Dental Assistant
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INTRODUCTION

Career Training Academy (CTA) believes that all students deserve a safe and secure facility in which to study. CTA strives to provide such an environment for its students, faculty and staff. CTA takes active steps to secure and safeguard its facilities. However, students, faculty and staff must be aware of the established safety and security measures. Equipped with this information, CTA students, faculty and staff can become active partners in providing the safest and securest possible environment in which to study, teach and work.

Career Training Academy annually prepares and publishes a Campus Security and Crime Statistics Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with local law enforcement surrounding our campuses. Campus crime, arrest and referral statistics include those reported to CTA campus authorities and local law enforcement agencies.

Each year, students and staff are sent a notification that provides information on how the report may be accessed. Copies of the report may also be obtained from the office of CTA’s President or the Campus Director.

How This Publication is Distributed

Career Training Academy can distribute this to all students, staff, and faculty in one of the following ways:

1. United States Postal Service
2. Campus Email & Printed Distribution
3. Electronically via Flash Drives and CTA Website

LAWS GOVERNING THIS REPORT

Federal Legal Requirements – The Clery Act

Enacted in 1990, The Student Right to Know and Campus Security Act (pub. L. 101-542) was designed to “assist students in making decisions which affect their personal safety...” and “to make sure institutions of higher education provide students, prospective students, and faculty the information they need to avoid becoming the victims of campus crime.” The Higher Education Act of 1998 and the subsequent amendment of the implementing regulations (34 C.F.R. 668.46) significantly expanded institutions’ obligations under the Act and renamed it the “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act” (hereafter the “Clery Act”).

The Clery Act requires colleges and universities to:

• Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
• Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from campus police or security, local law enforcement, and other School officials who have “significant responsibility for student and campus activities;”
• Provide “emergency warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees;” and
• Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.”

State Legal Requirements - The Pennsylvania Uniform Crime Reporting Act

The Pennsylvania Uniform Crime Reporting Act (18 P.S. §20.101 et seq.), as implemented by Chapter 33 of the Regulations of the State Board of Education, requires colleges and universities to:

• Report to the Pennsylvania State Police on an annual basis crime statistics for publication in the FBI’s Uniform Crime Report, which collects data on additional categories of felony and misdemeanor crime;
• Report crime rates for all reportable offenses;
• Provide the numbers of enrolled students and employees; and
• Disclose information and security policies on the types of available student housing, admission of visitors to housing facilities, measures to secure entrances, and standard features to secure room doors.
Campus Security and Crime Statistics Report
The safety of our students, faculty and staff is of primary importance to Career Training Academy. As required by law, Career Training Academy maintains statistics regarding incidents that occur on campus in the Statistical Report for Campus Crime.
This report includes statistics concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by Career Training Academy and on public property within, or immediately adjacent to and accessible from, the campus.
The report includes statistics on crimes such as: murder and non-negligent manslaughter; negligent manslaughter; forcible sex offenses; non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes; arrests; weapons possession; drug and liquor law violations.
The statistics have been compiled with cooperation from local law enforcement agencies for each respective campus. Exhibit D provides definitions for the reporting offenses.
The current reports (New Kensington campus, Monroeville campus, and Pittsburgh campus) are available to all students, faculty and staff in the office of the Campus Director. Copies of the report are available upon request.
The Campus Director is responsible for contacting and making a "good faith" effort in collecting statistics from all local law enforcement agencies. Documentation is maintained when making a "good faith" effort - example: a copy of the letter sent to the agency.

How the Report is Distributed
The School can distribute the report to all students and employees in one of two ways:

1. Directly by publication and mailings. This may be accomplished by providing a copy directly to each individual or by direct mailing to each individual through one of the following delivery methods:
   a. United States Postal Service
   b. Campus mail
   c. E-Mail
   d. A combination of these methods

Posting the annual security report on an internet or intranet website that is reasonably accessible to currently enrolled students and employees. This method may be used only if an individual notice about the annual security report is distributed by October 1st to each student and employee. This notice should not be buried in another document where a student or employee may be unlikely to read it.
The notice should include:
   a. A statement of the report’s availability
   b. A list and brief description of the information contained in the report
   c. The exact address (URL) of the internet or intranet website at which the report is posted. This means the School must provide a direct link to the annual security report. It is not acceptable to give the URL for the School’s website.
   d. If the School uses a URL to access the report, a notice stating that a paper copy of the annual security report, upon request, will be provided at no charge.

Program Participation Agreement
Career Training Academy will, upon written request, disclose to the alleged victim of any crime of violence or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by the School against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim is deceased as a result of the crime or offense, Career Training Academy will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.
THE CLERY ACT

The Jeanne Clery Act requires Career Training Academy (the School) to gather statistical data on specific offenses that occur in specific geographical areas. Attempts are classified as offenses. These offenses are:

1. Criminal Homicide
   a. Murder and Non-negligent manslaughter
   b. Negligent manslaughter
2. Sexual Assault
   a. Rape
   b. Fondling
   c. Incest
   d. Statutory Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson
8. Domestic Violence
9. Dating Violence
10. Stalking

The School must also report statistics for the following categories of arrests or referrals for disciplinary action (if an arrest was not made):

1. Liquor Law Violations
2. Drug Law Violations
3. Illegal Weapons Possession

Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:

1. Larceny/Theft
2. Simple Assault
3. Intimidation
4. Destruction/Damage/Vandalism of Property

In addition, the School must report the location of each of the offenses listed above. The Clery Act geographical reporting definitions are:

1. Campus:
   a. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and
   b. Any building or property that is within or reasonably contiguous to the area identified in paragraph (a) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
2. Non-Campus Building or Property
   a. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
   b. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
3. Public Property
   All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
CAMPUS LAW ENFORCEMENT POLICY

The Career Training Academy does not employ or contract any law enforcement or security personnel.

Career Training Academy values the safety and well-being of our students, faculty, and visitors and will provide a consistent approach to work effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

The Emergency Operations Plan for each campus is part of a systematic planning effort on the part of Career Training Academy to provide for the care and well-being of the students, faculty, and staff. This plan is meant to address extraordinary circumstances wherein the lives and property of individuals are in imminent danger. The procedures outlined in the plan constitute those temporary measures that will be taken to maximize the protection available for threatened individuals as well as preparatory measures that should be accomplished during non-emergency time. This plan does not create elaborate new structures, but relies on the organization, policies, and procedures that are followed on a day-to-day basis.

This plan is required by the Pennsylvania Emergency Management Services Code, which states that “every school, public and non-public, profit and not-for-profit, in cooperation with the local Emergency Management Agency shall develop and implement emergency preparedness plans.” The plan is applicable to all staff, students, as well as outside contractors and other guests in the school at the time of an emergency.

The purpose of the EOP is to:
1. To provide for the protection of persons and property in the event of a natural, technological, or human imposed emergency or disaster.
2. To establish procedures for alerting the administrators and staff.
3. To define the roles and responsibilities of Career Training Academy officials and staff.
4. To assure coordination and cooperation with municipal and county government and emergency services.

Career Training Academy maintains an Emergency Operations Plan (EOP) with local municipal and county government and emergency services within the jurisdiction of each campus.

EMERGENCY AGENCIES

Career Training Academy – New Kensington

Hospital: Allegheny Valley Hospital
1301 Carlisle St.
Natrona Heights, PA 15065
Emergency Room: 724-226-7036
Operator: 724-224-5100

Fire Department: Emergency 9-1-1
New Kensington Fire Company #1
785 4th Ave
New Kensington, PA 15068
Non-Emergency: 724-335-4100
HAZMAT
Ambulance/EMS

Police Department: Emergency 9-1-1
301 11th St #1.
New Kensington, PA 15068
General Information: 724-337-4523
Police Chief: 724-339-7534

Career Training Academy – Monroeville

Hospital: The Western Pennsylvania
2570 Haymaker Road
Monroeville, PA 15146
Emergency Room: 412-858-2323
Operator: 412-858-2000

Fire Department: Emergency 9-1-1
Monroeville V.F.C. #4, Chief Harold Katofsky
600 Garden City Dr.
Monroeville, PA 15146
Non-Emergency: 412-856-1111
• HAZMAT
• Ambulance/EMS

Police Department: Emergency 9-1-1
2700 Monroeville Blvd.
Monroeville, PA 15146
General Information: 412-856-1111
Police Chief: 412-856-3324

Career Training Academy – Pittsburgh

Hospital: UPMC Passavant Hospital
9100 Babcock Blvd
Pittsburgh, PA 15237
Emergency Room: 412-746-6333
Operator: 412-367-6700

Fire Department: Emergency 9-1-1
Perrysville Volunteer Fire Company
985 Perry Highway
Pittsburgh, PA 15237
Non-Emergency: 412-366-2782
• HAZMAT
• Ambulance/EMS

Police Department: Emergency 9-1-1
1000 Municipal Dr.
Pittsburgh, PA 15237
General Information: 412-856-3324
Police Chief: 412-931-9070
CAMPUS SECURITY AUTHORITIES

Federal law defines four categories of Campus Security Authorities or CSAs: college or university police; non-police security staff responsible for monitoring university property; individuals/offices designated by the university as those to whom crimes should be reported; and officials with significant responsibility for student and campus activities. If a School staff member has "significant responsibility" for students and campus activities outside of the classroom, and students potentially could report a crime / incident to that staff member, then they are a CSA. CSAs are defined by function, not title. For Career Training Academy, CSAs include:

- Campus Director
- Lead Instructor
- Vice President & Dean of Academic Affairs
- Any Member of Senior Management

Who is not a CSA?

Administrative, clerical, and service staff who do not have "significant responsibility" for students and campus activities.

The CSA is obligated to report crimes reported to them which occur on campus and the specific geographical areas as defined in the Clery Act to the Campus Director of Career Training Academy and the specific Campus Director. CSAs are not responsible for determining authoritatively whether a crime occurred and they have no arresting authority. When a crime is believed to have occurred, the individual must complete a Crime Incident Report (Exhibit A). This form is filed with the Campus Director and is used for any investigation that may be conducted.

When a student, faculty, or staff member tells a CSA about a Clery Act qualifying crime or any incident that may be a crime, the student involved is entitled to file a report with the school without filing a Police report.

Career Training Academy Identification Badges

Student

For your safety and security, it is required that all students have their CTA Student ID displayed (lanyard or clip) on their person at all times while on campus or at any CTA sponsored field trip, activity or event. The only exception made will be when wearing the badge poses a safety risk. The instructor supervising the activity will be the only individual allowed to make the decision if the badge can be removed. Upon completion of the activity, the badge must once again be displayed. The Student Identification Badge serves as a visible indicator that you are allowed on campus.

Visitor

Visitors to the campus are required to sign-in at Reception. Each visitor will be issued a visitor badge which is to be worn throughout their stay on campus. The visitor badge should be returned at the end of the visit and the guest will be asked to sign-out with Reception.

Employee

It is required that all employees have their CTA ID displayed (lanyard or clip) on their person at all times while on campus or at any CTA-sponsored field trip, activity or event. The only exception made will be when wearing the badge poses a safety risk.

Security and Access Policy

During business hours the School is open to students, employees and guests. During non-business hours access to all School facilities is by key, electronic key pad, or by admittance of appropriate staff. The School does not have any campus residences. During non-business hours any person or group of individuals found on School grounds without authorization is considered trespassing and may be reported to local law enforcement. Loitering and soliciting on School property is strictly prohibited and any person found loitering or soliciting will be asked to leave. Individuals refusing the leave will be reported to local law enforcement authorities.

TIMELY WARNINGS AND IMMEDIATE NOTIFICATIONS

In the event a situation arises, either on or off campus, that, in the judgment of the Campus Director constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. The School will alert the campus community with timely warnings to inform and aid in the prevention of similar crimes. Timely warnings can be issued for threats to property as well as threats to persons. It is irrelevant whether the victims or perpetrators are members of the campus community. All crimes that fall under the Clery Act and the Violence Against Women Reauthorization Act of 2013 (VAWA) as amended will be reported to campus security authorities or local law enforcement agencies and are considered by the School to represent a serious or continuing threat to students and employees.

A timely warning will be issued as soon as pertinent information is available. The issuing of a timely warning will be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Timely warnings will be issued by
the Campus Director or the senior management team. The following are methods the School may alert the campus community of a timely warning:

- Instructor announcement in class
- Letters to all students and employees
- E-Mail, text message and social media

A timely warning will contain information for the campus community on how to better protect themselves. Prompt reporting to a Campus Security Authority (CSA) or any faculty member and to local law enforcement will assure timely warning notices on campus and timely disclosure of crime statistics.

**Testing of Emergency Response and Evacuation Procedures**

Career Training Academy schedules system alert tests [CTAlert] the third week of every even-numbered month during the year. Due to the nature of the academic calendar, it is appropriate to periodically test the system in order to verify operational ability of the system in the event of emergencies. This service is part of our strategy to enhance campus-wide communications during an emergency. The CTAlert Emergency broadcast will only be activated when there is an imminent threat to any of the campus's community. In the unlikely event that a situation such as an act of violence or major weather emergency that is occurring on any campus, the CTAlert system will be utilized in addition to other resources to alert each campus to the emergency and provide basic instructions on what to do. The CTAlert will not be used where a situation has occurred that poses no further threat to either of the campus communities. Career Training Academy will use other methods of communication to inform each campus of these occurrences.

Career Training Academy prescribes in multiple formats to perform the test, which will include voice calls and text messages to all home, cell, and office numbers listed on all students, faculty, and staff files for all active members of the Career Training Academy system. A system wide alert notice will also be generated by email to all listed email addresses on file with CTAlert. All Career Training Academy students and employees are automatically subscribed into CTAlert with all contact information contained in the School's information management system. The emergency notification messages will also be delivered to Career Training Academy social media pages on Facebook and Twitter. During a time-sensitive situation, multi-modal communication is critical as it is a more comprehensive way to reach people in the environment they may be in at the moment an issue arises. Communication is sent simultaneously to all available contact points for each person.

The CTAlert test will include an automated phone text message which when delivered includes the following:

“This is a test of the CTAlert emergency notification system. This is NOT an emergency. Again, this is only a TEST.”

The CTAlert emergency notification system was implemented in 2013 to provide important information and official communications from Career Training Academy in emergency situations.

**CAMPUS EMERGENCIES**

**Emergency Evacuation**

In the event of an emergency, evacuation may become necessary. The following are basic guidelines if an evacuation order is given:

- Leave the facility immediately using the nearest exit route and proceed to outdoor assembly areas.
- Instructors and management will secure their areas of responsibility.
- Assist disabled students and employees if necessary
- Take your personal belongings with you but only if they are easily accessible. Do not go back to a classroom or office to secure personal items.

**Severe Weather**

REECOM Weather/Hazard Alert Radios located in reception areas are monitored. When an authorized management representative has determined shelter is warranted or the local weather siren sounds, the Emergency Alert System will be activated. Students and all CTA personnel are to seek shelter in their designated safe area.

1. Stay away from windows.
2. Go to an interior room.
3. Get on your knees and put your head on the floor facing an interior wall. Fold your arms over the back of your head.

When the severe weather warnings have been canceled or have expired, an “All Clear” message will be broadcast. If able, all students and staff should return to normal operations. In the event of significant damage, students and staff are to await instructions from management and public safety representatives.
If you are caught outside or in your car when severe weather approaches, do not attempt to “outrun” the tornado. First, try to find shelter in a solid building. If no shelter is available, lie on the ground in a low area. Do not lie in a drainage ditch or stream bed as flash floods frequently accompany tornado.

<table>
<thead>
<tr>
<th>KNOW THE DIFFERENCE</th>
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<tr>
<td>Tornado Watch</td>
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<td>A tornado watch is issued when weather conditions are favorable for producing a tornado.</td>
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</table>

**Medical Emergencies**
In the event of a serious illness or injury:
- Remain Calm – Do not Panic; Call 911.
- Give emergency personnel your EXACT location – building, floor, room number, etc. State the type of injury and give them your name.
- Stay on the line with the dispatcher if requested providing additional information as requested.
- Make contact with Career Training Academy personnel, if staff is not in the area, advising them of the emergency.
- Do not move the victim (unless he or she is in a dangerous area).

**First Aid and Non-Emergency Injuries or Illness**
First Aid Kits are available throughout the facility where an individual can obtain supplies to self-treat a non-serious illness or injury.
- Instructors are required to complete an “Accident Injury Report Form” (Exhibit B).
- Students requesting a visit to a medical facility or physician will be permitted to leave the campus.

**Career Training Academy employees are prohibited from transporting students, vendors, guests, or co-workers.**
If the individual is unable to drive themselves or to secure transportation, the School will attempt to provide assistance. When appropriate, an ambulance or other transportation provider may be utilized. Exhibit C “Area Medical Urgent Care Providers” identifies local medical/health care providers.

**Fire Emergencies**
During orientation, students are given an introduction to safety and emergency procedures for the campus. At the start of each course, instructors readdress the safety and emergency procedures and specifically identify to their students the escape routes for their classroom and/or lab area and their designated assembly area.

**What to do in case of fire**
A major fire occurring on the campus could involve areas where facilities are clustered closely together, increasing the possibility of rapid spread of a structural fire. The causes of fires usually involve one of the following:
- Criminal acts (arson)
- Building and residential accidents (faulty insulation or connections, improper use of electrical appliances, grease fires, smoking in bed, baseboard heaters)
- Industrial accidents (hazardous materials incidents, explosions, transportation accidents)

**Before a fire**
- Plan and practice an escape route.
- Post emergency numbers near telephones.
- Get training from Career Training Academy on using fire extinguishers.
- Do not store combustible materials in closed areas or near a heat source.
- Extension cords can be dangerous. Never run them under carpets, or anywhere they can be pinched under or behind furniture. Avoid overloading electrical sockets and plugging extension cords together.
- Keep all electrical appliances away from anything that can catch fire. Remember to always turn them off.
- Pay attention to housekeeping issues. Do not clutter exits, stairways, and storage areas with waste paper, empty boxes, and other fire hazards.
During a fire
In the event of a fire the primary concern is to save lives – the protection of property is secondary. Students, faculty and staff should follow the directives below to ensure their safety:

- If there is a smell of smoke or if a fire is seen, remain calm – do not panic
- Activate the alarm system by pulling the handle at an alarm station located throughout the facility
- Call 911
- Without placing yourself at risk, rescue any person(s) in trouble and evacuate to designated assembly area.
- Get out as quickly and as safely as possible.
- Close doors in each room after escaping to delay the spread of the fire.
- Use the stairs to escape. Do not use elevators.
- When evacuating, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
- Once outside, go to a designated assembly area
- Tell your supervisor or department floor warden that you are out of the building and report injured or trapped persons and any signs of building damage you observed.

If unable to leave the building
If you are unable to leave the building, you should create an area of refuge:

- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a crack.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth, breath through your nose only.
- Signal for help. Use the telephone, or hang something in the window.

After a fire
- Give first aid where appropriate. Seriously injured or burned victims should be transported to professional medical help immediately.
- Stay out of damaged buildings. Return to building when local fire authorities say it is safe.
- Look for structural damage.
- Discard food that has been exposed to heat, smoke or soot.
- Do not discard damaged goods until after an inventory has been taken. Save receipts for money relating to fire loss.

What to do in case of a fire alarm
If you discover a fire or smoke condition, Remember “RACE”

- R = Rescue anyone in immediate danger, if possible.
- A = Alarm. Pull the nearest fire alarm.
- C = Contain. Close doors and windows where possible.
- E = Extinguish* or E = Evacuate. Follow EXIT signs.

*Do not attempt to fight a large or spreading fire with a fire extinguisher. Make sure you have activated the fire alarm before you use an extinguisher.

If you hear a fire alarm:

- STOP WORK AND EVACUATE THE BUILDING.
- Follow the EXIT Signs. Do not assume it is a false alarm or a fire drill!
- Use stairs. Do Not Use Elevators.
- Keep fire doors in stairways closed. Do not block the fire doors, stairways, or exits.
- Evacuate and proceed until you are outside of the building.
- Walk at a normal pace. Follow the instructions of the emergency response personnel.
- Wait outside until “All Clear” is announced by Security personnel. Do not re-enter the building until an “All Clear” is announced.
Fire Safety Policy
Unauthorized use of, or tampering with, emergency safety equipment (including automatic door closures) is strictly prohibited. Illegal use of fire alarms, fire hoses, sprinkler systems, emergency phones, and fire extinguishers are a violation of state and local laws, and jeopardizes the safety of all members of the campus community. Students violating this policy will be charged through the Vice President and Dean of Academic Affairs. Sanctions resulting from a violation could include, but are not limited to, a charge for the repair/replacement cost, a fine of $100 and/or suspension from the School.

Violence and Threats of Violence
Threats of violence may be actual or perceived; verbal or non-verbal; direct or indirect. It should be assumed that all threats are made with the intent to carry them out. Students, faculty and staff should recognize and report early warning signs of violence, which may include:

- Threats of violence
- Overheard conversations regarding violence
- Disruptive behavior
- Domestic/family issues occurring on campus
- Vandalism occurring on campus

Homeland Security Active Shooter Response Guidelines and video link
The School has adopted the recommendations of the Department of Homeland Security for responding to an active shooter crisis situation.

Simply put – RUN-HIDE-FIGHT
A video entitled “Run. Hide. Fight. Surviving an Active Shooter Event.” Produced and funded by the Houston Mayor’s Office of Public Safety and Homeland Security Department, is required training for every employee. Students are provided the link to the video.

http://www.readyhoustontx.gov/videos/runhidefight-eng.m4v

Use your own discretion during an active shooter event as to whether you decide to run, hide or fight but the guidelines provided in the video are considered by the Department of Homeland Security to be the “best practices” for surviving an active shooter event.

Remember when law enforcement arrives, remain calm and follow instructions. Keep your hands visible at all times and avoid pointing or yelling. Know that help for the injured is on its way.

Reporting Security Incidents Including Criminal Activity
In the event a criminal act or other emergency occurs, students, employees and guests are encouraged to report all incidents to a CSA and to local law enforcement. The School will assist students with notification to the proper law enforcement agency, if desired. If the student or employee is a victim of a crime, the School will assist the victim with changes in academic arrangements, if desired and if available. CSAs are responsible to complete the Crime Incident Report form for any criminal incident at Career Training Academy.

Confidential Reporting Procedures
If an individual is the victim of a crime and does not want to pursue action within the School or the criminal justice system, he/she may still want to consider making a confidential report. With his/her permission, the Career Training Academy Campus Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with his/her wish to keep the matter confidential, while taking steps to ensure the future safety of the reporter and others. With such information, the School can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or perpetrator and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the School.

Bomb Threat or Bomb Emergency
A bomb threat exists when a suspected bomb or explosive device has been reported but not located.

- Try to solicit information from the caller making the threat.
- Individual receiving the threat should immediately contact local law enforcement and the Campus Director.
- The Campus Director or designated administrator will order an evacuation, if necessary.
- Do not touch any suspicious item – report it immediately to proper authorities.

A bomb emergency exists if the bomb has been located or if an explosion has occurred. For a bomb emergency:

- Do not panic – immediately call 911
- Follow all evacuation procedures as described herein
- All individuals should withdraw from the campus a minimum of 300 feet
Suspicious Packages
The FBI and U.S. Postal Service authorities have issued tips for handling and reporting suspicious mail. Characteristics of a suspicious package include:

• No return address
• Possibly mailed from a foreign country
• Excessive postage
• Restrictive markings like “Personal” or “Special Delivery”
• Misspellings in the address
• Addressed to a title rather than an individual
• Badly typed or written
• Uneven in shape
• Rigid or bulky packaging
• Strange odor
• Oily stains, discoloration, or crystallization on the packaging
• Excessive tape or string
• Arrives unexpectedly or from someone unfamiliar to you
• Protruding wires
• The city or state in the postmark does not match the return address

If you receive a suspicious package or envelope or see an unattended package that appears suspicious, here is what you should do:

• Do not move it.
• Do not open, smell, or taste it.
• Don’t shake or bump the item.
• Isolate the package. Stay away and keep others away from the suspicious package.
• Call Career Training Academy Senior Management who will determine if authorities should be contacted.
• Wash your hands vigorously for five minutes with soap and water if you handled the package at all.

Chemical/Hazardous Materials
Employees and instructors should be aware of the dangers involved in handling chemical, solvents and other hazardous materials and should follow the guidelines below when dealing with hazardous materials.

• Follow industry safe-practices and label instructions
• Notify the local fire department in the event of a hazardous material spill or leak
• Do not mix chemicals without authorization
• Use approved respirators or work in well-ventilated areas when dealing with toxic fumes

Blood-Borne Pathogens
Certain infectious diseases are transmitted through contact with blood and other secretions from a person with the illness. When a person is injured, those who render aid should avoid direct contact with blood. If you do contact human blood, please remember the following:

• Personal Protection Equipment (PPE) is provided at readily accessible areas.
• Wash hands and face with disinfectant soap immediately after contact.
• Infected surfaces should be washed with bleach or an approved germicidal.

The following guidelines offer protection from potential transmission of blood-borne pathogens:

• Sharps (needles and other pricking devices) must be placed in approved containers.
• Contaminated materials must be discarded in specially designed trash bags or containers.
• Never pick up broken glass by hand
• Cover cuts and open sores with bandages to avoid transmission of pathogens to others or to prevent leaving potentially harmful substances on surfaces.
CRIME PREVENTION

A key element of campus crime prevention is student, faculty and staff member awareness and participation to actively help ensure the campus remains safe for all. Throughout their tenure with Career Training Academy, students are informed about safety and security procedures and practices while on campus. During orientation students are told where they can find information on crimes on campus and in those neighborhoods surrounding the campus. Other resources include various safety tips students can employ to prevent becoming a victim of a crime. They are encouraged to look out for themselves and one another. Student and employees have access to information on crime prevention and victim resources through the Campus Director and the Campus Title IX Coordinator. Included is information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services, as well as options and available assistance for changing academic, living, transportation, and working situations, if requested, if reasonably available and regardless of whether a report is filed with local law enforcement.

As described more fully in the school’s Campus Sexual Misconduct Policies, Career Training Academy is committed to offering educational programs to promote awareness and prevention of crimes that constitute prohibited sexual misconduct. Students and staff should also employ the following General Safety Tips:

Personal Safety
• Always be aware of your surroundings
• Try to stay in well-lit areas
• Walk confidently at a steady pace on the side of the street facing traffic
• Walk close to the curb. Avoid doorways, bushes and alleys
• Wear clothes and shoes that give you freedom to move.
• Don’t walk alone at night and always avoid areas where there are few people.
• Be careful when people stop and ask you for directions; always reply from a distance.
• If you are in trouble, attract help in any way that you can. Scream, yell for help.
• Remain calm. Don’t panic. Think rationally and evaluate your resources and options.
• If ever attacked, go to a safe place and call the police. The sooner you make the report, the greater the chances the attacker will be caught.

Home Safety
• Check the identification of any sales or service people before letting them in.
• Don’t let any stranger in your home when you are alone.
• Never give the impression that you are alone if strangers telephone or come to the door.
• If you come home and find a door open or signs of a forced entry, don’t go in. Call the police from the nearest phone.
• Keep written records of all furniture, jewelry, and electronic products. If possible, keep these records in a safe deposit box or fireproof safe.
• Secure sliding glass door locks.
• Don’t hide spare keys in mailboxes, planters, or under doormats.

Campus Safety and Security Awareness Programs
During orientation new students are informed about safety and security procedures and practices while on campus and are told of the process to obtain information about crimes on campus and in those neighborhoods surrounding the campus. Information includes various safety tips students can employ to prevent becoming a victim of a crime. They are encouraged to look out for themselves and one another. Students and employees have access to information on crime prevention and victim resources through the Campus Safety Handbook (this document) and materials maintained in the office of the Campus Director. Materials provide information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services, as well as options and available assistance for changing academic, living, transportation, and working situations, if requested, if reasonably available and regardless of whether a report is filed with local law enforcement.

The School does not offer any crime prevention lectures, workshops or seminars and does not have any off-campus student organizations.
Vehicle Safety

- Close all windows, lock all doors and take the keys with you.
- Never hide a second set of keys anywhere on your car.
- Never leave your car’s engine running even if you will only be gone for a minute.
- Park in well-lit areas.
- Activate any antitheft devices you have.
- Push or recline your passenger seat forward; if you return to your car and the passenger seat has been returned to its normal position, chance are someone has entered your vehicle.
- When approaching your vehicle, have your keys in hand.
- Before you invest in any alarms, check with several established companies and decide what level of security fits your needs.

Travel Safety

- If you do travel alone, leave your route and destination times with family or friends.
- Keep your car locked at all times. Keep the windows rolled up so that a person cannot reach inside. If confronted by someone on foot, drive away immediately if safe to do so.
- Make sure your car is in good working order and has plenty of gas before you drive.
- Don’t leave packages or valuables in plain sight in your car, keep them in your trunk.
- If you are being followed by another car, honk your horn and drive to the closest public place such as a police or fire station, restaurant or gas station. Never go home if you think you are being followed.
- If you are involved in a minor accident, do not get out of the car until fire, police or medical assistance arrives.

In support of awareness and crime prevention, Career Training Academy encourages its students and employees to take responsibility for their own security and the security of others.

- Mothers Against Drunk Driving (MADD) [www.madd.org](http://www.madd.org)
- Gateway Rehab [www.gatewayrehab.org](http://www.gatewayrehab.org)
- Greenbriar Treatment Center [www.gatewayrehab.org](http://www.gatewayrehab.org)

Identity Theft

Don’t be a victim. Protect your good name. If your wallet or purse is ever stolen, call the police and then notify a Career Training Academy CSA.

### CALL TO CANCEL YOUR CREDIT CARDS

<table>
<thead>
<tr>
<th>Card</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>MasterCard</td>
<td>800-307-7309</td>
</tr>
<tr>
<td>Visa</td>
<td>800-336-8472</td>
</tr>
<tr>
<td>American Express</td>
<td>800-528-4800</td>
</tr>
<tr>
<td>Discover</td>
<td>800-347-2683</td>
</tr>
<tr>
<td>Diners Club</td>
<td>800-234-6377</td>
</tr>
</tbody>
</table>

### OTHER IMPORTANT CONTACTS

- Federal Trade Commission: **877-ID-THEFT** and/or **877-FTC-HELP** (to report ID theft)
- Social Security Administration (to replace your card) **800-772-1213**

A Security Fraud Alert may be added to alert potential creditors to confirm your identification before granting credit in your name. Security alerts are generally added when you suspect that your identification information is being, or could be, used in a fraudulent manner. Send a written statement to all three credit organizations detailing the fraud.
THREE NATIONAL CREDIT REPORTING ORGANIZATIONS

<table>
<thead>
<tr>
<th>Organization</th>
<th>Website</th>
<th>Address</th>
<th>Fax Number</th>
<th>Security Fraud Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experian Information Solutions, Inc.</td>
<td><a href="http://www.experian.com">www.experian.com</a></td>
<td>P.O. Box 2002, Allen, TX 75013</td>
<td>888-397-3742</td>
<td>800-311-4769</td>
</tr>
<tr>
<td>TransUnion (formerly TRW)</td>
<td><a href="http://www.transunion.com">www.transunion.com</a></td>
<td>P.O. Box 2000, Chester, PA 19022</td>
<td>800-888-4213</td>
<td>800-680-7289</td>
</tr>
<tr>
<td>Equifax Credit Information Services, Inc.</td>
<td><a href="http://www.equifax.com">www.equifax.com</a></td>
<td>P.O. Box 740241, Atlanta, GA 30374</td>
<td>800-685-1111</td>
<td>800-525-6285</td>
</tr>
</tbody>
</table>

You may request a FREE credit report once a year by contacting: www.annualcreditreport.com or by calling 877-322-8228.

**Firearms or Other Weapons Strictly Prohibited on Campus**

Weapons, explosives and similar devices or items are strictly prohibited on campus. No person shall possess, carry, transport or convey any weapon including firearms, ammunition, paintball guns, explosives or explosive devices or other similar items onto any School premises or facilities. Any knife other than one comparable to a foldable pocket knife with a blade no longer than 2½ inches is considered a weapon. Violation of the policy could result in probation, suspension or dismissal. The School will cooperate with local, state and federal officials.

**Policy on Students with Criminal Records**

Career Training Academy does request information concerning any previous criminal conviction for admission to the School except on some financial aid applications. The School does recognize its responsibility to ensure the safety of the campus community and evaluate any enrolled student’s status with the School based on our student code of conduct policies.

**Career Training Academy Disciplinary Sanctions Regarding Campus Safety Violations**

The School will impose disciplinary sanctions on faculty, staff, and students (consistent with local, state, and federal laws described here in) for campus safety policy violations. Allegations of prohibited conduct under the school’s Campus Sexual Misconduct Policies will be investigated and adjudicated in accordance with the procedures set forth in that policy. Campus safety policy violations will be referred to the Campus Director for review, adjudication, and referral when appropriate and will be adjudicated using the process outlined below in the Career Training Academy Honor Pledge and Policies. Disciplinary action, including but not limited to, warnings, fines, probation, suspension, expulsion or referral for prosecution may result from violations.
THE HONOR PLEDGE

Career Training Academy recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

I hereby accept membership in the Career Training Academy (CTA) and, with full understanding of the responsibilities inherent in membership, do agree to act with intellectual independence, personal integrity, honesty in all relationships, and consideration for the rights and well-being of others, and to abide by all CTA regulations.

The Honor Pledge incorporates Career Training Academy student conduct policies, except where inconsistent. The requirements apply in person, on externship site assignments, and at School-sponsored events. A copy of the pledge will be provided to each student.

Honor Pledge Policies

Reporting Obligation

If a student, faculty member, or staff member of Career Training Academy has reason to believe that a violation of the Honor Pledge occurred in any forum or place, under any circumstance or means, it is that individual’s obligation to report it to the Lead Instructor, Title IX Coordinator or Campus Director. The Lead Instructor, Title IX Coordinator or Campus Director will complete an Incident Report. Please be reminded of the seriousness of such allegations and understand that initiating a formal report is a serious matter and deserves due consideration of the possible consequences.

Adjudicating Alleged Violations of the Honor Pledge

Career Training Academy reserves the right to take necessary and appropriate action to protect the safety and well-being of its School community. Such action may include pursuing disciplinary action for any violation of commonwealth or federal law – on or off campus – that affects the School’s educational interests.

Student Conduct Committee Review

Alleged violations of the CTA Honor Pledge (except for allegations of prohibited conduct under the school’s Campus Sexual Misconduct Policies) will be forwarded by the Campus Director to the Student Conduct Committee for review and hearing. Allegations of prohibited conduct will be investigated and adjudicated in accordance with the procedures set forth in the Campus Misconduct Policies. The Student Conduct Committee may be composed of representatives from the campus, including but not limited to appropriate subject matter lead instructor and/or Education Director, Campus Director, and, Vice President of Academic Affairs, one student representative, and a representative of CTA administration. At the time, date, and location scheduled, the Student Conduct Committee in accordance with procedural fairness will moderate the hearing.

Each hearing shall include:

• Introduction of all parties
• Review of confidentiality expectations
• Review of the charges
• Brief opening statement by the complainant, if applicable
• Questions by the members of the Student Conduct Committee and respondent
• Brief opening statement by the respondent
• Questions by the Student Conduct Committee and complainant
• Presentation of witnesses, if applicable, by the Committee, complainant, and respondent
• Closing statement by the Committee, complainant, and respondent
• Closing statement by the respondent including recommendations for action
• Private deliberation of the Student Conduct Committee to determine appropriate sanctions
• Sharing of prior violations if the student is found responsible and prior violations exist
• Review of the findings of “responsible” or “not responsible”
• Review of Student Conduct Committee findings and sanctions, if applicable

Communicating Findings

The written findings of the Student Conduct Committee and recommended sanction(s), if any, will be documented in a formal letter from the Campus Director to the respondent within 5 business days of the hearing. Records of the hearing outcomes will be maintained in the student’s official School file.
Disciplinary Sanctions
Violation of the Honor Pledge may result in the imposition of one or more of the following disciplinary sanctions:

• Dismissal from Career Training Academy
• Suspension from Career Training Academy for a specified time period
• Written reprimand retained in the student’s official School file
• Any other sanction the Vice President & Dean of Academic Affairs finds just and appropriate under the circumstances, e.g. mandatory failing grade in all courses involved for issues of academic integrity

Appeals Process
The student has the ability to appeal the Student Conduct Committee’s sanctions and/or findings. Upon receipt of a written appeal by a student, the Committee will:

• Convene within 5 working days to review the written appeal from the student, review the case file, and findings
• Determine to uphold, revise, or rescind the initial decision
• Notify student in writing of the final decision within 5 working days

The Student Conduct Review Appeals Committee will be comprised of the members of the Career Training Academy senior leadership team, i.e. the President, Vice President and Dean of Academic Affairs, Vice President of Admissions, and Controller. Members of the Student Conduct Committee do not participate in the appeals process.

2015 DRUG & ALCOHOL ABUSE PREVENTION PROGRAM

Alcohol and Other Drugs Policy
Career Training Academy is committed to freedom from illegal drugs, abuse of legal drugs, alcohol use on School property, as well as alcohol and drug use outside the School which adversely affects learning and student performance. In its efforts to safeguard the workplace, school property, and students from the effects of drug abuse, Career Training Academy strives to respect the privacy of students and employees while offering assistance towards helping those who have problems. Studies have shown that use of illegal drugs and abuse of alcohol increases the potential for accidents, absenteeism, tardiness, unsatisfactory performance, poor moral and damage.

Career Training Academy has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational presentations, counseling services, referrals, and school disciplinary actions.

Available Assistance for Abuse Problems
The Campus Director provides an overall coordination of the Drug-Free School Program. However many services are the responsibility of other areas or individuals, these include:

• Alcohol and Drug Education: Lead Instructor, E4Health’s Well Connect Student Resource Services
• Referral and Counseling Services: Lead Instructor, E4Health’s Well Connect Student Resource Services
• School Disciplinary Actions: Student Conduct Committee, Vice President & Dean of Academic Affairs

Career Training Academy is here to assist students by providing an outlet and to assist in their learning about the many aspects of alcohol and other drug consumption. If you have questions regarding alcohol and other drug education, or feel uneasy about your own alcohol or drug consumption, feel free to contact:
E4Health’s Well Connect Student Resource Services by phone at 866-640-4777
or the website at http://www.e4healthinc.com/student-resource-services/
Reference CTA’s School Code J835 when contacting E4Health’s Well Connect Student Resource Services.

Drug-Free Workplace Policy
Career Training Academy strongly supports the Drug-Free Workplace Act of 1988. Career Training Academy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as listed in Schedules I through IV of Section 202 of the Controlled Substances Act (21 U.S.C. 812), on the properties of Career Training Academy. Violations of such prohibitions on School premises, or off-campus while conducting School-related business can result in disciplinary action up to and including termination or expulsion. Although Career Training Academy does not act as an arm of the law, members of the campus community have no immunity from enforcement of the law. Career Training Academy does not and cannot deny access to its property to law enforcement agents seeking to uphold federal and Pennsylvania drug laws. The disciplinary policy of the School permits taking action beyond or separate from any which may be taken by civil authorities. Distribution and use of prohibited drugs may threaten the physical and mental health of the user, as well as the welfare of other students and the academic community. Career Training Academy encourag-
es any individual facing a drug or alcohol problem to seek prompt treatment. Counseling and referrals are available for members of
the campus community through an arrangement with E4Health, Well Connect Student Services.

Career Training Academy® does not permit the students or staff to be under the influence or use illegal drugs or alcohol in the facil-
ities or on the property. Any infraction of this policy as stated in the Drug and Alcohol Free Workplace Policy signed by all students
and employees yearly may result in immediate dismissal from the School. Those individuals seeking drug or alcohol counseling may
contact the Campus Director or the agencies listed below:

<table>
<thead>
<tr>
<th>Aile-Kiski Drug and Alcohol Program</th>
<th>Contact Pittsburgh</th>
<th>Gateway Rehab</th>
</tr>
</thead>
<tbody>
<tr>
<td>(New Kensington Campus)</td>
<td>(Monroeville and North Hills Campuses)</td>
<td>(Monroeville and North Hills Campuses)</td>
</tr>
<tr>
<td>2120 Freeport Road</td>
<td>412-820-4357</td>
<td></td>
</tr>
<tr>
<td>New Kensington, PA 15068</td>
<td>24-Hour Contact Line</td>
<td></td>
</tr>
<tr>
<td>(724) 339-6860</td>
<td></td>
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</tr>
</tbody>
</table>

**The Drug-Free Schools and Communities Act**
In 1989, the federal government adopted the Drug-Free Schools and Communities Act. As a condition of receiving federal grants, the
School must certify that it is in compliance with this law. This means that underage drinking is not only a violation of state law, but
also a violation of School policy and will be sanctioned under the School's student conduct system.

**Policy on Alcoholic Beverages**
Pennsylvania Act 31 governs all matters relating to alcohol. As a member of the School community, students, faculty, and staff are re-
quired to observe Pennsylvania law. No person under the age of 21 is permitted to purchase, consume, transport, or possess alcoholic
beverages. Alcoholic beverages will be confiscated from students who are under 21 years of age. Failure to comply will result in further
disciplinary action. Students, faculty and staff must abide by the terms of the policy. Furthermore, the Drug-Free Workplace Act of
1998 requires any employee to notify the Campus Director of any conviction under a criminal drug statute for violations occurring
on or off campus premises while conducting School business. A report of the conviction must be made within five days following
the conviction. Persons age 21 and over violate Pennsylvania law when they furnish alcohol to a minor. A fine of up to $2,500.00, or
imprisonment up to three months for failure to pay any fine, will be imposed. Repeat offenders will be fined at least $300.00 and may
be imprisoned for up to one year.

**Pennsylvania and Federal Laws**
All members of the Career Training Academy community must adhere to all applicable local, state, and federal laws related to the sale
and use of alcoholic beverages and other drugs and controlled substances.

**Policy on Illegal Drugs**
Career Training Academy strictly adheres to the federal and state laws that prohibit the distribution, sale, or use of controlled sub-
stances. Students illegally possessing, distributing, or using any controlled substance or paraphernalia will be subject to immediate
disciplinary action. Please note: the odor of marijuana is also grounds for disciplinary action.


**Smoking Policy**
Smoking is prohibited on School premises. Effective January 1, 2007, smoking of cigarettes, cigars, pipes or other smoke-producing prod-
ucts within the School's facilities is prohibited. This prohibition applies to all employees and students, to clients and other visitors.

Employees and students are encouraged to report violations of this policy to the Campus Director or Lead Instructor of the campus. A
prompt investigation will be made and appropriate corrective action will be taken. Violators of this policy will be subject to disci-
plinary action, up to and including discharge/termination. There will be no retaliation against any employee or student who makes a
good faith report of a violation of this policy to the appropriate person.
Campus Sexual Misconduct Policies

Introduction
The Career Training Academy is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the Career Training Academy community should be aware that the school is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

As part of Career Training Academy's commitment to providing a working and learning environment free from sexual misconduct, this Policy shall be disseminated widely to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. Career Training Academy provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively. Career Training Academy will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Scope of the Policy
This Policy governs sexual misconduct involving students that occurs on any Career Training Academy property or in connection with any school-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with Career Training Academy, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. Career Training Academy encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately. As further described in this Policy, Career Training Academy will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

Prohibited Conduct
Sexual misconduct comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, which is a form of sexual misconduct under this Policy. Sexual harassment and sexual exploitation, stalking, domestic violence, and dating violence are also forms of sexual misconduct. Intimidation for one of these purposes is sexual misconduct, as is retaliation following an incident of alleged sexual misconduct or attempted sexual misconduct. The definitions for specific acts of sexual misconduct can be found in the Definitions of Key Terms at the end of this Policy statement.

Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. This Policy prohibits all forms of sexual misconduct.

Options for Assistance Following an Incident of Sexual Misconduct
Career Training Academy strongly encourages any victim of sexual misconduct to seek immediate assistance. Seeking prompt assistance may be important to ensure a victim's physical safety or to obtain medical care. Career Training Academy strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Reporting Incidents of Sexual Misconduct.
Victims of sexual misconduct may file a report with the local police department. Victims may also file a report with the Title IX Coordinator for their respective school. More information about reporting an incident of sexual misconduct can be found in Section 6 of this Policy, below.

The victim of the sexual assault may choose for the investigation to be pursued through the criminal justice system and Career Training Academy's disciplinary procedures. The school and the criminal justice system work independently from each other. Law enforcement officers do not determine whether a violation of this Policy has occurred. The school Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision.

Support Services Available.
Counseling, advocacy and support services are available for victims of sexual misconduct, whether or not a victim chooses to make an official report or participate in the school's disciplinary or criminal process. Career Training Academy does not provide counseling or health care services. Personal counseling offered by Career Training Academy will be limited to initial crisis assessment and referral.

Sexual misconduct crisis and counseling options are available locally and nationally through a number of agencies, including:
The school Title IX Coordinator will work with all students affected by sexual misconduct to ensure their safety and support their wellbeing. This assistance may include providing accommodations to support or protect a student after an incident of sexual misconduct and while an investigation or disciplinary proceeding is pending. Such accommodations may include the ability to alter class schedules, withdraw from/retake a class without penalty, and access academic support (e.g., tutoring). Career Training Academy may be able to provide additional interim measures to victims while an investigation is pending, such as no contact orders and changing the alleged perpetrator's class schedule.

Evidence Preservation
Victims of sexual assault, domestic violence or dating violence should consider seeking medical attention as soon as possible. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen where they were assaulted so that evidence necessary to prove criminal activity may be preserved. In circumstances where the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address health concerns. Victims of sexual misconduct are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful in connection with a school or police investigation.

Title IX Coordinator
The school Title IX Coordinator is responsible for monitoring and overseeing Career Training Academy's compliance with Title IX and the prevention of sexual harassment, sexual misconduct and discrimination. The Title IX Coordinator is:

- Knowledgeable and trained in Career Training Academy's policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant, respondent, or a third party, about Career Training Academy and community resources and reporting options;
- Available to provide assistance to any Career Training Academy employee regarding how to respond appropriately to a report of Title IX-related prohibited conduct and related retaliation;
- Participates in ensuring the effective implementation of this Policy, including monitoring compliance with all procedural requirements, record keeping, and timeframes; and
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture.
Reporting Policies and Protocols
Career Training Academy strongly encourages all members of the school community to report information about any incident of sexual misconduct as soon as possible, whether the incident occurred on or off campus. Reports can be made either to the school and/or to law enforcement.

Reporting to the Institute
An incident of sexual misconduct may be reported directly to the school Title IX Coordinator. If the school Title IX Coordinator is the alleged perpetrator of the sexual misconduct, the report should be submitted to the Career Training Academy President. Filing a report with a school official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

An individual who has experienced an incident of sexual misconduct may report the incident at any time, regardless of how much time has elapsed since the incident occurred. Career Training Academy is committed to supporting the rights of a person reporting an incident of sexual misconduct to make an informed choice among options and services available.

Career Training Academy will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any misconduct, prevent its recurrence, and address its effects.

Reporting to Law Enforcement
An incident of sexual misconduct can be reported to law enforcement at any time, 24 hours a day/7 days a week, by calling 911. At the complainant’s request, Career Training Academy will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the school will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement. Filing a police report will:

• Ensure that a victim of sexual assault receives the necessary medical treatment and tests
• Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
• Assure the victim has a referral to confidential counseling from counselors specifically trained in the area of sexual assault

Reporting of Crimes & Annual Security Reports
Campus safety and security are important issues at the Career Training Academy. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual misconduct under this Policy.

Each year Career Training Academy prepares this report to comply with the Clery Act. The full text of this report can be located on the school’s web site at www.careerta.edu. This report is prepared in cooperation with the local law enforcement agencies around our campus. Each year notification is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained in person from or by calling the campus Director. All prospective employees may obtain a copy from the campus Director. Distribution may also be made by United States Postal Service, campus email, printed distribution and electronically via flash drives.

Timely Warnings
In the event that a situation arises, either on or off campus, that, in the judgment of the campus Director constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the most effective and efficient means available and may include instant messaging to students and Career Training Academy employees. Notices may also be posted in the common areas throughout the school. Anyone with information warranting a timely warning should report the circumstances to the campus Director by phone or in person at the school.

Third-Party and Anonymous Reporting
In cases where sexual misconduct is reported to the Title IX Coordinator by someone other than the complainant (by an instructor, classmate or friend, for example), the Title IX Coordinator will promptly notify the complainant that a report has been received. This Policy and the Procedures will apply in the same manner as if the complainant had made the initial report. The Title IX Coordinator will make every effort to meet with the complainant to discuss available options and resources. Reports from an anonymous source will be treated in a similar fashion.

No Retaliation
Career Training Academy prohibits retaliation against those who file a complaint or third-party report, or otherwise participate in the investigative and/or disciplinary process (e.g., as a witness). The school will take strong responsive action if retaliation occurs. Any incident of retaliation should be promptly reported to the Title IX Coordinator or the President of Career Training Academy.
Coordination With Drug Free School Policy

Students may be reluctant to report instances of sexual misconduct because they fear being disciplined pursuant to the Career Training Academy’s alcohol or drug policies. Career Training Academy encourages students to report all instances of sexual misconduct and will take into consideration the importance of reporting sexual misconduct in addressing violations of the school’s alcohol and drug policies. This means that, whenever possible, the Career Training Academy will respond educationally rather than punitively to student alcohol or drug policy violations associated with reported sexual misconduct.

School Policy on Confidentiality

Career Training Academy encourages victims of sexual misconduct to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual misconduct. Career Training Academy encourages victims to talk to someone identified in one or more of these groups.

Privileged and Confidential Communications – Professional & Pastoral Counselors

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim’s permission. Career Training Academy does not provide professional or pastoral counseling, but can assist a victim of sexual misconduct in obtaining support services from these groups or agencies. Contact information for these support organizations is listed in of this Policy and may also be obtained from the Title IX Coordinator.

A victim who at first requests confidentiality may later decide to file a complaint with Career Training Academy or report the incident to local law enforcement, and thus have the incident fully investigated.

NOTE: While these professional and pastoral counselors and advocates may maintain a victim’s confidentiality vis-à-vis Career Training Academy, they may have reporting or other obligations under state law.

ALSO NOTE: If Career Training Academy determines that the alleged perpetrator(s) pose a serious and immediate threat to the school community, the campus Director may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

Reporting to Title IX Coordinator

When a victim tells the Title IX Coordinator about an incident of sexual misconduct, the victim has the right to expect Career Training Academy to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

To the extent possible, information reported to the Title IX Coordinator will be shared only with people responsible for handling the school’s response to the report. The Title IX Coordinator should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to the Title IX Coordinator, the Coordinator should ensure that the victim understands the Coordinator’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the Title IX Coordinator what happened but also maintain confidentiality, the Coordinator should tell the victim that Career Training Academy will consider the request, but cannot guarantee that the school will be able to honor it.

The Title IX Coordinator will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for Career Training Academy to fully investigate an incident. By the same token, the Title IX Coordinator will not pressure a victim to make a full report if the victim is not ready to.

Requesting Confidentiality: How the School Will Weigh the Request and Respond.

If a victim discloses an incident to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, Career Training Academy must weigh that request against the school’s obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If Career Training Academy honors the request for confidentiality, a victim must understand that the school’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when Career Training Academy may not be able to honor a victim’s request in order to provide a safe, non-discriminatory environment for all students.

The Title IX Coordinator will evaluate requests for confidentiality. When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:
The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, such as:

• Whether there have been other sexual misconduct complaints about the same alleged perpetrator;
• Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
• Whether the alleged perpetrator threatened further sexual misconduct or other violence against the victim or others;
• Whether the sexual misconduct was committed by multiple perpetrators;
• Whether the sexual misconduct was perpetrated with a weapon;
• Whether the victim is a minor;
• Whether Career Training Academy possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence);
• Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead Career Training Academy to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the school will likely respect the victim's request for confidentiality.

If Career Training Academy determines that it cannot maintain a victim's confidentiality, the school will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the school's response. Career Training Academy will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or school employees, will not be tolerated. Career Training Academy will also:

• Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance;
• Provide other security and support, which could include issuing a no-contact order, helping arrange a change of course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
• Inform the victim of the right to report a crime to local law enforcement – and provide the victim with assistance if the victim wishes to do so.

Career Training Academy may not require a victim to participate in any investigation or disciplinary proceeding.

Because Career Training Academy is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the school to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/ victimization surveys; and/or revisiting its policies and practices.

If Career Training Academy determines that it can respect a victim's request for confidentiality, the school will also take immediate action as necessary to protect and assist the victim.

Miscellaneous

Take Back the Night and other public awareness events. Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of sexual violence, are not considered notice to Career Training Academy of sexual misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts.

Off-campus Counselors and Advocates. Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with Career Training Academy unless the victim requests the disclosure and signs a consent or waiver form. Contact information for these off-campus resources can be found in this Policy.

Investigation Procedures and Protocols

The Title IX Coordinator oversees the school's investigation, response to, and resolution of all reports of prohibited sexual misconduct, and of related retaliation, involving students, faculty, and staff. The Title IX Coordinator will designate a specially trained investigator (or team of investigators) to interview the complainant, respondent and any witnesses. The investigator will also gather pertinent documentary materials (if any) and other information.

Notice of Investigation

The Title IX Coordinator will inform the complainant before starting an investigation. The complainant may request that an investigation not be undertaken. The Title IX Coordinator will consider such a request in light of Career Training Academy's commitment to provide a safe and non-discriminatory environment for all students. If the Title IX Coordinator determines not to investigate, she will notify the complainant in writing, including that the determination was made at the complainant’s request. At the complainant's request, the Title IX Coordinator will also notify the respondent in writing, including that the complainant asked Career Training Academy not to investigate.
The investigator will direct the complainant, respondent, witnesses and other interested individuals to preserve any relevant evidence. If an investigation proceeds, Career Training Academy will notify the respondent in writing that a report has been filed. The notice will describe the allegations in the report. The complainant and respondent will be given the opportunity to meet separately with the Title IX Coordinator to review the Policy and these Procedures.

Investigation Process
Career Training Academy’s process for responding to, investigating and adjudicating sexual misconduct reports will continue during any law enforcement proceeding. The investigator may need to temporarily delay an investigation while the police are gathering evidence but will resume the investigation after learning that the police department has completed its evidence-gathering and will generally not wait for the conclusion of any related criminal proceeding.

The investigator will interview the complainant, respondent and any witnesses. They will also gather pertinent documentary materials (if any) and other information.

Investigation Report
The investigator will prepare a report detailing the relevant content from the interviews and the documentation gathered. The report will include the assessment of individual credibility and recommended findings of responsibility.

The respondent and complainant will each have the opportunity to review a copy of the investigative report and any other information that will be used during the disciplinary proceedings. The names and other identifying information of other students will be redacted from such materials in accordance with the Family Educational Rights and Privacy Act (FERPA), except to the extent that doing so would interfere with the purpose of Title IX to eliminate sex-based discrimination. The Title IX Coordinator will supervise this review and ensure that reasonable time is afforded for review prior to the hearing.

Time Frame for Investigation
Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the investigation and resolution, the Title IX Coordinator seeks to resolve all reports in a timely manner. In general, an investigation may last up to 30 days, from receipt of written notice from the complainant of the intent to proceed with an investigation. Adjudication will generally take up to 30 days from the date the investigative report is provided to both the complainant and the respondent. The Title IX Coordinator may set reasonable time frames for required actions under the Policy. Those time frames may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate delays by the parties, account for school breaks or vacations, or address other legitimate reasons, including the complexity of the investigation (including the number of witnesses and volume of information provided by the parties) and the severity and extent of the alleged conduct. Any extension of the timeframes, and the reason for the extension, will be shared with the parties in writing. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Where necessary, Career Training Academy will take immediate steps to protect complainants pending the final outcome of an investigation, including academic accommodations and other interim measures. These steps may include the ability to change class schedules; withdraw from/retake a class without penalty; access academic support such as tutoring; issue no contact orders; and change the alleged perpetrator’s class schedule.

Impact of Victim’s Confidentiality Request
A victim’s request for confidentiality will likely limit Career Training Academy’s ability to investigate a particular matter. The school may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Examples include: providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; revising and publicizing Career Training Academy’s policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct.

Voluntary Resolution
Voluntary resolution, when selected by the complainant and deemed appropriate by the Title IX Coordinator, is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preference of the complainant and the safety and welfare of the Career Training Academy community. Voluntary resolution is not appropriate for all forms of conduct under the Policy.

Career Training Academy retains the discretion to determine, when selected by the complainant, which cases are appropriate for voluntary resolution. If a complainant requests voluntary resolution, and the Title IX Coordinator concludes that voluntary resolution is appropriate, then the Title IX Coordinator will take appropriate action by imposing remedies designed to maximize the complainant’s access to all employment, educational, and extracurricular opportunities and benefits at the school and to eliminate a potential hostile environment. A complainant may request and decide to pursue voluntary resolution at any time. In those cases in which the voluntary resolution involves either the notification to or participation by the respondent, it is the respondent’s decision whether to accept voluntary resolution.
Voluntary resolution may include: conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; facilitating a meeting with the respondent with the complainant present (in cases that do not involve sexual assault); and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. In some forms of voluntary resolution, the remedies imposed will focus on supporting the complainant with no participation or involvement by the respondent. In other forms of voluntary resolution, the respondent may agree to participate. Depending on the type of remedy used, it may be possible for a complainant to maintain anonymity.

Voluntary resolution may also include restorative principles that are designed to allow a respondent to accept responsibility for misconduct and acknowledge harm to the complainant or to the Career Training Academy community. Restorative models will be used only with the consent of both parties, and following a determination by the Title IX Coordinator that the matter is appropriate for a restorative approach.

Career Training Academy will not compel a complainant to engage in mediation, to confront directly the respondent, or to participate in any particular form of informal resolution. Mediation, even if voluntary, is never appropriate in sexual misconduct cases and will not be used in such cases. As the title implies, participation in voluntary resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation and adjudication at any time, including if voluntary resolution is unsuccessful at resolving the report. Similarly, a complainant can request to end an investigation and pursue voluntary resolution at any time.

The time frame for completion of voluntary resolution may vary, but Career Training Academy will seek to complete the process within 15 days of the complainant’s request.

**Grievance/Adjudication Procedures**

**Hearing Panel**

If voluntary resolution is not available, Career Training Academy will convene a hearing panel following the end of the investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the matter proceeds to the sanctions stage.

The hearing panel will generally include the Title IX Coordinator and two additional members who will be individuals associated with Career Training Academy. These additional hearing panel members may include administrators, officers, lawyers or other individuals with relevant experience and special training. Panel members may participate remotely so long as the hearing room is equipped with telephone equipment that allows the panel member to hear all the participants and to be heard by all the participants throughout the hearing proceedings. All panelists will receive training from experts in the field at least once a year. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct. The complainant and respondent will be informed of the panel’s membership before the hearing process begins.

**Advisors**

Both the complainant and the respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled.

**Written Submissions**

Both the complainant and respondent will have the opportunity to submit written responses to the investigation report and other relevant information to the hearing panel. Each of the complainant and respondent will have the opportunity to review any written submissions by the other. The hearing panel may set reasonable parameters for these written submissions. The hearing panel will review the investigation report and written submissions.

**Hearing Procedures**

The Title IX Coordinator will, whenever possible, give the complainant and respondent at least five days’ advance notice of the hearing. The Title IX Coordinator may arrange to hold the hearing at an off-campus location. The hearing is a closed proceeding, meaning that no one other than the panel members, the complainant and respondent, their respective advisors, witnesses (when called), and necessary Career Training Academy personnel may be present during the proceeding. The campus Director will work with school staff so that any student whose presence is required may participate in the hearing.

In general, hearings will proceed as follows:

- The Title IX Coordinator may set reasonable time limits for any part of the hearing. Each of the complainant and respondent will have the opportunity to present witnesses and other information consistent with the Policy and these Procedures. The panel may determine the relevance of, place restrictions on, or exclude any witnesses or information. When the complainant and respondent are not able to be present for the hearing panel, arrangements will be made for participation via alternate means.

- In cases where either the complainant or respondent opts not to participate in the hearing, the panel may still hear from the other.
Additional hearing rules include:

• Questioning. Only the panel may ask questions of the complainant and respondent and any witnesses. Both the complainant and respondent will have the opportunity to suggest questions of the other and of witnesses by submitting suggested questions to the panel in writing. The panel may revise or not ask any or all submitted questions.

• Information Regarding Romantic or Sexual History. The panel will not consider the romantic or sexual history of either the complainant or respondent in cases involving allegations of sexual misconduct, except for testimony offered by one or the other about the complainant’s and respondent’s shared sexual history that the panel deems relevant. If such information is offered by the complainant or respondent, the other has the right to respond. The existence of a prior consensual dating or sexual relationship between the complainant and respondent by itself does not support an inference of consent to alleged sexual misconduct.

• Prior Conduct Violations. The hearing panel will not consider the respondent’s prior conduct violations, unless the investigator provided that information to the hearing panel because the respondent was previously found to be responsible, and the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the respondent.

Career Training Academy will keep an audio recording of the hearing for the use of the panel, for sanctioning, and for purposes of appeal. The panelists may request a transcript of the recording. Cell phones and recording devices may not be used in the hearing room(s) unless approved by the panel in advance.

Panel Determinations/Standard of Proof
The panel will use “preponderance of the evidence” as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that a panel must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy. The panel will find a student responsible, or not responsible, based on a majority vote. The panel will generally render a decision within 10 days after the conclusion of a hearing. The panel's decision will include an explanation of the basis for the decision. If the panel finds the respondent responsible, the matter will proceed to the sanctions stage. The parties will be informed of the results of the adjudication hearing by simultaneous written notice to both parties of the outcome of the complaint.

Sanctions and Other Remedies
The Title IX Coordinator, with the advice and counsel of the other hearing panel members, shall be responsible for imposing sanctions that are:

• Fair and appropriate given the facts of the particular case;
• Consistent with Career Training Academy’s handling of similar cases;
• Adequate to protect the safety of the campus community; and
• Reflective of the seriousness of sexual misconduct.

The Title IX Coordinator will render a sanctioning decision within five days following the receipt of the panel's determination. The sanctioning decision will be communicated in writing to the complainant and the respondent.

Career Training Academy may impose any one or more of the following sanctions on a student determined to have violated the Policy:

• Reprimand/warning
• Changing the respondent's academic schedule
• Disciplinary probation
• Restricting access to Career Training Academy facilities or activities
• Community service
• Issuing a “no contact” order to the respondent or requiring that such an order remain in place
• Dismissal or restriction from Career Training Academy employment
• Suspension (limited time or indefinite)
• Expulsion
In addition to any other sanction (except where the sanction is expulsion), Career Training Academy may require any student determined to be responsible for a violation of the Policy to receive appropriate education and/or training related to the sexual misconduct violation at issue. Career Training Academy may also recommend counseling or other support services for the student.

Whatever the outcome of the hearing process, a complainant may request ongoing or additional accommodations and the Title IX Coordinator will determine whether such measures are appropriate. Potential ongoing accommodations include:

- Providing an escort for the complainant
- Changing the complainant’s academic schedule
- Allowing the complainant to withdraw from or retake a class without penalty
- Providing access to tutoring or other academic support, such as extra time to complete or re-take a class

Career Training Academy may also determine that additional measures are appropriate to respond to the effects of the incident on the school community. Additional responses for the benefit of the Career Training Academy community may include:

- Increased monitoring, supervision, or security at locations or activities where the misconduct occurred
- Additional training and educational materials for students and employees
- Revision of Career Training Academy’s policies relating to sexual misconduct
- Climate surveys regarding sexual misconduct

**Appeals**

Either the respondent or the complainant or both may appeal the determination of the hearing panel and/or the sanctions. Appeals are decided by the President of Career Training Academy. The three grounds for appeal are:

1. A procedural error affecting the determination or sanction;
2. New information that was not available at the time of the investigation or hearing and that may change the determination or sanction; and
3. Excessiveness or insufficiency of the sanction.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

The appealing student must submit the appeal in writing to the President of Career Training Academy within five days after receiving the sanctioning notice. If either the complainant or respondent submits an appeal, the Title IX Coordinator will notify the other that an appeal has been filed and the grounds of the appeal. The non-appealing student may submit a written response within five days after notice of an appeal.

If the President concludes that a change in the hearing panel’s determination is warranted, the President may enter a revised determination, reconvene the panel to reconsider the determination, or return the matter for additional investigation. After consultation with the Title IX Coordinator, the President may also change the sanction. If both the complainant and respondent appeal, the appeals will be considered concurrently.

The President will notify the complainant and respondent of the final decision in writing. Appeals decisions will be rendered within 15 days after the receipt of the written appeal. All appeal decisions are final.

**Records Disclosure**

Disciplinary proceedings conducted by Career Training Academy are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information. FERPA generally limits disclosure of student information outside Career Training Academy without the student’s consent, but it does provide for release of student disciplinary information without a student’s consent in certain circumstances.

Any information gathered in the course of an investigation may be subpoenaed by law enforcement authorities as part of a parallel investigation into the same conduct, or required to be produced through other compulsory legal process.

Additional information about FERPA can be found on the Career Training Academy’s website at www.careerta.edu.

**Education and Prevention Programs**

As set forth in Section 3 of this Policy statement, Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking are all forms of Prohibited Conduct.

Career Training Academy is committed to offering educational programs to promote awareness and prevention of Prohibited Conduct. Educational programs include an overview of Career Training Academy’s policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction.
Incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. The Title IX Coordinator maintains an education and prevention calendar and tailors programming to campus needs and climate.

Career Training Academy educates students and employees about sexual assault crimes included in the Clery Act and the Violence Against Women Reauthorization Act of 2013 (VAWA) through Campus Clarity/Law Room, on-line education programming. This comprehensive web-based online education program combines sexual assault and substance prevention information and risk reduction to promote understanding of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking. Access to the web-based online training modules is administered by office of the Campus Director and is available to all new students upon enrollment, new employees upon hire. Current students and employees receive the training annually.

Campus Clarity/Law Room On-Line Education

Campus Clarity/Law Room is an on-line education program that provides “seat licenses” that are sufficient to educate all students and employees. Programs for both populations are offered through Campus Clarity/Law Room.

An added feature of this program is the ability for each seat license to be used to participate in multiple on-line programming topics in addition to the topics addressing gender-based harassment and violence.

Campus Clarity/Law Room offers a vast array of education modules for students and employees. It includes, for example online educational programs the Campus SaVE Act, Title IX, FERPA, Harassment, Ethics, the Clery Act, Mandated Reporter, Drugs, Alcohol, Sexual Assault and other EDu courses.

As part of Career Training Academy’s commitment to provide an educational and work environment free from Prohibited Conduct, this Policy will be disseminated widely to the school community through e-mail communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

The Title IX Coordinator, hearing panel members, and anyone else who is involved in responding to, investigating, or adjudicating sexual misconduct will receive annual training from experts in the field. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct.

Bystander Intervention

Career Training Academy’s primary prevention and awareness program includes a description of safe and positive options for bystander intervention. Active bystanders take the initiative to help someone who may be targeted for a sexual assault. They do this in ways that are intended to avoid verbal or physical conflict. Active bystanders also take the initiative to help friends, who are not thinking clearly, from becoming offenders of crime. Intervention does not mean that you directly intervene to stop a crime in progress; rather, these steps are “early intervention” – before a crime begins to occur. There are three important components to consider before taking action that we refer to as the ABCs:

• Assess for safety. Ensure that all parties are safe, and whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.

• Be with others. If it is safe to intervene, you are likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.

• Care for the person. Ask if the target of the unwanted sexual advance/attention/behavior is okay – does he or she need medical care? Ask if someone they trust can help them get safely home.

Information on Bystander Intervention was provided by the Department of Defense Sexual Assault Prevention and Response Office from: www.sapr.mil

Risk Reduction

Career Training Academy’s primary prevention and awareness program includes information on risk reduction. This includes:

Avoiding Dangerous Situations. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted.

• Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.

• Try to avoid isolated areas. It is more difficult to get help if no one is around.

• Walk with purpose. Even if you don’t know where you are going, act like you do.

• Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.

• Try not to load yourself down with packages or bags as this can make you appear more vulnerable.

• Make sure your cell phone is with you and charged and that you have cab money.

• Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.

• Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
Safety Planning. Things to think about:

- **How to get away if there is an emergency?** Be conscious of exits or other escape routes. Think about options for transportation (car, bus, subway, etc.).

- **Who can help?** Friends and/or family, or support centers in your area. Please see Section 4 of this Policy for a list of support organizations.

- **Where to go?** Options may include a friend’s house or relative’s house, or you may consider going to a domestic violence or homeless shelter. You may also go to the police. Important Safety Note: If the dangerous situation involves a partner, go to the police or a shelter first.

- **What to bring?** This may include important papers and documents such as birth certificate, social security card, license, passport, medical records, lease, bills, etc. This will also include house keys, car keys, cash, credit cards, medicine, important numbers, and your cell phone. If you are bringing children with you, remember to bring their important papers and legal documents. You can keep all of these things in an emergency bag. You should hide the bag—it is best if it is not in your house or car. If the bag is discovered, you can call it a “tornado” or “fire” bag.

Protecting Your Friends. You have a crucial role to play in keeping your friends safe. No matter what the setting, if you see something that doesn’t feel quite right or see someone who might be in trouble, there are some simple things you can do to help out a friend.

- **Distract.** If you see a friend in a situation that doesn’t feel quite right, create a distraction to get your friend to safety. This can be as simple as joining or redirecting the conversation: suggest to your friend that you leave the party, or ask them to walk you home. Try asking questions like: “Do you want to head to the bathroom with me?” or “Do you want to head to another party—or grab pizza?”

- **Step in.** If you see someone who looks uncomfortable or is at risk, step in. If you feel safe, find a way to de-escalate the situation and separate all parties involved. Don’t be shy about directly asking the person if they need help or if they feel uncomfortable.

- **Enlist others.** You don’t have to go it alone. Call in friends or other people in the area as reinforcements to help defuse a dangerous situation and get the at-risk person home safely. There is safety in numbers.

- **Keep an eye out.** Use your eyes and ears to observe your surroundings. If you see someone who has had too much to drink or could be vulnerable, try to get them to a safe place. Enlist friends to help you. Even if you weren’t around when the assault occurred, you can still support a friend in the aftermath.

Social Situations. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.

- **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.

- **Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call.** If you’ve left your drink alone, just get a new one.

- **Don’t accept drinks from people you don’t know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.

- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.

- **If you suspect you or a friend has been drugged, contact law enforcement immediately.** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

Information on Risk Reduction was provided by RAINN: Rape, Abuse & Incest National Network: www.rainn.org.

**Amendments**

Career Training Academy may amend its Campus Sexual Misconduct Policies from time to time. Nothing in these policies shall affect the inherent authority of Career Training Academy to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the school community.

**Definitions of Key Terms**

- **Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment, (ii) submission to or rejection of such conduct by an individual is used as the basis for education or employment decisions affecting such individuals, or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual’s school or work performance or creating an intimidating, hostile, or offensive educational or working environment.
• Hostile Environment Caused By Sexual Harassment - refers to a situation where students and/or employees are subject to a pattern of exposure to unwanted sexual behavior that is so severe, persistent, or pervasive that it alters the conditions of education, employment, or participation in a school program or activity, thereby creating an environment that a reasonable person in similar circumstances would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, does not amount to a hostile environment caused by sexual harassment.

• Quid Pro Quo Harassment – refers to a situation where students and/or employees are subject to unwanted sexual behavior where submission or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education, employment, or participation in a school program or activity.

• Sexual Assault - is any unwanted physical contact of a sexual nature that occurs either without the consent of each participant or when a participant is unable to give consent freely. Sexual assault can occur either forcibly and/or against a person's will, or when a person is unable to give consent freely. Non-consensual sexual intercourse is any form of sexual intercourse (vaginal, anal or oral) with any object without consent. Non-consensual sexual contact is any intentional sexual touching, however slight, with any object without a person's consent.

• Domestic Violence - A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

• Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

• Prohibited Conduct – Career Training Academy prohibits the crimes of Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking as defined in these Definitions of Key Terms.

• Sexual Exploitation - Sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her own advantage or benefit or for the benefit or advantage of anyone other than the exploited party; and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to, videotaping or photographing of any type (web-cam, camera, Internet exposure, etc.) without knowledge and consent of all persons; prostituting or allowing another person; knowingly transmitting HIV or a sexually transmitted disease to an unknowing person or to a person who has not consented to the risk; or inducing incapacitation with the intent to commit sexual assault, without regard to whether sexual activity actually takes place.

• Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

• Retaliation - means any adverse action, or attempted adverse action, against an individual or group of individuals because of their participation in any manner in an investigation, proceeding, or hearing under this Policy.

• Intimidation - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

• Consent - is a voluntary agreement to engage in sexual activity.

• Past consent does not imply future consent.

• Silence or an absence of resistance does not imply consent.

• Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

• Consent can be withdrawn at any time.

• Coercion, force, or threat of either invalidates consent.
Someone who is incapacitated cannot consent. Incapacitation refers to a situation in which a person is not capable of providing consent because the person lacks the ability to understand her or his decision. This situation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the student from having the capacity to give consent.

- Complainant – means the person making the allegation(s) of sexual misconduct.
- Respondent – means the person alleged to have committed sexual misconduct.

Definitions of Sexual Misconduct under Pennsylvania Law

Pennsylvania law provides the following definitions with respect to Sexual Assault and Consent:

(a) General rule.--Evidence of specific instances of the alleged victim's past sexual conduct, opinion evidence of the alleged victim's past sexual conduct, and reputation evidence of the alleged victim's past sexual conduct shall not be admissible in prosecutions under this chapter except evidence of the alleged victim's past sexual conduct with the defendant where consent of the alleged victim is at issue and such evidence is otherwise admissible pursuant to the rules of evidence.

Prompt reporting to public authority is not required in a prosecution under this chapter: Provided, however, That nothing in this section shall be construed to prohibit a defendant from introducing evidence of the complainant's failure to promptly report the crime if such evidence would be admissible pursuant to the rules of evidence.

The credibility of a complainant of an offense under this chapter shall be determined by the same standard as is the credibility of a complainant of any other crime. The testimony of a complainant need not be corroborated in prosecutions under this chapter. No instructions shall be given cautioning the jury to view the complainant's testimony in any other way than that in which all complainants' testimony is viewed.

The alleged victim need not resist the actor in prosecutions under this chapter: Provided, however, That nothing in this section shall be construed to prohibit a defendant from introducing evidence that the alleged victim consented to the conduct in question.

18 Pa.C.S. § 3121. Rape.
(a) Offense defined.--A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:
(1) By forcible compulsion.
(2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.
(3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring.
(4) Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.
(5) Who suffers from a mental disability which renders the complainant incapable of consent.

Except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), a person commits a felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent.

(a) Offenses defined.--Except as provided in sections 3121 (relating to rape), 3122 (relating to statutory sexual assault), 3123 (relating to involuntary deviate sexual intercourse) and 3124.1 (relating to sexual assault), a person who engages in penetration, however slight, of the genitals or anus of a complainant with a part of the person's body for any purpose other than good faith medical, hygienic or law enforcement procedures commits aggravated indecent assault if:
(1) the person does so without the complainant's consent;
(2) the person does so by forcible compulsion;
(3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
(4) the complainant is unconscious or the person knows that the complainant is unaware that the penetration is occurring;
(5) the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
(6) the complainant suffers from a mental disability which renders him or her incapable of consent;
(7) the complainant is less than 13 years of age; or
(8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the person are not married to each other.

(a) Offense defined.—A person is guilty of indecent assault if the person has indecent contact with the complainant, causes the complainant to have indecent contact with the person or intentionally causes the complainant to come into contact with seminal fluid, urine or feces for the purpose of arousing sexual desire in the person or the complainant and:
(1) the person does so without the complainant's consent;
(2) the person does so by forcible compulsion;
(3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
(4) the complainant is unconscious or the person knows that the complainant is unaware that the indecent contact is occurring;
(5) the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
(6) the complainant suffers from a mental disability which renders the complainant incapable of consent;
(7) the complainant is less than 13 years of age; or
(8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the person are not married to each other.

(a) Offense defined. Except as provided in sections 5903 (relating to obscene and other sexual materials and performances), 6312 (relating to sexual abuse of children) and 6321 (relating to transmission of sexually explicit images by minor), a person commits the offense of unlawful dissemination of intimate image if, with intent to harass, annoy or alarm a current or former sexual or intimate partner, the person disseminates a visual depiction of the current or former sexual or intimate partner in a state of nudity or engaged in sexual conduct.
(b) Defense. It is a defense to a prosecution under this section that the actor disseminated the visual depiction with the consent of the person depicted.

Pennsylvania law provides the following definitions with respect to Stalking:

(a) Offense defined.—A person commits the crime of stalking when the person either:
(1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
(2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.
(b) Venue.—
(1) An offense committed under this section may be deemed to have been committed at either the place at which the communication or communications were made or at the place where the communication or communications were received.
(2) Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct.
* * *
(d) False reports.—A person who knowingly gives false information to any law enforcement officer with the intent to implicate another under this section commits an offense under section 4906 (relating to false reports to law enforcement authorities).
(e) Application of section.—This section shall not apply to conduct by a party to a labor dispute as defined in the act of June 2, 1937 (P.L.1198, No.308), known as the Labor Anti-Injunction Act, or to any constitutionally protected activity.
(f) Definitions.—As used in this section, the following words and phrases shall have the meanings given to them in this subsection:
“Communicates.” To convey a message without intent of legitimate communication or address by oral, nonverbal, written or electronic means, including telephone, electronic mail, Internet, facsimile, telex, wireless communication or similar transmission.

“Course of conduct.” A pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct. The term includes lewd, lascivious, threatening or obscene words, language, drawings, caricatures or actions, either in person or anonymously. Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct.

“Emotional distress.” A temporary or permanent state of mental anguish.

“Family or household member.” Spouses or persons who have been spouses, persons living as spouses or who lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners or persons who share biological parenthood.

Pennsylvania law provides the following definitions with respect to Domestic Violence:

(a) General rule.--The following words and phrases when used in this chapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

“Abuse.” The occurrence of one or more of the following acts between family or household members, sexual or intimate partners or persons who share biological parenthood:

(1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon.

(2) Placing another in reasonable fear of imminent serious bodily injury.

(3) The infliction of false imprisonment pursuant to 18 Pa.C.S. § 2903 (relating to false imprisonment).

(4) Physically or sexually abusing minor children, including such terms as defined in Chapter 63 (relating to child protective services).

(5) Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under circumstances which place the person in reasonable fear of bodily injury. The definition of this paragraph applies only to proceedings commenced under this title and is inapplicable to any criminal prosecutions commenced under Title 18 (relating to crimes and offenses).

“Domestic violence counselor/advocate.” An individual who is engaged in a domestic violence program, the primary purpose of which is the rendering of counseling or assistance to victims of domestic violence, who has undergone 40 hours of training.

“Domestic violence program.” A nonprofit organization or program whose primary purpose is to provide services to domestic violence victims which include, but are not limited to, crisis hotline; safe homes or shelters; community education; counseling systems intervention and interface; transportation, information and referral; and victim assistance.

“Family or household members.” Spouses or persons who have been spouses, persons living as spouses or who lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners or persons who share biological parenthood.

“Victim.” A person who is physically or sexually abused by a family or household member. For purposes of section 6116 (relating to confidentiality), a victim is a person against whom abuse is committed who consults a domestic violence counselor or advocate for the purpose of securing advice, counseling or assistance. The term shall also include persons who have a significant relationship with the victim and who seek advice, counseling or assistance from a domestic violence counselor or advocate regarding abuse of the victim.

(a) General rule.--The police department of each municipal corporation, the Pennsylvania State Police and the sheriff of each county shall insure that all their officers, deputies and employees are familiar with the provisions of this chapter. Instruction concerning protection from abuse shall be made a part of the training curriculum for all trainee officers and deputies. All law enforcement agencies within this Commonwealth shall adopt a written domestic violence policy.
(b) Notice of services and rights.--Each law enforcement agency shall provide the abused person with oral and written notice of the availability of safe shelter and domestic violence services in the community, including the hotline number for domestic violence services. The written notice, which shall be in English and Spanish and any additional language required by local rule of court, shall include the following statement:

“If you are the victim of domestic violence, you have the right to go to court and file a petition requesting an order for protection from domestic abuse pursuant to the Protection From Abuse Act (23 Pa.C.S. Ch. 61), which could include the following:

1. An order restraining the abuser from further acts of abuse.

2. An order directing the abuser to leave your household.

3. An order preventing the abuser from entering your residence, school, business or place of employment.

4. An order awarding you the other parent temporary custody of or temporary visitation with your child or children.

5. An order directing the abuser to pay support to you and the minor children if the abuser has a legal obligation to do so.”

* * *

(d) Notice of arrest.--All law enforcement agencies shall make reasonable efforts to notify any adult or emancipated minor protected by an order issued under this chapter of the arrest of the defendant for violation of an order as soon as possible. Unless the person cannot be located, notice of the arrest shall be provided not more than 24 hours after preliminary arraignment.


A domestic violence counselor/advocate may accompany a party to any legal proceeding or hearing under this chapter.


Unless a victim waives the privilege in a signed writing prior to testimony or disclosure, a domestic violence counselor/advocate or a coparticipant who is present during domestic violence counseling/advocacy shall not be competent nor permitted to testify or to otherwise disclose confidential communications made to or by the counselor/advocate by or to a victim. The privilege shall terminate upon the death of the victim. Neither the domestic violence counselor/advocate nor the victim shall waive the privilege of confidential communications by reporting facts of physical or sexual assault under Chapter 63 (relating to child protective services), a Federal or State mandatory reporting statute or a local mandatory reporting ordinance.

Dating Violence is not defined in the Pennsylvania criminal statutes. However, the Public School Code of 1949, Section 1553 provides for Dating Violence education programs in Pennsylvania schools. Pursuant to Section 1553, “Dating violence” is defined as behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person’s dating partner. “Dating Partner” is defined as a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long term.

**Sexual Offender Registration/Campus Sex Crimes Prevention Act**

Pennsylvania’s General Assembly has determined that making information about registered sex offenders available to the public through the Internet will enhance public safety. Knowing whether a person is a registered sex offender could be a significant factor in protecting yourself, your family members, or persons in your care from recidivist acts by registered sex offenders. Public access to information about registered sex offenders is intended solely as a means of public protection.

Pursuant to the provisions of Pennsylvania’s Megan’s Law, 42 Pa.C.S. § 9791 et seq, the State Police has established a web page to provide timely information to the public on registered sex offenders residing in the Commonwealth. Megan’s Law requires the State Police to create and maintain a registry of persons who have been convicted of, either entered a plea of guilty to, or adjudicated delinquent of certain sex offenses listed in 42 Pa.C.S. §§ 9795.1 and 9795.2. Additionally, the Pennsylvania State Police is required to make certain information on registered sex offenders available to the public through an Internet website. The Pennsylvania State Police has established this website according to the requirements of 42 Pa.C.S. § 9798.1. You can view the web site at the following address: www.pameganslaw.state.pa.us.
### Crime Incident Report

<table>
<thead>
<tr>
<th>Classification: (see definitions below) Circle</th>
<th>Date Incident Occurred:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
</tr>
</tbody>
</table>

| Type of Crime: (see definitions below) |

| Location of Incident: (address) |

<table>
<thead>
<tr>
<th>Where either the victim(s) or the assailant under the influence of drugs or alcohol?</th>
<th>Circle: Y N Unknown</th>
</tr>
</thead>
</table>

| Brief Description of the incident: |

| Where exactly did the crime occur? (i.e. building, room number, sidewalk, etc.) |

| Did the crime occur on CTA-owned, controlled, or leased property? | Circle: Y N Unknown |

| Did the crime occur at a CTA-sponsored activity or event? | Circle: Y N Unknown |

---

### Classification A

**Murder/Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
Classification B
CSAs are also required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, neglect manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and/or weapons; possessing carrying, etc. (see definitions on the front page) and larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault (see definitions below).

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering, with filth, or any other such means as may be specified by local law.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. For intimidation to be considered a hate crime there would have to be other supporting evidence of bias as well.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc… the assault is then also classified as a hate crime.

Classification C
Definition of terms

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Prohibited Conduct - Career Training Academy prohibits the crimes of Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking as defined in these Definitions of Key Terms.

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
Accident/Injury Report

Name: ____________________________ Gender: _____ Male  _____ Female
Home Address: ____________________________ Home Phone: ____________________________

_____ Part-Time Student  _____ Full-Time Student  _____ Part-Time Student
_____ Part-Time Exempt Employee  _____ Part-Time Exempt Employee

Job Title: ____________________________ Hire Date: ____________________________
Department: ____________________________ Campus: ____________________________
Manager Name: ____________________________ Manager Signature: ____________________________
Time Began Work: ____________________________ Hours Worked: ____________________________
Policy #: ____________________________ Fed ID#: ____________________________
Claim #: ____________________________ Adjuster Name: ____________________________
Date of Accident: ____________________________ Time of Accident: ____________________________

Nature of Injury

☐ Abrasion  ☐ Dislocation  ☐ Abdomen  ☐ Face  ☐ Leg
☐ Bite  ☐ Fraction  ☐ Ankle  ☐ Finger  ☐ Mouth
☐ Bruise  ☐ Laceration  ☐ Back  ☐ Foot  ☐ Nose
☐ Burn  ☐ Sprain  ☐ Chest  ☐ Forearm  ☐ Shoulder
☐ Cut  ☐ Sprain  ☐ Ear  ☐ Hand  ☐ Teeth
☐ Other (explain)  ☐ Elbow  ☐ Head  ☐ Wrist
☐ Other (explain)  ☐ Eye  ☐ Knee

Location of bodily injury

☐ Left Side  ☐ Right Side

What was the person doing when injured? (Be specific): ____________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

What object or substance directly harmed the person?: ____________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Accident/Injury Report continued

Medical Treatment Provided
☐ First Aid by Staff  ☐ Clinic  ☐ Hospital  ☐ None

Name, Address, and Phone Number of Medical Facility: ____________________________

Employee Transported by
☐ Ambulance  ☐ School Personnel  ☐ Own

Personnel Name: ____________________________

Did Employee Refuse Medical Treatment?  ☐ Yes  ☐ No

Form Completed By: ____________________________
Signature: ____________________________ Date: ____________________________
CAREER TRAINING ACADEMY

Exhibit C

Area Medical Urgent Care Providers

<table>
<thead>
<tr>
<th>New Kensington Campus</th>
<th>Monroeville Campus</th>
<th>Pittsburgh Campus (North Hills)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny Valley Hospital and AVH Outpatient Care Center - New Kensington 1301 Carlisle Street Natrona Heights, Pennsylvania 15065 Phone: (724) 224-5100</td>
<td>UPMC East 2775 Masside Blvd, Monroeville, PA 15146 Phone: (412) 357-3000</td>
<td>Allegheny Valley Hospital 320 E North Ave, Pittsburgh, 15212 Phone: (412) 359-3131</td>
</tr>
<tr>
<td>AVH Outpatient Services/Urgent Care 651 Fourth Avenue New Kensington, PA 15068 Phone: (724) 334-2562</td>
<td>AHN Forbes Hospital 2570 Haymaker Rd, Monroeville, PA 15146 Phone: (412) 858-2000</td>
<td>UPMC Hospital Mt Nebo Pointe, Mt Nebo Pointe Dr Pittsburgh, PA 15237 Phone: (412) 432-5500</td>
</tr>
<tr>
<td>MedExpress Urgent Care 303 E 10th Ave, Tarentum, PA 15084 Phone: (724) 224-2770</td>
<td>MedExpress Urgent Care 2644 Masside Blvd Monroeville, PA 15146 Phone: (412) 372-5649</td>
<td>West Penn Hospital 4800 Friendship Avenue Pittsburgh, PA 15224 Phone: (412) 578-5000</td>
</tr>
<tr>
<td>MedExpress Urgent Care 3633 William Penn Hwy Pittsburgh, PA 15235 Phone (412) 825-3627</td>
<td>MedExpress Urgent Care 3633 William Penn Hwy Pittsburgh, PA 15235 Phone (412) 825-3627</td>
<td></td>
</tr>
</tbody>
</table>

CAREER TRAINING ACADEMY

Exhibit D

Clergy Crimes Statistics Definitions

Criminal Homicide — murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Criminal Homicide — manslaughter by negligence: The killing of another person through gross negligence.

Rape — The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

a. Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

b. Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

c. Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
Weapons: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crime: A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. The crime statistics reported under the Clery Act include the following crimes:

1. Larceny-Theft (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

2. Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

3. Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

4. Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Geographic Areas Related to Reportable Crime
On campus: any building or property owned or controlled by the School within the same reasonably contiguous geographic area of the School and used by the School in direct support or related to the School's educational purposes; and property within the same reasonably contiguous geographic area of the School that is owned by the School but controlled by another person, and is used by students and supports institutional purposes.

Noncampus building or property: means any building or property owned or controlled by a student organization that is officially recognized by the School; and any building or property owned or controlled by the School that is used in direct support of, or in relation to the School's educational purposes, is frequently used by students, and is not within the same reasonably contiguous area of the School. NOTE: “Non Campus” Career Training Academy does not have officially recognized student organizations by the School therefore does not have any buildings or properties owned or controlled by a student organization such as sororities or fraternities.

Reasonably contiguous geographic area: includes the area immediately in front of a structure, the sidewalk, the roadway, and the entire sidewalk directly across the street from the location. Residential facilities: means all residence halls, fraternity and sorority houses, and other residential facilities for students on campus. NOTE: Career Training Academy does not have any residential housing facilities.

Public property: all public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to and accessible from the campus.
### SEXUAL HARASSMENT ON CAMPUS

#### Occurrences of Sexual Harassment

<table>
<thead>
<tr>
<th>Location</th>
<th>Category</th>
<th>On-Campus</th>
<th>*Residential Facilities</th>
<th>Non-Campus</th>
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*Career Training Academy does not offer or provide residential facilities.

### HATE CRIMES ON CAMPUS

#### OCCURRENCES OF HATE CRIMES

A crime that involves the use of force or threat of force may become a civil rights violation if the perpetrator acted from an improper motivation. Hate crimes are violent actions intended to hurt and intimidate someone because of their race, ethnicity, national origin, religion, sexual orientation, gender or disability. Usually someone who is convicted of a hate crime faces a steeper penalty than someone who performed the same actions without discriminatory animosity.

#### Category of Bias for Crimes Reported in 2012, 2013, 2014

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### Pittsburgh (North Hills)

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# CAMPUS CRIME STATISTICS

*Career Training Academy does not offer or provide residential facilities.*

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<td>Sex Offenses – Non-Forcible</td>
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<td>Domestic Violence</td>
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<td>Dating Violence</td>
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<td>Illegal Weapons Possession Arrests</td>
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<tr>
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PHILOSOPHY AND MISSION OF CAREER TRAINING ACADEMY®

Our mission is to provide career training to qualified students, provide academic support for the successful completion of the specific program, and provide the graduates with job placement assistance. Career Training Academy® is an institution of specialize learning that leads to a fulfilling high-skilled career. Our educational goal is to instruct qualified students in a relevant career.

Employers are in need of skill driven, technically qualified employees with the ability to relate to other employees and clients. Our graduates receive the skills needed for an entry-level position in all programs. The ability to relate to others is paramount to securing and maintaining a job and will benefit the employers and graduates alike. Through a well-thought-out soft skills curriculum that is reinforced consistently and regularly, our graduates are trained to relate to other employees and clients.

We provide the educational environment that is both unique and traditional: unique in that we employ new techniques to learning; traditional in that the student will have the education that meets today's requirements. We also believe that community service builds character and self-esteem. As a result, we expect our students to participate in various community service projects. We believe that by employing these techniques in the learning process the student is prepared for entry-level occupations.

Instructors who care, hands-on training, and a unique educational environment is our philosophy at Career Training Academy®.

POLICY OF NON-DISCRIMINATION

Career Training Academy® encourages diversity and does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, or veteran status. It is the established policy of Career Training Academy® not to tolerate any form of discrimination or harassment by or against any individual or group of individuals for reasons of sex, race, color, religion, ancestry, national origin, age, disability, military status, sexual orientation, or gender identity and expression. Career Training Academy® is fully committed to providing equal opportunities in all employment-related activities, educational programs, and other activities of the institution. Anyone who is subjected to conduct that creates a discriminatory, intimidating, or harassing environment should report the conduct.
### Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Cocaine 500-4999 grams mixture</td>
<td>First Offense: Not less than 5 yrs. and not more than 40 yrs.</td>
<td>Cocaine 5 kilograms or more mixture</td>
<td>First Offense: Not less than 10 yrs. and not more than Life.</td>
</tr>
<tr>
<td>II</td>
<td>Cocaine Base 28-279 grams mixture</td>
<td>First Offense: Not less than 5 yrs. and not more than 40 yrs.</td>
<td>Cocaine Base 280 grams or more mixture</td>
<td>First Offense: Not less than 10 yrs. and not more than Life.</td>
</tr>
<tr>
<td>IV</td>
<td>Fentanyl 40-999 grams mixture</td>
<td>First Offense: Not less than 5 yrs. and not more than 40 yrs.</td>
<td>Fentanyl 400 grams or more mixture</td>
<td>First Offense: Not less than 10 yrs. and not more than Life.</td>
</tr>
<tr>
<td>I</td>
<td>Fentanyl Analogue 10-99 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than Life. If death or serious bodily injury, life imprisonment. Fines of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>Fentanyl Analogue 100 grams or more mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than Life. If death or serious bodily injury, life imprisonment. Fines of not more than $5 million if an individual, $25 million if not an individual.</td>
</tr>
<tr>
<td>I</td>
<td>Heroin 100-999 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than Life. If death or serious bodily injury, life imprisonment. Fines of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>Heroin 1 kilogram or more mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than Life. If death or serious bodily injury, life imprisonment. Fines of not more than $5 million if an individual, $25 million if not an individual.</td>
</tr>
<tr>
<td>I</td>
<td>LSD 1-9 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than Life. If death or serious bodily injury, life imprisonment. Fines of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>LSD 10 grams or more mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than Life. If death or serious bodily injury, life imprisonment. Fines of not more than $5 million if an individual, $25 million if not an individual.</td>
</tr>
<tr>
<td>II</td>
<td>Methamphetamine 5-49 grams pure or 50-499 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than Life. If death or serious bodily injury, life imprisonment. Fines of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than Life. If death or serious bodily injury, life imprisonment. Fines of not more than $5 million if an individual, $25 million if not an individual.</td>
</tr>
<tr>
<td>II</td>
<td>PCP 10-99 grams pure or 100-999 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than Life. If death or serious bodily injury, life imprisonment. Fines of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>PCP 100 grams or more pure or 1 kilogram or more mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than Life. If death or serious bodily injury, life imprisonment. Fines of not more than $5 million if an individual, $25 million if not an individual.</td>
</tr>
</tbody>
</table>

**Substance/Quantity**

- Any Amount Of Other Schedule I & II Substances
- Any Drug Product Containing Gamma Hydroxybutyric Acid
- Flunitrazepam (Schedule IV) 1 Gram
- Any Amount Of Other Schedule III Drugs
- Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)
- Any Amount Of All Schedule V Drugs
## Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances

<table>
<thead>
<tr>
<th>Substance</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Marijuana</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</td>
<td>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual.</td>
<td>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.</td>
</tr>
<tr>
<td>100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</td>
<td>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual.</td>
<td>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50 million if other than an individual.</td>
</tr>
<tr>
<td>50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants</td>
<td>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if other than an individual.</td>
<td>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.</td>
</tr>
<tr>
<td><strong>Hashish</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>More than 10 kilograms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)</td>
<td>First Offense: Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual.</td>
<td>Second Offense: Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than individual.</td>
</tr>
<tr>
<td>1 to 49 marijuana plants</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hashish Oil</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>More than 1 kilogram</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 kilogram or less</td>
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</tbody>
</table>
Dental Assistant
Medical Assistant
Massage Therapy
Medical Coding & Billing