



**A PROFESSIONAL TRAINING CENTER  
5150 SUNRISE BLVD. STE E-4  
FAIR OAKS, CA 95628**

**| 916-967-8488 | 916-967-8486 |**

**WWW.APROFESSIONALTRAININGCENTER.COM**

**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2014 & 2015**

**General Office/Receptionist – 240 hours**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2015	2	1	1	50%
2014	1	1	1	100%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Students Completing Within 150% of the Published Program Length**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2015	0	0	0	0
2014	0	0	0	0

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2015	2	1	1	1	50%
2014	1	1	1	1	100%

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask an institutional representative or you can review the list of the institution's website at [www.aprofessionaltrainingcenter.com](http://www.aprofessionaltrainingcenter.com).

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2015	0	0	0
2014	0	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field

2015	0	0	0
2014	0	0	0



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**Self-Employed / Freelance Positions**

<b>Calendar Year</b>	<b>Graduates Employed who are Self-Employed or Working Freelance</b>	<b>Total Graduates Employed in the Field</b>
2015	0	0
2014	0	0

0

**Institutional Employment**

<b>Calendar Year</b>	<b>Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</b>	<b>Total Graduates Employed in the Field</b>
2015	0	0
2014	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

<b>Calendar Year</b>	<b>Number of Graduates in Calendar Year</b>	<b>Number of Graduates Taking Exam</b>	<b>Number Who Passed First Available Exam</b>	<b>Number Who Failed First Available Exam</b>	<b>Passage Rate</b>
2015	1	n/a	0	0	0
2014	1	0	0	0	0

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual salary and wages reported for graduates employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2015	1	1	0	0	0	0	N/A
2014	1	1	0	0	0	0	N/A

A list of sources used to substantiate salary disclosures is available from the school. Please submit a written request to APTC to obtain this salary data.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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**Cost of Educational Program**

Total charges for the program for students completing on-time in 2015: \$1970. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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**Federal Student Loan Debt**

Students at A Professional Training Center are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date



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### **STUDENT'S RIGHT TO CANCEL**

- You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance.
- Cancellation of this agreement can occur up to: \_\_\_\_\_  
Date
- Cancellation may occur when the student provides a written notice of cancellation at the following address: 5150 Sunrise Blvd Ste. E-4, Fair Oaks, CA, 95628. This can be done by mail or by hand delivery.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less an application fee not to exceed \$100.00 (maximum of \$10.00 for Veteran's or persons eligible for Veteran benefits), and less any deduction for materials and supplies, unopened and not used and returned within 7 days after the notice of cancellation is received. If due, a refund will be issued within 45 calendar days.
- If A Professional Training Center closes or a program is cancelled subsequent to a student's enrollment, A Professional Training Center will refund all monies paid by the student.

### **WITHDRAWAL FROM THE PROGRAM**

- You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of scheduled hours through the last day of attendance. The refund will be less an application fee not to exceed \$100.00 (maximum of \$10.00 for Veteran's or persons eligible for Veteran benefits), and less any deduction for materials and supplies, unopened and not used and returned within 7 days of withdrawal. If the student has completed more than 60 of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.