meredith Grace Mahan. African American Women, Hair Care, and Health Barriers. The Journal of Clinical and Aesthetic Dermatology. September 2014. https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4174916/.
	Diane Da Costa and Diane Bailey. Milady Standard Natural Hair Care and Braiding Book. New York: Cengage, 2014.
	Diane Da Costa and Diane Bailey. Workbook for Milady Natural Hair Care and Braiding. New York: Cengage, 2014.
Business and Entrepreneurship	B. Friedberg. (Ed.). Personal Finance: An Encyclopedia of Modern Money Management: An Encyclopedia of Modern Money Management. ABC-CLIO. 2015 (See end of table for website carrying**.)
Health	C. Huang et. al. Clinical Features of Patients Infected with 2019 Novel Coronavirus in Wuhan, China. The Lancet. 395(10223), 497-506. 2020.
	H. Kluge et.al. Prevention and Control Of Non-Communicable

Area	Acquisition Title
	Diseases in The COVID-19 Response. The Lancet. 395(10238), 1678-1680. 2020.
Professional Development	Amy Gallo. How to Write a Resume that Stands Out. Harvard Business Review. December 23, 2020. https://hbr.org/2014/12/how-to-write-a-resume-that-stands-out.
	NA. Make Your Resume Stand Out. American Psychological Association. 2016. https://www.apa.org/gradpsych/2016/01/resume.
	NA. Career Articles / Job Search Advice. The Career Experts. https://thecareerexperts.com/find-career-experts/articles-for-job-seekers-by-category/. ND.
	NA. Articles about Job Hunting. Study.com. ND. https://study.com/article_directory/Articles_about_Job_Hunting.html.
	Alexandra Cavoulacos and Kathryn Minshew. The New Rules of Work: The Modern Playbook for Navigating Your Career. New York: Million Things LLC, 2017.
	Jason Fried and David Heinemeier Hansson. Doesn't Have to Be Crazy at Work. New York: Harper Collins, 2018.
	Spencer Johnson and Tony Roberts. Who Moved My Cheese? An Amazing Way to Deal with Change in Your Work and in Your Life. New York: G.P. Putnam's Son, 1998.
	Stephan Covey. The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change. New York: Free Press, 1989.
	The Princeton Review. 10 Steps to Ace Your Next Test. ND. https://www.princetonreview.com/college-advice/how-to-study-for-a-test.
	The Princeton Review. 10 Ways to Overcome Test Anxiety. ND. https://www.princetonreview.com/college-advice/test-anxiety.

Area	Acquisition Title
	William Cellich. Pass Your IT Certification Exam The First Time : Tips and Tricks for Success. CCS Productions and William Cellich: Santa Monica, CA, 2012.
	Caren van Slyke. GED Tes tPrep Plus. New York: Kaplan, 2021.
	R. Bixler. How to Showcase Your Professional Skills to Land A Job. January 15, 2021. https://money.usnews.com/money/blogs/outside-voices-careers/articles/how-to-showcase-your-skills-to-land-a-job.
	N.Bowman, R. Carucci, R., and J. Sullivan. Think Strategically About Your Career Development. April 21, 2017. https://hbr.org/2016/12/think-strategically-about-your-career-development.

CSW offers the following courses in-house or online from our instructors or through partnerships with Penn Foster, Dartmouth College, or the University of the District of Columbia:

Academic Resources	Description
Criminal Justice - Associates Degree	Criminal Justice Orientation, Information Literacy, Introduction to Criminal Justice, Introduction to Courts, Computer Applications, English Composition, Essentials of, Psychology, Introduction to Sociology, Criminal Law, Ethics in Criminal Justice, Science Elective, Police Studies, Crime Scene Investigation Basics, Criminal Procedures, Police Management, Introduction to Private Security, Correctional Institutions, Intermediate Algebra, Arts & Humanities Elective, Multicultural Law Enforcement, Juveniles and the Legal Process, and Criminology
Business Management - Associates Degree	Basic Skills Assessment, Business Orientation, Information Literacy, Introduction to Business, Principles of Management, Art Appreciation, Mathematics for Business and Finance, Computer Applications, English Composition, Financial Accounting, Marketing,

Academic Resources	Description	Academic Resources	Description
	Economics, Managerial Accounting, Intermediate Algebra, Business and Technical, Writing, Human Resources Management, Science Elective, Financial Management, Business Law 1, Organizational Behavior, Business Statistics Speech		a variety of subject areas. In addition, courses within the program discipline, such as Windows Operating Systems, Computer Programming, and Web Site Design focus on preparing students for careers within the computer information field.
Career Readiness Bootcamp	Build and strengthen essential soft skills that employers look for in Penn Foster's online Career Readiness Bootcamp. From interpersonal and communication skills to problem-solving, your employees will finish the program ready to be an asset to your organization: Starting Your Program Personal Skills People Skills Workplace Skills	Accounting - Associates Degree	Accounting Associate Degree Program can help you prepare to take the next steps toward a rewarding career in finance. You'll take courses in business, financial accounting, economics, financial management, business statistics, and business law to help you succeed in the accounting industry and become a valuable asset to any business.
Administrative Assistant	Administrative Assistant career diploma program consists of nine courses to help you gain the knowledge and skills relevant for performing administrative assistant jobs in a variety of settings - including corporate businesses, law firms, banks, hospitals, and more	Construction Technology - Associates Degree	Associate Degree in Construction Technology is designed with job-readiness in mind, allowing students to build essential knowledge in technical and managerial aspects of the industry that can help prepare you to take the next steps toward a new career. Courses include Introduction to Construction Technology, Introduction to Technical Drawings, Construction Materials and Methods, Basic Surveying and Measurement, and much more
Graphic Design - Associates Degree	Graphic Design Associate Degree Program will allow you to learn the essential knowledge and skills needed to use commercial software packages for graphic design in print and Web-based applications. Lessons will cover a wide range of topics, including graphic design and production, photo image editing, web design, multimedia development, and animation using the Adobe® Creative Cloud software included with your program.	Bookkeeping	Lessons in this program include: Assets, Liabilities, and Owner's Equity Revenue, Expenses, and Financial Reports Payroll and Wholesale Accounting End of Month Accounting Excel® for Bookkeeping Computer Applications in Accounting - Quickbooks
Computer Info Systems - Associates Degree	The Associate of Science in Computer Information Systems program is designed to provide you with a well-rounded education by combining a core set of general education courses with specialized courses in Computer Information Systems. The program lays the foundation for a broad base of knowledge with general education courses in		

Academic Resources	Description
	from the Council for Professional Recognition can be key stepping stones for advancement in this field.
Construction Trades (formerly Carpenter)	Construction Trades training will cover how to plan and prepare projects, implement and assess workplace and project requirements, as well as provide hands-on project practice with the following Introduction to Construction and Building Trades Math for Construction Trades Construction Drawings and Building Materials Tools, Foundations, and Concrete Work Framing Insulation and Exterior Finishes Interior Finishes
Pharmacy Technician	This program will help you prepare for the PTCE and ExCPT certification exams. Study anytime, anywhere, around your schedule to gain fundamental skills to begin on your path toward working in pharmacies, healthcare facilities, and more! Pharmacy Technician Orientation Career Readiness Pharmacology, Drug Class, and Body Systems Pharmacy Practice Law and Regulations Math Calculations for Pharmacy Technicians Pharmacy Sterile and Nonsterile Compounding Pharmacy Management and Operations Pharmacy Billing and Reimbursement Pharmacy Management Software
Property Management Certificate	Property Management Certificate Program consists of courses that will cover the basics of financial accounting, real estate law, and managing various types of facilities. This program is a great option if you are looking to expand your understanding of property management or take the next step towards your career

Academic Resources	Description
Small Business Management	Learn how to independently run your business, and prepare for job responsibilities that include market research, financing and budgets, and maintaining business records.
Solar PV and Thermal Installation Skills	Solar PV and Thermal Installation Skills Program will teach you how to install and maintain solar PV and thermal systems on residential and small commercial buildings in a matter of months — online and at a pace that's right for you. Orientation to Solar Technology Photovoltaic Components PV Installation, Commissioning, and Troubleshooting Solar Thermal Heating Components Thermal Installation, Commissioning, and Troubleshooting
Medical Administrative Assistant (Patient Access Representative - HCI)	Medical Administrative Assistant program consists of eight courses to help you gain the knowledge and skills relevant for working in a medical office setting - including doctors' offices, hospitals, insurance companies, and public health clinics. Introduction to Allied Health Law, Ethics, and Confidentiality in Allied Health Medical Billing and Health Insurance Medical Office Procedures Body Systems and Medical Terminology Electronic Medical Records Pathology and Pharmacology
Medical Assistant - Career Diploma	Medical Assistant diploma program can help students prepare for industry-standard exams from home. Geared toward building foundational skills, you'll cover courses from an Introduction to Medical Terminology to a Clinical Procedures lab to build your knowledge in the field.
Landscaping Technology	landscaping classes will cover everything from pest management

Academic Resources	Description
	and how to choose plants for your landscape to the proper tools and techniques to create and maintain an attractive and sustainable landscape. The Landscape and Horticulture Industry Garden Ecology Landscape Plants Landscape and Garden Design Landscape Construction, Installation, and Maintenance Starting and Running Your Landscaping Business
Drafting with AutoCAD	Drafting with AutoCAD program consists of courses to help you gain the knowledge and skills relevant to the field of drafting. Drafting with AutoCAD classes will cover basic sketching and drafting techniques, as well more advanced applications of AutoCAD software. Introduction to Computer-Aided Design Sketching and Drafting Fundamentals Geometric Drawing, Dimensioning, and Tolerancing Basic AutoCAD Software Functions Advanced AutoCAD Software Functions Structural and Civil Drafting HVAC and Electrical Schematic Drafting
E-Business Management Certificate	An introduction to important marketing and security awareness concepts within the context of conducting business in an e-commerce environment. Learn how you can advance in your current position or improve your small business' performance with sharper website management, cyberspace law, and internet security skills. Introduction to Business Principles of Management Marketing Internet Marketing and E-Commerce Internet Security

Academic Resources	Description
	Cyberspace Law Website project Management Advanced E-Commerce Issues Customer Service
Electronic Medical Records	Records and Health Information Management careers are projected to see higher than average job growth through 2026. Prepare to take the first steps toward a new career, or advance your current one, in a variety of healthcare settings Introduction to Allied Health Electronic Health Records
Penn Foster High School	The high school curriculum is a total of 21.5 credits, including standard general education requirements, such as English and math courses. Each course is broken down into small mobile-friendly lessons to help you on your journey toward earning your high school diploma online. Demonstrate 21st century skills such as the ability to use technology to complete learning tasks and to communicate effectively Use critical thinking and reasoning skills to complete learning tasks in English Language Arts courses Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses Use critical thinking and reasoning skills to complete learning tasks in science courses Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses Use critical thinking and reasoning skills to complete learning tasks in math courses Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
Home Remodeling and Repair	This program can help you gain the knowledge and skills relevant to the field of home remodeling and repair. Home repair classes

Academic Resources	Description
	will cover wiring, plumbing, heating, and framing for roofs, walls, and stairs. In addition to receiving instructional videos and a drawing kit, you'll work on hands-on project remodels for basements, bathrooms, kitchens, and additions.
IT Support Specialist	IT Support Specialist Career Diploma program consists of courses to help you gain the knowledge and skills employers are seeking. Our program will help you understand technology careers, hardware basics, operating system installation, networking protocols, and more. Workplace Skills for IT Support Specialists Computing Hardware, Networking, and Mobile Devices Operating Systems and Computer Security Network Protocols and Internetworking
Medical Billing & Coding	This online program is designed to help you prepare to sit for the Certified Billing & Coding Specialist (CBCS) exam, the Certified Professional Coder (CPC) exam, and the Certified Coding Associate (CCA) exam. The Billing and Coding Professional Certification Exam Review covers practice exams, with a final modeled after the CPC exam, providing career and certification preparation.
Paralegal	Paralegal Career Diploma Program can help you prepare to pursue a career in the paralegal field. In this program, you will cover topics such as legal terminology, the U.S. court system, how to conduct legal investigations, legal writing and legal research, and more. The Paralegal Professional, Legal Terminology, Critical thinking, Ethics and Professional Responsibility, How the Law Works, The U.S. Court System, Business Law, Torts, Civil Litigation, Discovery

Academic Resources	Description
	Alternative Dispute Resolution, Criminal Litigation, Microsoft® Word™, Excel®, and PowerPoint®, Legal Writing, and Legal Research
Cosmetology: Natural Hair; Hairbriading	This course complements the competency requirements for the DC Barbering and Cosmetology Board hair braiding license.
Culinary Arts	The Culinary Arts program includes three certifications: AHLEI Certified Kitchen Cook, and ServSafe Alcohol. Students receive these certifications in the first week of the program. • AHLEI Certified Kitchen Cook: This course teaches students the fundamentals of various cooking methods. It covers general hospitality knowledge and essential soft skills needed in the hospitality industry. The course provides concise instructions for training new or prospective employees on how to use basic kitchen tools and equipment (including knives), convert standard recipes based on portion size and number of portions, handle special guest situations (including substitutions), and demonstrate basic kitchen safety and sanitation guidelines. • ServSafe Alcohol: This course defines responsible alcohol service best practices and prepares students for the 1

Academic Resources	Description
	ServSafe Alcohol® training and certification exam.
CompTIA A+	This distance education instructor-led entry-level computer certification is designed for PC computer service technicians. The course certifies the competency of entry-level PC computer service professionals in installing, maintaining, customizing, and operating personal computers. The course meets in person three times per week for 10 hours, with 2 hours available for tutoring from 9 am to 1 pm. Additionally, it includes up to 10 hours of homework or practicum per week.
CompTIA Network+	This course provides students with the essential knowledge and skills to design, configure, manage, and troubleshoot wired and wireless networks. It covers network technologies, installation and configuration, media and topologies, management, and security.
CompTIA Security+	This course covers the essential principles for network security and risk management. It prepares students to address the latest trends and techniques in risk management, risk mitigation, threat management, and intrusion detection.
Lean Six Sigma Yellow Belt	Participants learn to use a variety of Lean improvement and Six Sigma quality tools under a DMAIC (Define, Measure, Analyze, Improve, Control) framework.
OCEG Governance, Risk, and Compliance	The course is designed to meet competency skills and core understanding for Governance, Risk, and Compliance (GRCP) certification. Training

Academic Resources	Description
	provides skills to Integrate governance, performance and risk management, internal control, and compliance activities.
Lean Six Sigma AI	This course introduces students to the application of Lean Six Sigma principles in the field of artificial intelligence. Participants learn how to use AI tools and methodologies to enhance process improvement and quality control initiatives within the DMAIC framework.
ECI National Green Infrastructure Certification Program Certificate	This course prepares students to pass the National Green Infrastructure Certification exam and join the growing green infrastructure workforce.
EC-Council Certified Network Defender	This course equips students with the skills needed to protect, detect, and respond to network security threats. It covers network defense fundamentals, network security controls, protocols, perimeter appliances, secure IDS, VPN and firewall configuration, intricacies of network traffic signature analysis, and vulnerability scanning.
EC-Council Certified Ethical Hacker	This course provides training on ethical hacking techniques to identify and fix security vulnerabilities. Students learn to think like hackers and implement effective security measures to protect systems and data.
Certified Penetration Testing Professional	This advanced course prepares students to become skilled penetration testers. It covers in-depth methodologies and techniques for performing comprehensive security assessments and penetration

Academic Resources	Description	Academic Resources	Description
	testing on various systems and networks.	Avid Pro Tools	This course provides hands-on training with Avid Pro Tools, the industry-standard software for digital audio production. Students learn to record, edit, and mix professional audio tracks.
National Drug and Alcohol Screening Association	NDASA offers the highest standards in professional development programming for the drug and alcohol screening industry. Our in-person and virtual training courses, led by industry experts, ensure industry-wide best practices and regulatory compliance.	Certified SCRUM Master	This entry-level IT and project management certification course provides professionals with an awareness of Scrum methodologies and values. It includes training on team performance, accountability, and iterative progress.
CompTIA Cloud Essentials	This 6-week course is designed to prepare students to sit for the CompTIA Cloud Essentials+ (CLO-002) exam. It provides entry-level cloud certification and leadership training in the rapidly growing cloud technology industry.	Microsoft Excel	This course teaches students how to use Microsoft Excel for data analysis and business operations. It covers basic to advanced functions, including spreadsheet creation, formulas, pivot tables, and data visualization.
CHES Exam Boot Camp	This intensive course prepares students for the Certified Health Education Specialist (CHES) exam by covering the seven areas of responsibility for health education specialists, including assessment, planning, implementation, evaluation, administration, resource, and communication.	Professional Development	This course offers training in various professional skills, including sexual harassment training, communication, professional dress etiquette, leadership, time management, and teamwork, to enhance career growth and workplace efficiency.
Green Infrastructure - Chesapeake Bay Landscape Professional	This course is a prerequisite for NGICP and CBLP Level 1 courses. It provides an introduction to watershed protection, stormwater management, green infrastructure practices, and career opportunities.	NPCE Phlebotomy	This course prepares students to perform phlebotomy procedures. It includes training in blood collection techniques, safety protocols, and patient interaction, preparing students for the NPCE Phlebotomy certification exam.
		Techniques in Alcohol Management (TAM)	This course provides training on responsible alcohol service practices, covering state and federal regulations, ID checking, responsible service techniques, and handling difficult situations.
		Unity Essentials	Unity is a powerful interactive development tool

Academic Resources	Description
	for mobile and desktop games, as well as real-time simulations and visualizations. In this hybrid course, we will review techniques used in Unity visualizations and development and introduce the basics of level design, lighting, materials, and animation. You will learn how to set up a project and become familiar with the Unity user interface. At the end of the course, you will be able to apply materials and add animation.
OSHA-10	The OSHA 10 DOL card proves to employers that you have completed 10 hours of OSHA-authorized training on critical workplace safety topics. Entry-level workers with this credential have industry-specific knowledge and skills that help prevent injuries and keep workplaces safe and productive.
Certified Maintenance Employee	This program presents general hospitality knowledge and soft skills needed in the hospitality industry. It provides concise instructions for training new or prospective employees on property safety, security, common tools, inventory, and maintenance.
AHLEI Certified Guest Services Professional Golden Opportunities	This course demonstrates how to provide a level of guest service that leaves a lasting impression on guests, inspires coworkers, and enhances job satisfaction in the lodging industry. It prepares employees for the Certified Guest Service Professional (CGSP®) exam.
AHLEI Certified Restaurant Server	This program teaches general hospitality knowledge and soft skills needed in the

Academic Resources	Description
	hospitality industry. It includes instructions for training new or prospective employees on performing key tasks correctly. The course covers the following topics: greeting and seating guests, anticipating guest needs, serving beverages and meals, basic kitchen safety and sanitation guidelines, and presenting guest checks and settling.
CSW Cosmetology - Barbering	This course complements the competency requirements for the DC Barbering and Cosmetology Board hair braiding license.

14. A listing of all programs offered by the school and official name of the credential conferred.

Work Readiness Experience	ACT WorkKeys
Microsoft Technology Associate Training	Microsoft Technology Associate Certification
Microsoft Office Specialist	Microsoft Office Specialist Certification
IT Fundamentals Training	IT Fundamentals Certification
IT Fundamentals Training (Distance)	IT Fundamentals Certification
Hair Braiding	Hair Braiding License
Governance, Risks, and Compliance (GRCP) Training	Governance, Risks, and Compliance (GRCP) Certification
Certified Network Defender	Certified Network Defender Certification
Ethical Hacking	Ethical Hacking Certification
Network+ Training	Network+ Certification
Network+ Training (Distance)	Network+ Certification (Distance)
A+ Training	A+ Training Certification
A+ Training (distance)	A+ Training Certification (distance)
Green Infrastructure Training	National Green Infrastructure Certified Professional

15. A description of the school's activities including telecommunications activities away from it principal/main location

CSW has a partnership with the University of the District of Columbia for the National Green Infrastructure Certification Program (NGICP) and agreements with the Department of Employment Services to offer courses at the DC Infrastructure Academy.

16. A listing of all campuses in DC at which the school will offer courses.

Online – Distance Learning Management System
Certification School Worldwide Main Campus 605 Rhode Island Ave. NE
Washington, DC 20002

Consortium for Sustainable Workforces
201 Massachusetts Ave. NE
Washington, DC 20002

DC Infrastructure Academy (DCIA)
2330 Pomeroy Rd SE,
Washington, DC 20020

Department of Employment Services
4052 Minnesota Ave. NE
Washington, DC

University of the District of Columbia
4200 Connecticut Ave NW,
Washington, DC 20008

17. THE SCHOOL'S HOURS OF OPERATION.

Monday through Friday 8:00 am to 9:00 pm

18. A CALENDAR OF THE SCHOOL, SHOWING BEGINNING AND ENDING DATES FOR EACH SCHOOL YEAR, SEMESTER, QUARTER, TERM AND/OR SESSIONS, VACATION PERIODS, AND HOLIDAYS OBSERVED BY THE SCHOOL.

Academic Quarter Dates	Spring 2025 (January 13 – April 4)	Summer 2025 (April 07 – June 27)	Fall 2025 (July 07 – September 26)	Winter 2025 (October 6 – December 26)
Quarter Start Date	January 13th Probationary period Jan 6th – Jan 10th	April 7th Probationary period Mar 31st – Apr 4th	July 07th Probationary period Jun 30th – July 4th	October 6th Probationary period Sep 29th – Oct 3rd
Drop Date	January 11th	April 5th	July 5th	October 4th
Coursework Completion	March 21st	June 13th	September 12th	December 12th
Exam Preparation Period	March 28th	June 20th	September 19th	December 19th
Quarter End Date	April 4th	June 27th	September 26th	December 26th
Mid-Term	Feb 10 – May 2	May 12 – Aug 1	Aug 11 – Sep 19	Nov 10th – Jan 30th 2026
Mid-Term Start Date	February 10th Probationary period Feb 3rd – Feb 7th	May 12th Probationary period May 5th – May 9th	August 11th Probationary period Aug 4th – Aug 8th	November 10th Probationary period Nov 3rd – Nov 7th
Drop Date	February 8th	May 10th	August 9th	November 8th
Coursework Completion	April 18th	July 18th	September 5th	January 16th 2026
Exam Preparation Period	April 25th	July 25th	September 12th	January 23rd 2026
Quarter End Date	May 2nd	August 1st	September 19th	January 30th 2026

19. Location of the institution's main campus/corporate office.

The location and main office for the Certification School Worldwide are both located in Washington, DC.

20. A statement regarding the availability of the student right-to-know and campus security act information.

By federal requirement of the Student Right to Know and Campus Security Act (Public Law 101-542 as amended by Public Law 102-26, the Jeanne Clery Act), and the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), Certification School Worldwide will disclose upon request through the Office of Institutional Effectiveness by September 30 of each year the completion or graduation rates of specific cohorts within certificate seeking full-time, first-time students, crime statistics, equity in athletic participation, special services available for disabled students and other institutional information required by this legislation.

Admissions

21. A description of the school's admission policies and entrance requirements.

To qualify for enrollment in the Certification School Worldwide's certificate programs, except for applicants who are enrolling in Academic Skills Development courses, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate an ability to perform postsecondary-level course work (including test evidence);

2. Demonstrate Reading and Math proficiency (Meet CASAS or WorkKeys requirements) according to CSW standards;

3. Meet any additional admission requirements specific to the program they plan to enter;

4. Submit a completed enrollment application with the required payment;

5. Be at least 16 years of age.

* Note: Students may need to document that they have fulfilled these requirements.

A "rolling admission" policy governs most programs, which means that the School will accept applications and announce admission decisions continually throughout the year. The exceptions are set forth below.

ADMISSION PROCEDURES:

Following are the procedures for gaining general admission to Certification School Worldwide:

1. Meet or speak with an advisor to select an educational objective and to be informed of the initial application and enrollment requirements.

2. Complete and sign the application along with the nonrefundable application fee and all documents relevant to the respective certificate or certificate programs. Online applications and fee payments may be submitted at www.cswpbc.com.

or school may also be submitted through the online application for processing. Paper documents should be submitted to Certification School Worldwide, Attn.: Admissions, 605 Rhode Island Ave. NE Washington, DC 20002.

1. Request official transcripts from all previously attended institutions and have them sent to Certification School Worldwide, Office of the Registrar, 605 Rhode Island Ave. NE Washington, DC 20002. Certified electronic transcripts which may be sent to constituentservices@CSWPBC.com through an authorized vendor used by the student's sending institution.

2. Meet the Reading and Math proficiency (CASAS requirements) of the School.

22. Additional entrance requirements for specific programs, if applicable.

Students interested in the National Green Infrastructure Certification Program cannot have completed more than 30 college credits to be accepted to the program.

23. Application deadlines for the enrollment periods covered by the catalog publication dates, if applicable.

A "rolling admission" policy governs most programs, which means that the School will accept applications and announce admission decisions continually throughout the year. Students are requested to submit applications a minimum of six weeks prior to the quarter they wish to start a educational program.

24. A statement describing how a student is accepted and notified of acceptance.

Applicants must submit an enrollment agreement form to enroll in the Certification School Worldwide. The enrollment agreement form covers all cost associated with the desired educational program. A review committee representing academic programs reviews applications. Students are notified of the committee's decision via an email sent from CSW.

25. Conditions of provisional acceptance and the necessary requirements to satisfy the conditions and the deadline for determination of full acceptance as of the terms of the school's admissions policy.

Provisional Acceptance:

For well-qualified applicants that do not meet the CASAS or WorkKeys assessment minimum criteria noted, the applicant shall provide justification to Certification School Worldwide outlining qualifications and request Certification School Worldwide approval for waiver of this criteria. Waiver of this criteria shall be at the discretion of Certification School Worldwide.

Policy for Provisional Readmission:

To be readmitted following suspension, a student must submit a written, signed petition to the Readmission Committee, Office of the Registrar, within the next four terms (one year). The committee then considers the request, and if it decides to grant it, the student is sent a letter outlining the conditions under which studies may resume. The status "Provisionally Readmitted" appears on the student's transcript. A student who has been provisionally readmitted is still on suspension, and if academic performance does not improve during the next term, and/or if the student does not follow the conditions outlined by the Readmissions Committee, he or she may be dismissed, at the discretion of the Registrar.

26. The criteria for transfer credit accepted by the school, if applicable OR a statement informing students that the school does not give credit for work completed at other institutions.

CSW will only accept transfer credit from academic partners during the provisional accreditation period.

27. A statement informing students that credits earned at the school are transferable to another institution at the sole discretion of the accepting institution.

The transferability of credits earned at the Certification School Worldwide is at the complete discretion of the receiving institution. If the course

work credit is not accepted, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Certification School Worldwide to determine if your (diploma or certificate) will transfer.

28. School's policy concerning granting of credit for life or work experience and how these credits will be documented on the student's official transcript.

Students may be able to earn course credit for knowledge and skills they have gained from previous education or training, military experience, volunteer, life and work experiences. Students may be assessed through various processes developed to determine the degree to which they have met the learning outcomes; this could be a test, written assessment, oral interview, project, performance or other appropriate method by which an appropriately qualified certification organization member determines through their independent criteria.

Student Disclosure Information (Grading /Rights/Responsibilities /Grievance)

29. The school's grading or progress system.

Certification School Worldwide uses a decimal grading system for courses. Failing grades are recorded on the transcript. No credit is earned for these courses. Once a grade has been posted, it may be changed upward but not downward unless the original posting was due to a clerical or technological error.

Transcripts

Official transcripts of all grades may be obtained by sending a signed, written request and $10 to the Office of the Registrar, by ordering online through the CSW website or portal, or by using the transcript request form available on Certification School Worldwide's website. For further information please see "Transcript Fee" in the Finance Policy section of this catalog.

Student Receipt of Grades

Students have the ability to view and print out a copy of their grades at any time by going to the Student Portal, http://www.cswpbc.com, accessing their account on the Certification School Worldwide School Student Center, then clicking on My Academics - View Unofficial Transcript. All grades that have been posted are viewable here.

Grade Point Average (GPA)

The GPA is computed at the end of each term, for both the individual term and cumulatively, for all CSW courses completed by that point. It is based solely on decimally graded courses taken at CSW. (Thus grades of P and NP are not calculated into the GPA.) The GPA is determined by dividing the sum of quality points earned by the total number of CSW credits attempted. In the case of a repeated course, only the most recent grade earned is used when a student's cumulative (overall) GPA is calculated.

Lesson Grade (%)	Letter Equivalent
90-100	A
80-89	B
70-79	C
65-69	D
Below 65	F

Rating	Letter Equivalent
Excellent	A
Good	B
Average	C
Passing	D
Failing	F

Forgiveness for Grades from a Previous Program

Upon request, the Readmissions Committee will review a student's previous academic record to consider a re-computation of the cumulative GPA. For example, a student who returns after a significant absence and changes academic programs may find that previously taken, low- graded courses are no longer applicable to the new academic program. In this circumstance, while the courses from the former academic program would remain on the transcript, both the grades and credits earned would be suppressed from the cumulative GPA.

30. The school's standards and requirements for satisfactory progress and the course of action taken when the satisfactory progress is not met.

Satisfactory completion of a course requires a grade point average of 2.0 or higher from all of the graded course material. The grading system also officially includes the following alphabetical grades and progress status indicators:

- Abandonment -Student registered but never attended
- COVID-19 - Student course interrupted by COVID-19
- Incomplete - Student remains engaged but did not finish the course
- Successful Completion - Student met course completion requirements
- Unsuccessful Completion - Student completed course but did not meet course completion requirements
- Withdrawal - Student withdrew from course
- Vanished - Student discontinued course attendance without explanation
- Other - See notes

31. The school's required grades or other criteria required for satisfactory completion of the program.

Good standing requires students to maintain a cumulative GPA of at least 2.0 throughout their enrollment at CSW to maintain good standing at the School. Students in "No Intended Certificate" status do not have academic standing calculated since they are not in a specific program.

32. A description of how and when students receive their grades or progress reports.

Certification School Worldwide monitors progress on a quarterly basis consisting of twelve (12) week grading periods. Grades are issued within two-weeks after the grading period ends. Mid-quarter progress reports are also distributed each quarter to inform students of on-going progress. Students will have access to their grades through the CSW learning management system.

33. Students' rights, privileges, and responsibilities.

The status of "enrolled student" conveys certain rights and responsibilities. Policies based on U.S. law are applicable to all Certification School Worldwide students.

It is the student's responsibility to know the policies and practices of Certification School Worldwide that are available in the institution's annual catalog, a compendium of all the School's programs and policies, including the academic calendar. The Catalog is posted online on the Certification School Worldwide public website and the student portal. Paper copies are available at appropriate School offices.

34. School's procedure for handling student complaints/grievances.

A student complaint is any unresolved issue that a student feels should be addressed to the dean of student affairs. This process resolves differences within the institution; it is not a legal forum. Here are the steps for handling concerns and complaints:

Step 1 - Promptly discuss issue with the office involved and act upon their suggestions towards resolution. Connect with the director of that office or your Certification School Worldwide director if necessary. Resolution of complaints or grievances usually begins with this informal discussion with the person or office immediately concerned. Your academic advisor, program director, center director, or the dean of student affairs can suggest the appropriate channel for resolving particular complaints, and may assist you with the resolution.

Please make every effort to resolve an issue at step 1. Do not proceed to step 2 unless no adequate resolution has been achieved.

Step 2 - Students who want assistance with problem solving are invited to contact the Office of Student Affairs:

Submit a Student Concern/Complaint Report to the Office of Student Affairs. Please fill out the report form completely, providing specific details. The dean of student affairs will then review the concern and facilitate further discussion towards a resolution. Certification School Worldwide will make its best effort to resolve issues in a way that is positive for both students and the institution. Or contact the dean of student affairs, who will serve as the mediator with school offices and administrators. Call 888-550-6529 or e-mail

13

constituentservices@cswpbc.com. Please provide complete information about the complaint or concern, including:

1. Student name, ID# and contact information.
2. Date and nature of the concern.
3. Names of staff or faculty involved.
4. Narrative of correspondence with involved parties.
5. What resolution are you seeking?

If at any time you feel uncomfortable, frustrated, or need additional help in the resolution process, a student has the right to contact the dean of student affairs directly as the neutral third party to facilitate the process. However, Step 1 above is recommended first.

35. A statement indicating HELC is the agency of last resort in the grievance process.

Students enrolled in academic programs in the Certification School Worldwide should follow the student grievance procedures outlined in the Certification School Worldwide Course Catalog. Students who follow Certification School Worldwide grievance policies without resolution of their concern may, as a last resort, contact Higher Education Licensure Commission (HELC) to file a complaint about the school.

1050 First Street, NE, Washington, DC
20002 Phone: (202) 727-6436
TTY: 711
Email: osse.elcmail@dc.gov

36. A statement that ensures student(s) will not be subject to unfair action and/or treatment by any school official as a result of the initiation of a complaint.

The Certification School Worldwide believes that its staff and students should be treated with dignity, respect and fairness by all members of the community: managers, other staff and other students. Discrimination is unfair and unacceptable to the Certification School Worldwide (and potentially unlawful) where an individual is treated less favorably than other persons on grounds of sex, marital status, sexual orientation, race, color or nationality, ethnic/national origin, age or disability.

Probation, Dismissal and Readmission

37. School policy regarding whether a probationary period is given for unsatisfactory grades or progress.

Regulations require that all students show satisfactory academic progress (SAP) towards their educational objective. In order to be considered making satisfactory progress towards a certificate/diploma, students must maintain specified grade averages as well proceed through the course at a pace leading to completion in the specified time frame. Time Frame or Program Completion Policy is reviewed during orientation. Students receiving funds under any Title IV financial aid program must maintain Satisfactory Progress in order to continue eligibility for such funds. Satisfactory Academic Progress, SAP, for financial aid eligibility is not to be confused with academic progress evaluations as defined by CSW which can be found in the Student Handbook/Catalog located in the school's Admissions office. For purposes of determining Satisfactory Progress, all students will be measured on meeting both academic and completion progress. To monitor Satisfactory Academic Progress, the following two criteria are evaluated:

Qualitative Measure of Progress and Quantitative Measure of Progress SAP Monitoring.

The qualitative and quantitative components for SAP at the Certification School Worldwide will be monitored at the end of each payment period in order to provide a formal intervention by the institution for those that do not meet the SAP standards. In order to receive Title IV aid, a student must make satisfactory academic progress regardless of whether he or she previously received Title IV aid.

Qualitative Measure of Progress

Students must maintain a minimum of a 65% cumulative grade point average at the midpoint and any subsequent review period during their program of study.

Quantitative Measure of Progress

All students must complete 70% of all CSW scheduled course hours. Students who do not earn 67% of all CSW credit hours attempted will be placed on financial aid warning for the next payment period. At the end of the following payment period, the student must meet the standards or financial aid may be canceled for future payment periods until student either meets the standards or the student has an appeal approved putting them on academic probation with an academic plan on file demonstrating the requirements for the student to satisfy requirements prior to graduation. Students on probation must meet standards each payment period as assigned by the Satisfactory Academic Progress Probation Policy.

38. The specific criteria which results in a student being placed on probation.

Probation

After any term in which a certification student's cumulative GPA falls below 2.0, the student is placed on probation. Students are notified in writing by the School when they are placed on probation after one or more terms in good standing, and this status also appears on the student's transcript. A status of probation does not interfere with a student's ability to enroll for new courses.

Any student who receives a UW for any course in three consecutive terms is placed on probation after the third term, regardless of cumulative GPA. In addition, any student without a cumulative GPA (for example, a new student) who receives UWs for all courses taken in a term is placed on probation. If the pattern is repeated for a second consecutive term, the student is again placed on probation.

Suspension

If a student's cumulative GPA remains below the required level (2.0 for students) for three consecutive terms, the student is suspended from enrollment in the academic program. The status "Suspended" appears on the student's transcript after the third term. In addition, any student without a cumulative GPA who receives UWs for all courses for three consecutive terms is suspended after the third term.

A student who has been suspended is blocked from further enrollment. Once a student has been

suspended, he or she must request and be granted provisional readmission in order to re-enroll at CSW.

39. The length of the probationary period.

Term Probation

A student is placed on 6-week (half quarter) probation at the end of any quarter if the student fails to achieve at least a grade-point average of 1.5 for that quarter.

40. The criteria for clearing probationary status. To clear probation (return to good academic standing) a minimum 2.0 term (semester) and 2.0 cumulative GPA must be achieved by the end of the next semester of enrollment (probationary term).

To clear Academic Probation, students should take the following steps:

1) Meet with a School Adviser in the Student Affairs Office

- ☐ Discuss and understand your academic status and the requirements to clear probation.
- ☐ Develop a feasible and strategic course schedule for your probationary term
  - Course Planning for Probationary term
  - All courses must be taken for a letter grade. Courses offered only on a Passed/Not Passed basis are permitted.
  - Students must be enrolled full time in a minimum of 9 credit units.

2) Attend a professional development training class.

3) Check in with your Student Adviser after you have received midterm grades.

Note: official grades are not posted until several weeks after the close of the semester, and consequently there is a delay in letting you know if you have cleared probation. To determine your status as soon as possible, ask your instructors for final grades.

Students who Believe They will not Clear Probation, Take the Following Steps:

Students who do not clear probation with their probationary term grades are "Subject to Dismissal." Students who are subject to dismissal are reviewed by

the Dismissal Review Committee and are either dismissed from the School or continued on probation. Please review more information below.

1) Meet with the School's Adviser as soon as possible to talk about options and next steps

Discuss and understand what "Subject to Dismissal" means

Discuss writing a "Continue on Probation (COP)" letter to the Dismissal Review Committee (DRC) requesting an additional semester to clear probation. Please note that submitting a COP letter does not guarantee an additional term to clear probation.

Continue On Probation (COP) Letters should include:

Student ID number

Why you were unable to clear probation, including any exceptional circumstances outside of your control.

Any pertinent issues you have not previously shared with a School Adviser.

Steps you have taken to clear academic probation, including resources used.

What you would do to clear academic probation if granted another term.

- The courses planned for the continued on probation semester.
- If you have senior standing (90 or more units), attach a program plan signed by your department adviser or the adviser of your intended certification program.

41. School policy regarding dismissal for unsatisfactory grades or progress.

After a student is placed on 6-week (half quarter) probation they will be evaluated at the end of the 6-week probation and will be subject to dismissal by the President or Provost of CSW if the grades point average is still below 2.0 and demonstrable improvement has not been made.

42. The criteria for re-admittance after dismissal due to unsatisfactory grades, if applicable.

To be readmitted following suspension, a student must submit a written, signed petition to the

Readmission Committee, Office of the Registrar, within the next four terms (one year). The committee then considers the request, and if it decides to grant it, the student is sent a letter outlining the conditions under which studies may resume. The status "Provisionally Readmitted" appears on the student's transcript. A student who has been provisionally readmitted is still on suspension, and if academic performance does not improve during the next term, and/or if the student does not follow the conditions outlined by the Readmissions Committee, he or she may be dismissed, at the discretion of the Registrar.

43. The specific criteria for dismissal for reasons other than unsatisfactory grades or progress.

Students are expected by the institution to make satisfactory academic progress toward completion of their declared academic course of study. Failure to make satisfactory academic progress as defined by the School may result in dismissal from the program and/or School.

In addition to academic progress, courses of study that prepare students for professional roles in the community, e.g., teachers, counselors, school administrators, or industry leaders, may have an added expectation of performance requiring candidates to demonstrate a standard of character dictated by the professional ranks that they are studying to enter. Professional programs may refer to these standards as dispositions and/or ethical codes of conduct.

Students enrolled who violate the stated dispositions and/or ethical codes of conduct may be dismissed from the program by action of the dean. Prior to such dismissal the student shall be informed of the decision for dismissal and given an opportunity to appeal the decision to the Provost. The decision of the Provost shall be final.

44. The conditions under which a student will not be readmitted.

Students will not be readmitted if the nature of the dismissal involved any form of verbal, physical, or sexual assault against a fellow student, staff member, or faculty member. Academic dishonesty in terms of cheating or monetary crimes against the school will also be grounds for permanent expulsion.

STUDENT RECORDS

45. A description of student records the school maintains while a student is enrolled and after the student is no longer enrolled.

CSW maintains the student records for GPA, course progress, attendance, disciplinary actions, student financial account balance, and class details during enrollment. Following enrollment CSW retains the financial account, GPA, course completion, and graduation status information.

46. The length of time that student records are maintained after the student is no longer enrolled.

Students records will be archived and maintained for a minimum of 5-years following completion of the program.

47. A description of how the school maintains student confidentiality.

Personally identifiable information collected by the School may be used as the basis for identity verification. However, all methods of verifying student identity protect the privacy of the student information in accordance with the Family Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information.

48. An explanation as to how a student may obtain a copy of his/her academic and financial records.

Financial records are available upon request from the financial and Registrar's Office who will serve as the mediator with school offices and administrators. E- mail constituentservices@cswpbc.com or call 888- 550-6529. Please provide complete information about the complaint or concern, including:

1. Student name, ID# and contact information.
2. Date and nature of the concern.
3. Narrative of correspondence with involved parties.
4. What resolution are you seeking?

49. An explanation as to under what circumstances an academic record/transcript and/or the financial history of the student will not be released.

Academic records will not be released to any individual other than the student without signed written consent from the student.

STUDENT CONDUCT

50. A description of the type of conduct expected of students and the type of conduct that will not be tolerated.

Our Participants Code of Conduct Policy outlines expectations regarding participant's behavior towards their classmates, Certification School Worldwide staff, instructors and faculty. We promote freedom of expression and open communication, but we expect all participants to follow our code of conduct. Participants should avoid offending, participating in serious disputes and disrupting our program. We also expect participants to foster a well- organized, respectful and collaborative environment.

Scope

This policy applies to all Certification School Worldwide students.

Policy elements

Certification School Worldwide students are bound by their contract to follow our Participant Code of Conduct while attending classes at Certification School Worldwide students. We outline the components of our Code of Conduct below:

Participant Code of Conduct

- Participants should plan to arrive to class on time and stay for the entire class period (or until dismissed) as random arrivals, exits, and extended breaks are disrespectful and distracting;
- All cell phones, smartphones, and other electronic devices (e.g., iPads) must be turned off (or on vibrate) and not in plain sight during class time. [Consult your instructor as some prefer that cell phones are "off" and others allow that phones are set on vibrate];
- Talking and other disruptive behaviors are not permitted while classes are in session;
- It is the participant's responsibility to notify the instructors and CSW staff members of any need for accommodation of a disability;
- All participants should respect their classmates and instructors. Participants are

expected to be professional and respectful of other students, instructors, CSW staff, administration, and guest speakers. This includes verbal and physical behavior as well as language used in email and phone messages. We will not allow any kind of discriminatory behavior, harassment or victimization;

- Students may be sent home for inappropriate sexual behavior and behavior that violates the rights of others, particularly when the behavior is disrespectful about a person's gender, race, age, sexual orientation, religion, national origin, disability or appearance. You may not tease, hurt or bully anyone, or use language, gestures or actions that will hurt others. Disciplinary action will vary based on the degree of the offense and will be determined by the program staff in charge;
- Participants are responsible for their own belongings. Valuables, such as expensive jewelry and electronic devices, should be left at home. CSW will not be responsible for any lost or missing items; and
- Theft, vandalism, the use of illegal drugs and alcohol, leaving the program premises or boundaries (except for trips arranged as part of the program) and other such offenses are strictly prohibited. Anyone involved with these offenses will immediately be sent home at his or her own expense. Those engaged in illegal activities will be turned over to the proper authorities. Repair costs for damages incurred to property will be billed to those responsible.

Professionalism

All participants must show integrity and professionalism in the training program. Positive behavior is a key expectation for youth and adults participating in this Certification School Worldwide. Positive behavior reflects trustworthiness, respect, responsibility, fairness, caring and Certification School Worldwide citizenship'. Students are expected to fully participate, follow all program guidelines and behave appropriately to ensure a high-quality

learning experience and ensure the safety of all Students.

Student Oath of Conduct

As a student of a Certification School Worldwide, I recognize that in the pursuit of my educational goals and aspirations, I have certain responsibilities toward my fellow classmates, my institution and myself. To fulfill these responsibilities, I pledge adherence to this Code of Conduct. I will observe fully the standards, rules, policies and guidelines established by my institution, the Certification School Worldwide, the State Education Agency and other appropriate organizations serving an oversight role for my institution.

I will adhere to high ethical standards in the pursuit of my education, and to the best of my ability will:

1. Present my qualifications and background truthfully and accurately for admission to the institution.

2. Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions and conducting research (where applicable).

3. Never turn in work that is not my own or present another person's ideas or scholarship as my own.

4. Never ask for, receive or give unauthorized help on graded assignments, quizzes and examinations.

5. Never use outside books or papers that are unauthorized by my instructor's assignments or examinations.

6. Never divulge the content of or answers to quizzes or examinations to fellow students.

7. Never improperly use, destroy, forge or alter my institution's documents, transcripts or other records.

8. Never divulge my online username or password. It will be my responsibility to participate in the Leadership Program and to recognize, understand and abide by Certification School Worldwide rules and consequences.

9. It will be my responsibility to attend school on a regular basis accumulating no more than twelve (12) days absent each year and five (5) days tardy per quarter.

51. A statement on action(s) the school will take when a student violates schools standards of conduct. Please include how the student is to request information from the school and how the school will handle, communicate, and respond to the student under these conditions.

Upon the first offense a formal warning is issued depending on the severity of the event. The formal warning includes documenting the student's record of the disciplinary action. The second offense is escalated to the President or Provost and documented to the student's record. An individual responsibility plan is created or updated and reviewed with the student. The third offense will result in immediate suspension, probation, or expulsion.

52. A statement describing the dismissal policy for unsatisfactory conduct, if applicable.

Dismissal from the program will result in a minimum of 1 quarter suspension before the student is eligible to reapply to CSW. Re-admittance is at the sole discretion of the President and Provost. CSW is not responsible for a loss of clock hours, credits, or tuition payments as a result of unsatisfactory conduct.

53. The appeal process and the condition(s) for re-admittance if a student is dismissed due to unsatisfactory conduct.

Student's Right to Appeal after Dismissal will be considered if the student wishes to appeal a dismissal. A letter of appeal may be submitted at the end of one year. It must be sent to CSW, which then forwards it to the dean of the appropriate school. The dean's decision is final and is not subject to further appeal.

54. Student guidelines and policies, including any specific prohibitions or requirements.

Students also need to adhere to the code of conduct policy required by The Family Life Center where courses our held. The Family Life Center prohibits the use of drugs, alcohol, and excessive use of profanity or derogatory language on the campus.

55. Student dress code, if applicable

Certification School Worldwide grooms students to be business professionals in their respective fields of study. Accordingly, CSW trains and expects candidates to dress appropriately in business casual attire. These dress codes rules always apply:

    a. Participants should dress casually, but neatly and appropriately, for the occasion.

    b. All clothes must be clean and in good shape.

1. School dress includes both female and male attire. Wearing of the items listed below are prohibited:

    a. Jewelry featuring satanic cult references, weapons, and drug paraphernalia.

    b. All clothes must project professionalism. Clothes that are too revealing or inappropriate are not allowed. Excessively torn or revealing low cut tops that expose the bosoms or other clothing worn in a fashion that displays the anatomy.

    c. Discernible rips, tears or holes aren't allowed. Halter tops, cut-offs, bare midriffs, muscle shirts, see through apparel including mesh shirts and visible undergarments.

    d. Participants must avoid clothes with stamps that are offensive or inappropriate. Obscene, sexually discriminating, drug, offensive or suggestive words or graphics, tobacco, or alcohol related messages on clothing.

    e. Unsafe footwear as determined by the program instructor.

    f. Studded or spiked belts, gauntlets, bracelets, jackets, metal cleats, chains, handcuffs, dog collars or wallet chains, etc.

    g. Spandex clothing and tank tops worn without another layer.

    h. Bare feet and bathing suits.

    i. Hats, bandannas or headgear may not be worn in the school cafeteria, halls, offices or classrooms except where required by the shop program, and then approved headgear only. Hats may be worn when exiting the school. Female students may wear appropriate head wear that is stylish but not considered gang related (Administration decision).

    j. No visible undergarments.

    k. Excessively short skirts and mini dress.

    l. Other apparel deemed unsafe by instructors or Administrators.

2. Shorts may be worn which are acceptable in length (mid-thigh) with the following restrictions: Boxers (underwear) are prohibited.

3. All bags (i.e. book bags, backpacks, duffle, gym, etc.) must be placed in a specifically designed area determined by the instructor.

4. Pants must be worn at the natural waist and fit comfortably.

5. All shirts and blouses are to be properly buttoned except for the collar button.

6. Students must wear socks or stockings as prescribed by individual teachers in their particular work or instructional area.

7. Long hair on students must be clean and well-groomed. Due to shop hazards and health conditions in work or instructional areas, the teacher will determine whether the student will be allowed to participate in these work or instructional areas. The use of hats, rubber bands and hair nets may be required by a teacher whenever long hair poses a health or safety problem.

8. Administration will make any necessary decision on any questions regarding student dress. Students with questionable dress will be referred to administration.

56. Any additional ethical standards required by the school and/or the program industry, at large, that is necessary for the success of the student, if applicable.

Ethical standards are one of the three core values of CSW and represented in the school's seal. As a result, students will have supplemental education in ethics and will be expected to demonstrate good moral and ethical judgement for all of the course catalog policies as well as situations not described in this document including but not limited to issues concerning race, religion, gender, sexual orientation, age, color, national or ethnic origin, physical disability or place of residence.

Attendance/Leave of Absence Information

- Maternity and Paternity Leave
- Childcare
- Financial Aid
- Incarceration

57. School's policy on distinguishing types of absences such as excused, unexcused, full day, late arrival, early dismissal, or class absences.

- ☐ Present – completing a class from the beginning until dismissal by the instructor.
- ☐ Late arrival – arrival 15 minutes to an hour after the scheduled class time.
- ☐ Excused - absences that will be excused with proper documentation include death in the family, illness, maternity and paternity leave, and temporary incarceration.
- ☐ Absent – failure to appear to class for any period equal to or greater than an hour after the class begins.

58. The standards the school uses to determine types of absences and the way absences are recorded.

Absences Due to Inclement Weather-
On days when the School remains open during inclement weather, students should make their own determination whether to attempt to travel to class based on the safety of road conditions in their own locale. Students will not be penalized for missing class under this circumstance, although students are responsible for the work missed and are expected to make it up in a reasonable time as determined by the instructor.

Absences Due to Religious Beliefs
Any student at the School who is unable, because of his or her religious beliefs, to attend classes on a particular day or days will be excused from any examination or any study or work requirements. School faculty will provide an equivalent opportunity for the student to make up any work.

Excused Absences
The following list of absences are excused with an official note on the letterhead of the appropriate organization or email from the email account of the verifying organization.

- Death in the family

59. School's definition of tardiness.

Attendances and Tardiness Policy
The expectation is for all participants to complete all required hours and components of the training that includes but is not limited to orientation and classroom training. Participants not completing required program components will be terminated from the program. Only the Provost can approve exceptions to the attendance and tardiness policies when extenuating circumstances are presented and documentation is provided.

60. A statement of how tardiness affects attendance.

The school will count tardiness and absences separately.

61. A statement that discloses the policy that a student will be withdrawn from the program after missing so many calendar days (including weekends & holidays) after the student's last date of attendance.

Since excessive absences or tardiness may affect the quality of a student's academic performance, the school expects all students to attend classes regularly. Faculty members may determine their own policies regarding irregular class attendance. Students should be aware that non-attendance at classes will not result in automatic withdrawal from a course. Unless the student initiates a formal course withdrawal request through the Registrar's Office, non- attendance will result in an "F" grade.

62. A statement on how the school will handle assigning and grading make-up work due to absences.

Students must complete all assignments, examinations, and other requirements in all their courses. Absence does not constitute exemption from such obligations, and it is the student's responsibility to take the initiative to make up any work missed.

Students must be aware, however, that the opportunity to make up an examination is not a student right, rather it is a privilege granted under special circumstances. Make-up examinations must be

offered for absences due to religious observances, hazardous weather conditions, verifiable medical reasons or field trips that are related to an academic program. In

should inform their instructors prior to the trip so that arrangements to submit work or to schedule a make- up exam can be made. In all other cases, faculty members are free to determine their own policies regarding make-up examinations. Students must be informed, in writing, at the beginning of each semester of the make-up examination policy for each course

63. School's policy on the consequences of unsatisfactory attendance (e.g. probation, dismissal) and policy on re-admittance.

Students cannot exceed the following levels per half-quarter and full quarter:

Policy	6 Week	12 Week Quarter
Excused	2	4
Unexcused	1	2
Late arrival	5	5
Class absences	See Unexcused Absences	

64. A detailed description of the school's policy on granting leaves of absence.

A leave of absence is required by students who wish to withdraw from the current quarter, or who do not wish to attend a future quarter. Leaves of absence are only granted for serious personal situations and evaluated on a case-by-case basis by the Provost. Leaves will not be granted for more than six months at a time. A leave of absence from a program may not exceed a cumulative total of one years.

65. The specific condition(s) when a leave of absence is granted.

Leave of absences are evaluated on a case-by-case basis based on the following situations:

- Death in the family
- Maternity and Paternity Leave
- Childcare
- Financial Aid

- Incarceration

66. Any limitations on the time or number of leaves of absence.

the case of academic field trips, students
Leave of absences are evaluated on a case-by-case basis and a maximum of two leave of absences will be granted.

67. A statement explaining the actions taken by the school when the student does not resume attendance on the return date.

Failure to return from a leave of absence will result in the student having to reapply to the program and potential loss of clock hours at the Provost's discretion.

Tuition, Fees and Refunds

68. A statement of tuition and fees and other charges related to enrollment, such as deposits, fees, books and supplies, tools and equipment, and any other charges for which a student may be responsible. The school must identify all non-refundable fees.

The following tuition rates are effective for the academic year 2024-2025 (October 1, 2024 – September 30, 2025).*

Half Qtr.	Qtr.	1.5 Qtr.	2 Qtr.	Year
6 wk.	12 wk.	18 wk.	24 wk.	48 wk.
$2,370	$4,740	$7,110	$9,480	$18,960

Optional Student Cost	FEE
Student Activity Fee (Annual)	$250
Examination Fee (As-Needed)	$300
Official Transcript (Per Request)	$10

69. A description of all financial assistance available to students. Please identify if the school participates or does not participate in the federal student aid program.

Certification School Worldwide is becoming qualified to administer various types of federal and state financial aid assistance programs to help students achieve their educational and professional goals. The School also awards scholarships on the basis of financial need, demonstrated academic ability, and other criteria. To the extent that resources are available, the School is committed to sharing educational costs with students. Financial assistance programs are administered impartially through the Financial Aid Office which counsels students on eligibility and application procedures.

70. A statement on rules and conditions of installment payments, if applicable.

CSW will offer 3, 6, and 9 month installment programs where smaller payments due monthly are available to students.

71. An explanation of the withdrawal policy that includes the three (3) day cancellation period.

Tuition is refundable only when a student "officially" withdraws from a course/s according to the schedule documented in the refund policy. A full refund is available if a student withdrawals or cancels within three (3) days of registering. Students who are withdrawn from a course(s) for disciplinary reasons or a breach of conduct forfeit the right to a refund of any portion of their tuition and fees.

If students neither pay for nor attend course/s for which they are registered, they will be withdrawn from the course(s) for nonpayment and their accounts credited at 100% tuition. If students should attend courses without having paid for them, they will be withdrawn from the course/s at their request, and their accounts credited according to the applicable Tuition Refund Schedule.

To officially withdraw from a course(s), students must contact the Office of the Registrar to initiate the process. If the student is eligible for a tuition refund according to School policy, the date that the student contacts his/her advisor or the Office of the Registrar will determine the amount of the refund. Appeals to the Certification School Worldwide for extenuating circumstances (hardship, medical, or other related reason) requested outside of the refund schedule may require documentation pending the decision of the Provost.

All refunds Certification School Worldwide by students receiving financial aid will be referred to the Student Financial Aid Officer for review in accordance with relevant financial aid program requirements or governmental regulations.

If a student waits until the end of the term to withdraw from a course, there will be no course tuition refund or credit balance on the student's account. If repeating the course is needed, the student will be required to pay the tuition upon re-enrollment in the course.

72. The school's refund policy for tuition and fees.

Tuition Refund Schedule (General)

Course refunds are calculated from the start day of the session, not the start date of the course. Please see the CSW website at www.cswpbc.com

Refund begins on first day of session	Percentage of refund		
	100 %	50 %	0 %
12-week session	Up to Day 10	Day 11-21	22+ days
6-week session (1st)	Up to Day 10	Day 11	11+ days
6-week session (2nd)	Up to Day 10	Day 11	11+ days

This refund policy applies to students who reside in the District and are enrolled in Certification School Worldwide Trainings or who are enrolled in internships with placements in the District schools.

Program Curriculum

73. The educational objective of each program.

The overarching educational objective for all CSW programs is to develop the critical thinking skills for students to thrive and progress in their careers. Courses and work experience will be conducted in a consulting style approach and designed to transcend the specific program and develop subject matter experts capable of diagnosing problems and articulating solutions. This is our learn how to learn approach that infuses research skills and reading comprehension into the training course. Information is now abundantly available to everyone via the smart phone and students need skills to decipher misinformation from ground truth.

74. Prerequisites for each course, if required.

A high school diploma or GED equivalent is required to start a certificate program. The Level 2 course illustrated below are prerequisites for level 3 courses.

75. A listing of all required courses for each program offered and the credential awarded upon completion. The listing must also include: the number of contact hours of lecture, lab, and externship and total credit/clock hours for each course.

***Course Hours and Schedule* :** Typically, each course meets 3-5 days a week, 3-4 hours each day and allow students to engage in unpaid internships, pre-apprenticeship, and externships.

CSW PROGRAM INFORMATION: CSW offers a variety of trainings using proprietary content and resident faculty instructors in both onsite and online instructor-led educational formats. CSW content is created within our learning management system using academic best practices to record attendance, grades, and overall student performance. These courses are under the jurisdiction of the Higher Education License Commission and tailored to the unique needs of District of Columbia residents and local government initiatives. CSW offers these custom training courses in increments of three (3): 3-week, 6-week, 9-week, and 12-week formats with an average of 12 hours per week of course work and 8 hours of practicum or homework. Descriptions of courses by duration are provided below:

Vendor Name	Course Title	Course Description	Course Length	Minimum Participants	Maximum Participants
CSW	CHES Exam Boot Camp	This intensive course prepares students for the Certified Health Education Specialist (CHES) exam by covering the seven areas of responsibility for health education specialists, including assessment, planning, implementation, evaluation, administration, resource, and communication.	1 Day	5	25
CSW	AHLEI Certified Guest Services Professional Golden Opportunities	This course demonstrates how to provide a level of guest service that leaves a lasting impression on guests, inspires coworkers, and enhances job satisfaction in the lodging industry. It prepares employees for the Certified Guest Service Professional (CGSP®) exam.	1 Day	5	25

Vendor Name	Course Title	Course Description	Course Length	Minimum Participants	Maximum Participants
CSW	Green Infrastructure - Chesapeake Bay Landscape Professional	This course is a prerequisite for NGICP and CBLP Level 1 courses. It provides an introduction to watershed protection, stormwater management, green infrastructure practices, and career opportunities.	1 Week	5	25
CSW	Certified Maintenance Employee	This program presents general hospitality knowledge and soft skills needed in the hospitality industry. It provides concise instructions for training new or prospective employees on property safety, security, common tools, inventory, and maintenance.	1 Week	5	25
CSW	Cosmetology: Natural Hair; Hairbriading	This course complements the competency requirements for the DC Barbering and Cosmetology Board hair braiding license.	12 Weeks	5	25
CSW	Culinary Arts	The Culinary Arts program includes three certifications: AHLEI Certified Kitchen Cook, ServSafe Alcohol. Students receive these certifications in the first week of the program. • AHLEI Certified Kitchen Cook: This course teaches students the fundamentals of various cooking methods. It covers general hospitality knowledge and essential soft skills needed in the hospitality industry. The course provides concise instructions for training new or prospective employees on how to use basic kitchen tools and equipment (including knives), convert standard recipes based on portion size and number of portions, handle special guest situations (including substitutions), and demonstrate basic kitchen safety and sanitation guidelines. • ServSafe Alcohol: This course defines responsible alcohol service best practices and prepares students for the ServSafe Alcohol® training and certification exam.	12 Weeks	5	25

Vendor Name	Course Title	Course Description	Course Length	Minimum Participants	Maximum Participants
CSW	CompTIA A+	This distance education instructor-led entry-level computer certification is designed for PC computer service technicians. The course certifies the competency of entry-level PC computer service professionals in installing, maintaining, customizing, and operating personal computers. The course meets in person three times per week for 10 hours, with 2 hours available for tutoring from 9 am to 1 pm. Additionally, it includes up to 10 hours of homework or practicum per week.	12 Weeks	5	25
CSW	CompTIA Network+	This course provides students with the essential knowledge and skills to design, configure, manage, and troubleshoot wired and wireless networks. It covers network technologies, installation and configuration, media and topologies, management, and security.	12 Weeks	5	25
CSW	CompTIA Security+	This course covers the essential principles for network security and risk management. It prepares students to address the latest trends and techniques in risk management, risk mitigation, threat management, and intrusion detection.	12 Weeks	5	25
CSW	ECI National Green Infrastructure Certification Program Certificate	This course prepares students to pass the National Green Infrastructure Certification exam and join the growing green infrastructure workforce.	12 Weeks	5	25
CSW	EC-Council Certified Network Defender	This course equips students with the skills needed to protect, detect, and respond to network security threats. It covers network defense fundamentals, network security controls, protocols, perimeter appliances, secure IDS, VPN and firewall configuration, intricacies of network traffic signature analysis, and vulnerability scanning.	12 Weeks	5	25
CSW	EC-Council Certified Ethical Hacker	This course provides training on ethical hacking techniques to identify and fix security vulnerabilities. Students learn to think like hackers and implement effective security measures to protect systems and data.	12 Weeks	5	25
CSW	Certified Penetration Testing Professional	This advanced course prepares students to become skilled penetration testers. It covers in-depth methodologies and techniques for	12 Weeks	5	25

Vendor Name	Course Title	Course Description	Course Length	Minimum Participants	Maximum Participants
		performing comprehensive security assessments and penetration testing on various systems and networks.			
CSW	CSW Cosmetology - Barbering	This course complements the competency requirements for the DC Barbering and Cosmetology Board hair braiding license.	12 Weeks	5	25
Penn Foster/CSW	Bookkeeping	Lessons in this program include: Assets, Liabilities, and Owner's Equity Revenue, Expenses, and Financial Reports Payroll and Wholesale Accounting End of Month Accounting Excel® for Bookkeeping Computer Applications in Accounting - Quickbooks	12-week Self-Paced	No Minimum	25
Penn Foster/CSW	Construction Trades (formerly Carpenter)	Construction Trades training will cover how to plan and prepare projects, implement and assess workplace and project requirements, as well as provide hands-on project practice with the following Introduction to Construction and Building Trades Math for Construction Trades Construction Drawings and Building Materials Tools, Foundations, and Concrete Work Framing Insulation and Exterior Finishes Interior Finishes	12-week Self-Paced	No Minimum	25
Penn Foster/CSW	Pharmacy Technician	This program will help you prepare for the PTCE and ExCPT certification exams. Study anytime, anywhere, around your schedule to gain fundamental skills to begin on your path toward working in pharmacies, healthcare facilities, and more! Pharmacy Technician Orientation Career Readiness Pharmacology, Drug Class, and Body Systems Pharmacy Practice Law and Regulations Math Calculations for Pharmacy Technicians Pharmacy Sterile and Nonsterile Compounding Pharmacy Management and Operations Pharmacy Billing and Reimbursement Pharmacy Management Software	12-week Self-Paced	No Minimum	25

Vendor Name	Course Title	Course Description	Course Length	Minimum Participants	Maximum Participants
Penn Foster/CSW	Medical Administrative Assistant (Patient Access Representative - HCI)	Medical Administrative Assistant program consists of eight courses to help you gain the knowledge and skills relevant for working in a medical office setting - including doctors' offices, hospitals, insurance companies, and public health clinics. Introduction to Allied Health Law, Ethics, and Confidentiality in Allied Health Medical Billing and Health Insurance Medical Office Procedures Body Systems and Medical Terminology Electronic Medical Records Pathology and Pharmacology	12-week Self-Paced	No Minimum	25
Penn Foster/CSW	Medical Assistant - Career Diploma	Medical Assistant diploma program can help students prepare for industry-standard exams from home. Geared toward building foundational skills, you'll cover courses from an Introduction to Medical Terminology to a Clinical Procedures lab to build your knowledge in the field.	12-week Self-Paced	No Minimum	25
Penn Foster/CSW	Landscaping Technology	landscaping classes will cover everything from pest management and how to choose plants for your landscape to the proper tools and techniques to create and maintain an attractive and sustainable landscape. The Landscape and Horticulture Industry Garden Ecology Landscape Plants Landscape and Garden Design Landscape Construction, Installation, and Maintenance Starting and Running Your Landscaping Business	12-week Self-Paced	No Minimum	25
Penn Foster/CSW	Drafting with AutoCAD	Drafting with AutoCAD program consists of courses to help you gain the knowledge and skills relevant to the field of drafting. Drafting with AutoCAD classes will cover basic sketching and drafting techniques, as well more advanced applications of AutoCAD software. Introduction to Computer-Aided Design Sketching and Drafting Fundamentals Geometric Drawing, Dimensioning, and Tolerancing Basic AutoCAD Software Functions Advanced AutoCAD Software Functions Structural and Civil Drafting HVAC and Electrical Schematic Draftin	12-week Self-Paced	No Minimum	25

Vendor Name	Course Title	Course Description	Course Length	Minimum Participants	Maximum Participants
Penn Foster/CSW	E-Business Management Certificate	An introduction to important marketing and security awareness concepts within the context of conducting business in an e-commerce environment. Learn how you can advance in your current position or improve your small business' performance with sharper website management, cyberspace law, and internet security skills. Introduction to Business Principles of Management Marketing Internet Marketing and E-Commerce Internet Security Cyberspace Law Website project Management Advanced E-Commerce Issues Customer Service	12-week Self-Paced	No Minimum	25
Penn Foster/CSW	Electronic Medical Records	Records and Health Information Management careers are projected to see higher than average job growth through 2026. Prepare to take the first steps toward a new career, or advance your current one, in a variety of healthcare settings Introduction to Allied Health Electronic Health Records	12-week Self-Paced	No Minimum	25
Penn Foster/CSW	Penn Foster High School	The high school curriculum is a total of 21.5 credits, including standard general education requirements, such as English and math courses. Each course is broken down into small mobile-friendly lessons to help you on your journey toward earning your high school diploma online. Demonstrate 21st century skills such as the ability to use technology to complete learning tasks and to communicate effectively Use critical thinking and reasoning skills to complete learning tasks in English Language Arts courses Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses Use critical thinking and reasoning skills to complete learning tasks in science courses Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses Use critical thinking and reasoning skills to complete learning tasks in math courses Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses	12-week Self-Paced	No Minimum	25

Vendor Name	Course Title	Course Description	Course Length	Minimum Participants	Maximum Participants
Penn Foster/CSW	Home Remodeling and Repair	This program can help you gain the knowledge and skills relevant to the field of home remodeling and repair. Home repair classes will cover wiring, plumbing, heating, and framing for roofs, walls, and stairs. In addition to receiving instructional videos and a drawing kit, you'll work on hands-on project remodels for basements, bathrooms, kitchens, and additions.	12-week Self-Paced	No Minimum	25
Penn Foster/CSW	IT Support Specialist	IT Support Specialist Career Diploma program consists of courses to help you gain the knowledge and skills employers are seeking. Our program will help you understand technology careers, hardware basics, operating system installation, networking protocols, and more. Workplace Skills for IT Support Specialists Computing Hardware, Networking, and Mobile Devices Operating Systems and Computer Security Network Protocols and Internetworking	12-week Self-Paced	No Minimum	25
Penn Foster/CSW	Medical Billing & Coding	This online program is designed to help you prepare to sit for the Certified Billing & Coding Specialist (CBCS) exam, the Certified Professional Coder (CPC) exam, and the Certified Coding Associate (CCA) exam. The Billing and Coding Professional Certification Exam Review covers practice exams, with a final modeled after the CPC exam, providing career and certification preparation.	12-week Self-Paced	No Minimum	25
Penn Foster/CSW	Paralegal	Paralegal Career Diploma Program can help you prepare to pursue a career in the paralegal field. In this program, you will cover topics such as legal terminology, the U.S. court system, how to conduct legal investigations, legal writing and legal research, and more. The Paralegal Professional, Legal Terminology, Critical thinking, Ethics and Professional Responsibility, How the Law Works, The U.S. Court System, Business Law, Torts, Civil Litigation, Discovery Alternative Dispute Resolution, Criminal Litigation, Microsoft® Word™, Excel®, and PowerPoint®, Legal Writing, and Legal Research	12-week Self-Paced	No Minimum	25
CSW	Lean Six Sigma Yellow Belt	Participants learn to use a variety of Lean improvement and Six Sigma quality tools under a DMAIC (Define, Measure, Analyze, Improve, Control) framework.	3 Days	5	25

Vendor Name	Course Title	Course Description	Course Length	Minimum Participants	Maximum Participants
CSW	Lean Six Sigma AI	This course introduces students to the application of Lean Six Sigma principles in the field of artificial intelligence. Participants learn how to use AI tools and methodologies to enhance process improvement and quality control initiatives within the DMAIC framework.	3 Days	5	25
CSW	OSHA-10	The OSHA 10 DOL card proves to employers that you have completed 10 hours of OSHA-authorized training on critical workplace safety topics. Entry-level workers with this credential have industry-specific knowledge and skills that help prevent injuries and keep workplaces safe and productive.	3 Days	5	25
CSW	AHLEI Certified Restaurant Server	This program teaches general hospitality knowledge and soft skills needed in the hospitality industry. It includes instructions for training new or prospective employees on performing key tasks correctly. The course covers the following topics: greeting and seating guests, anticipating guest needs, serving beverages and meals, basic kitchen safety and sanitation guidelines, and presenting guest checks and settling.	3 Days	5	25
CSW	National Drug and Alcohol Screening Association	NDASA offers the highest standards in professional development programming for the drug and alcohol screening industry. Our in-person and virtual training courses, led by industry experts, ensure industry-wide best practices and regulatory compliance.	3 weeks	5	25
CSW	DC Unarmed Security Guard	This course covers the laws related to the jurisdiction in which you will be working. Students learn how and when it may be necessary to detain a person, the steps to follow afterward, de-escalation skills, proper and legal restraint techniques, and rules of evidence.	3 Weeks	5	25
CSW	Microsoft Excel	This course teaches students how to use Microsoft Excel for data analysis and business operations. It covers basic to advanced functions, including spreadsheet creation,	3 Weeks	5	25

Vendor Name	Course Title	Course Description	Course Length	Minimum Participants	Maximum Participants
		formulas, pivot tables, and data visualization.			
CSW	Professional Development	This course offers training in various professional skills, including sexual harassment training, communication, professional dress etiquette, leadership, time management, and teamwork, to enhance career growth and workplace efficiency.	3 Weeks	5	25
CSW	NPCE Phlebotomy	This course prepares students to perform phlebotomy procedures. It includes training in blood collection techniques, safety protocols, and patient interaction, preparing students for the NPCE Phlebotomy certification exam.	3 Weeks	5	25
CSW	Techniques in Alcohol Management (TAM)	This course provides training on responsible alcohol service practices, covering state and federal regulations, ID checking, responsible service techniques, and handling difficult situations.	3 Weeks	5	25
CSW	Certified SCRUM Master	This entry-level IT and project management certification course provides professionals with an awareness of Scrum methodologies and values. It includes training on team performance, accountability, and iterative progress.	4 Days	5	25
CSW	OCEG Governance, Risk, and Compliance	The course is designed to meet competency skills and core understanding for Governance, Risk, and Compliance (GRCP) certification. Training provides skills to Integrate governance, performance and risk management, internal control, and compliance activities.	6 Weeks	5	25
CSW	CompTIA Cloud Essentials	This 6-week course is designed to prepare students to sit for the CompTIA Cloud Essentials+ (CLO-002) exam. It provides entry-level cloud certification and leadership training in the rapidly growing cloud technology industry.	6 Weeks	5	25

Vendor Name	Course Title	Course Description	Course Length	Minimum Participants	Maximum Participants
CSW	Avid Pro Tools	This course provides hands-on training with Avid Pro Tools, the industry-standard software for digital audio production. Students learn to record, edit, and mix professional audio tracks.	6 Weeks	5	25
CSW	Unity Essentials	Unity is a powerful interactive development tool for mobile and desktop games, as well as real-time simulations and visualizations. In this hybrid course, we will review techniques used in Unity visualizations and development and introduce the basics of level design, lighting, materials, and animation. You will learn how to set up a project and become familiar with the Unity user interface. At the end of the course, you will be able to apply materials and add animation.	6 Weeks	5	25
Penn Foster/CSW	Administrative Assistant	Administrative Assistant career diploma program consists of nine courses to help you gain the knowledge and skills relevant for performing administrative assistant jobs in a variety of settings - including corporate businesses, law firms, banks, hospitals, and more	6-week Self-paced	No Minimum	25
Penn Foster/CSW	Property Management Certificate	Property Management Certificate Program consists of courses that will cover the basics of financial accounting, real estate law, and managing various types of facilities. This program is a great option if you are looking to expand your understanding of property management or take the next step towards your career goals by learning these foundational skills.	6-week Self-paced	No Minimum	25
Penn Foster/CSW	Small Business Management	Learn how to independently run your business, and prepare for job responsibilities that include market research, financing and budgets, and maintaining business records.	6-week Self-paced	No Minimum	25
Penn Foster/CSW	Solar PV and Thermal Installation Skills	Solar PV and Thermal Installation Skills Program will teach you how to install and maintain solar PV and thermal systems on residential and small commercial buildings in a matter of months — online and at a pace that's right for you.

Orientation to Solar Technology
Photovoltaic Components
PV Installation, Commissioning, and Troubleshooting | 6-week Self-paced | No Minimum | 25 |

Vendor Name	Course Title	Course Description	Course Length	Minimum Participants	Maximum Participants
		Solar Thermal Heating Components Thermal Installation, Commissioning, and Troubleshooting			
Penn Foster/CSW	Criminal Justice - Associates Degree	Criminal Justice Orientation, Information Literacy, Introduction to Criminal Justice, Introduction to Courts, Computer Applications, English Composition, Essentials of, Psychology, Introduction to Sociology, Criminal Law, Ethics in Criminal Justice, Science Elective, Police Studies, Crime Scene Investigation Basics, Criminal Procedures, Police Management, Introduction to Private Security, Correctional Institutions, Intermediate Algebra, Arts & Humanities Elective, Multicultural Law Enforcement, Juveniles and the Legal Process, and Criminology	Self-Paced	No Minimum	25
Penn Foster/CSW	Business Management - Associates Degree	Basic Skills Assessment, Business Orientation, Information Literacy, Introduction to Business, Principles of Management, Art Appreciation, Mathematics for Business and Finance, Computer Applications, English Composition, Financial Accounting, Marketing, Economics, Managerial Accounting, Intermediate Algebra, Business and Technical, Writing, Human Resources Management, Science Elective, Financial Management, Business Law 1, Organizational Behavior, Business Statistics Speech	Self-Paced	No Minimum	25
Penn Foster/CSW	Career Readiness Bootcamp	Build and strengthen essential soft skills that employers look for in Penn Foster's online Career Readiness Bootcamp. From interpersonal and communication skills to problem-solving, your employees will finish the program ready to be an asset to your organization: Starting Your Program Personal Skills People Skills Workplace Skills	Self-Paced	No Minimum	25
Penn Foster/CSW	Graphic Design - Associates Degree	Graphic Design Associate Degree Program will allow you to learn the essential knowledge and skills needed to use commercial software packages for graphic design in print and Web-based applications. Lessons will cover a wide range of topics, including graphic design and production, photo image editing, web design, multimedia development, and animation using the Adobe® Creative Cloud software included with your program.	Self-Paced	No Minimum	25

Vendor Name	Course Title	Course Description	Course Length	Minimum Participants	Maximum Participants
Penn Foster/CSW	Computer Info Systems - Associates Degree	The Associate of Science in Computer Information Systems program is designed to provide you with a well-rounded education by combining a core set of general education courses with specialized courses in Computer Information Systems. The program lays the foundation for a broad base of knowledge with general education courses in a variety of subject areas. In addition, courses within the program discipline, such as Windows Operating Systems, Computer Programming, and Web Site Design focus on preparing students for careers within the computer information field.	Self-Paced	No Minimum	25
Penn Foster/CSW	Accounting - Associates Degree	Accounting Associate Degree Program can help you prepare to take the next steps toward a rewarding career in finance. You'll take courses in business, financial accounting, economics, financial management, business statistics, and business law to help you succeed in the accounting industry and become a valuable asset to any business.	Self-Paced	No Minimum	25
Penn Foster/CSW	Construction Technology - Associates Degree	Associate Degree in Construction Technology is designed with job-readiness in mind, allowing students to build essential knowledge in technical and managerial aspects of the industry that can help prepare you to take the next steps toward a new career. Courses include Introduction to Construction Technology, Introduction to Technical Drawings, Construction Materials and Methods, Basic Surveying and Measurement, and much more	Self-Paced	No Minimum	25

76. Explain the expectations and requirements for successful completion of an internship/externship or production work deemed part of the curriculum for any program.

Field and work experience credit will be based on the total number of field and work hours completed using attendance records.

77. The measures the school takes to evaluate and to improve the program success to be consistent with the mission of the school.

End of course evaluations are provided to each student to ensure continuous improvement to the curriculum is made. The administrators and faculty review the feedback twice per year during scheduled academic breaks.

79. A statement on faculty accessibility for academic and/or course advising at stated times outside a course's regularly scheduled class hours.

Each course is required to have two-hours per week of office hours and will typically be conducted each Friday during the academic calendar year.

80. A statement as to the availability of all academic support services (i.e., tutoring services/student services/academic and personal advising).

Academic advisement is offered on an appointment basis using our IT system that is connected to the calendars of faculty and staff.

81. Graduation requirements.

To meet the graduation requirements a student must be in good standing with CSW. All fees to the school must be paid prior to graduation and successful completion of all academic course work and clock hours must be completed.

82. If the institution offers programs leading to the A.A.S. or A.O.S. certificate, a statement that these programs are terminal/technical

programs and the credit generally earned in these programs are not applicable to other certificates.

CSW is not providing programs leading to the A.A.S. or A.O.S. certificate during the provisional accreditation period.

83. A statement that accurately details the type and amount of career advising and placement services offered by the school.

Career advisement and professional development training are incorporated into each week of the academic calendar and conducted via workshops and office hours covering business ethics, career planning, educational planning, etiquette, leadership, non-defensive communication, mindfulness, and interviewing skills is offered to every student in a CSW program.

84. For all courses and programs offered via distance education, the school must provide a statement informing students of the minimum technology specifications required, available student support services, available navigation training, methods for timely interaction between students and faculty, and information exchange privacy and safety policy.

CSW provides laptop and Wi-Fi assistance to support distance education. These cost are covered in the tuition technology fees.

Ownership and Faculty Information

85. A list of all trustees, officers, entities or institutions that have a controlling ownership or interest in the school, including academic credentials.

Academic Advisors

Professor Oscar Sistrunk, M.B.A ....Chairman
(Former Director of Morehouse Business Entrepreneurship Center)

Elizabeth Wattley, MBA ....Secretary
(Former Director at Paul Quinn College and Current Director at City Square)

Major Jordan, B.A...Treasurer
(Former Auditor for AT&T)

Donna Hargrett, M.S…Director, ... At-Large

86. Name(s) of chief school officers, the names of administrators for each branch location, including academic credentials.

Office of the President

Robert Jordan, D.B.A, M.S............................... President

Office of Finance and Operations

Brett Wallace....................................Director of Finance

Office of Academic Affairs

Jacqueline Howard-Matthews, Ph.D....................Provost

87. The powers, duties and responsibilities of the governing board, chief operating officer(s), president, director, chief administrators, and/or owners.

1.   There shall be an Academic Board which shall consist of the following persons as eligible voting members, namely:

a)   the President;

b)   full-time and part-time instructors

c)   such other persons whose presence will contribute positively to the business under consideration, to be co-opted by agreement between the Chair.

2.   Lay Governors, senior office holders of the School and representatives of other categories of staff may attend Board meetings at the invitation of the Chair.

3.   To the Academic Board are brought all major issues of general policy affecting the academic life of the School and its development. The Academic Board is responsible for monitoring and upholding the academic standards of the School and for regulating teaching. Specifically, its functions include:

- To make periodic reviews of the scope and content of the array of taught degree programmes and component courses and to guide its future development;
- To authorize the award of degrees (other than honorary degrees and honorary fellowships), diplomas, certificates and other distinctions to persons who have satisfied the conditions for the award thereof as prescribed in and pursuant to the Bye-laws;
- To prescribe the circumstances in which a student may be required or permitted to withdraw temporarily or permanently and either conditionally or unconditionally from all or any part of his or her program of study on grounds other than disciplinary grounds;
- To endorse for onward transmission to Council matters affecting the School's academic governance, management arrangements and academic strategy;
- to endorse for onward transmission to Council recommendations from APRC on the organization of departments and other academic units;
- To approve recommendations in relation to academic and pastoral support for students as appropriate;
- To promote research within the School and to require reports from time to time on such research;
- To approve academic regulations and changes therein;

- To recommend changes from time to time to the School's Bye-laws;
- To approve academic policies which have School-wide implications;

4. Five voting members of the Academic Board shall constitute a quorum. In the absence of a quorum, no business shall be transacted other than the adjournment of the meeting: save that, if a meeting starts and then becomes inquorate, it shall be open to the VCAB to direct that items included on the agenda for note, rather than for discussion or decision, shall be regarded as having been received and should therefore not be carried forward to the agenda for the following meeting.

5. The Academic Board shall normally meet two times in each academic year, including one meeting to receive academic planning reports. Further meetings may be called by the President or by the Provost, provided that the nature of the business to be transacted shall be communicated in writing to all members via the Academic Board secretary at least seven days before the date set for the meeting.

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88. The powers, duties and responsibilities of students, if students participate in the institutional governance.

CSW is not including student government organization during the provisional accreditation period.

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89. A listing of chief administrators, advisors and faculty members of the institution, stating academic/professional/licensure credential held and awarded, and all specialized training relating to the areas of instruction.

Brian Rodgers, B.A…Director, Workforce Development
Carl Davenport II, M.A…. Vice President, Operations
Tracy Madison, M.A…….Director, HR & Career Services

Office of Enrollment Services

Hewan Teklu, M.B.A .... Data Management

Patrice Horne .... Financial Aid & Registrar