



THE KEN GARRETT GROUP, INC.

2026 SCHOOL CATALOG

January 1, 2026 through December 31, 2026

6801 Curved Bridge Road, Suite C

Rio Linda, CA 95673

Phone: (916) 919-3859

BPPE Institution Code: 20260702131

kengarrettgroup.com

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MISSION

Our mission is to provide top-of-the-line, comprehensive training, and the most efficient security education available. Our students will become equipped with the knowledge and training necessary to succeed in private security and related industries. Further, they will be given the most up-to-date information and techniques available through our continuing research and updating of our training materials. We will continue to serve our student base with required and optional periodic update training and education throughout their careers and lives.

OBJECTIVES

The Ken Garrett Group, Inc. prepares students to achieve their future goals in the private security industry in accordance with the following objectives:

1. To encourage and foster the value of life-long learning in our students.
2. To maintain an instructive environment that respects and welcomes diversity of individuals.
3. To provide a curriculum that teaches students how to evaluate and analyze information.
4. To develop critical thinking and problem-solving skills.
5. To provide professional development.
6. To fulfill the educational expectations of students.
7. To provide the community with professionals capable of meeting the challenges in their chosen field.

Non-Discrimination Policy

The Ken Garrett Group, Inc. is non-sectarian and does not discriminate in regard to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admission policies. This policy applies to hiring all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission, provided they meet the entrance requirements. The Chief Academic Officer is responsible for accepting students and determining whether applicants can benefit from the training, including those with special needs.

Disclosure Statements

The Ken Garrett Group, Inc. is a private institution approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the California Education Code and Title 5 of the California Code of Regulations. Approval does not imply that the Bureau endorses the institution's programs or that the institution exceeds minimum state standards.

8. The Ken Garrett Group, Inc. is a private postsecondary institution approved to operate by the Bureau for Private Postsecondary Education.
9. The Ken Garrett Group, Inc. is not accredited.
10. The Ken Garrett Group, Inc. does not offer distance education and does not plan to provide distance education.

Questions regarding this catalog that the institution has not satisfactorily answered may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834; P.O. Box 980818, West Sacramento, CA 95798-0818; telephone (916) 574-8900 or toll-free (888) 370-7589; fax (916) 263-1897; website: bppe.ca.gov.

The Office of Student Assistance and Relief is available to support prospective, current, and former students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. OSAR may be reached at (888) 370-7589, option 5, or at osar.bppe.ca.gov.

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by obtaining a complaint form from bppe.ca.gov.

The Ken Garrett Group, Inc. does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

The Ken Garrett Group, Inc. does not recognize acquired life experience and prior experiential learning as consideration for enrollment or granting credit towards any program.

The Ken Garrett Group, Inc. does not presently have an articulation agreement or transfer agreement with any other college or university.

If a student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the total amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages prior to signing an enrollment agreement.

The Ken Garrett Group, Inc. is not approved to participate in state or federal student aid programs.

The Ken Garrett Group, Inc. does not offer student visa services or vouch for student status.

The Ken Garrett Group, Inc. does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.

The Ken Garrett Group, Inc. does not provide housing assistance services to students. Rental housing is available in Sacramento and surrounding communities. As of August 2026, the average rent for a one-bedroom apartment in Sacramento is approximately \$1,500 per month, according to Zillow Rental Manager. Actual rent varies by location, property, amenities, and availability.

Students may search current rental listings on Zillow, Apartments.com, Realtor.com, HotPads, and local property-management websites.

The Ken Garrett Group, Inc. has no responsibility to find or assist a student in finding housing. The catalog is updated once a year or whenever policies are changed. The institution's policy is to always provide a copy of the latest catalog either in writing or electronically on the institution's website to all prospective students.

Facilities

All class sessions are held at The Ken Garrett Group, Inc. campus, which occupies 2,500 square feet in the facility at 6801 Curved Bridge Road, Suite C, Rio Linda, CA 95673 and at the range facility at 3443 Routier Road, Sacramento, CA 95827.

The campus has easy access to public transportation. The facility is equipped with one general purpose kitchen area, one administrative office, and one dedicated classroom that is well-lit and air-conditioned. Students receive instruction on school-owned equipment, hardware, and software without charge. The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health. The campus is wheelchair accessible. The Ken Garrett Group, Inc. provides materials and equipment required for students while in training, without charge. All equipment is owned by The Ken Garrett Group, Inc.

Students will have access to pepper spray canisters with belt holders, American Red Cross defibrillator AED Training Devices, CPR Prompt Manikins, disposable plastic gloves, disposable face guards/mask, disposable bandages, two-way radios, 100 rounds of ammunition, paper targets (2 per student), disposable ear protection, safety goggles, belts with holsters and magazines, revolvers and pistols, sets of handcuffs with keys and handcuff cases.

The Ken Garrett Group, Inc. does not own a firing range. All firearm practice will be conducted at the range facility, located at 3443 Routier Road, Sacramento, CA 95827.

Payment for the use of the facilities will be paid by The Ken Garrett Group, Inc. and not by the student.

Hours of Operation

Regular office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays.

A standard eight-hour day includes a 60-minute lunch period and morning and afternoon breaks. Firearm practice is conducted during class hours, and students are expected to arrive at the range on time.

ADMISSIONS POLICIES

Procedures for Admissions

Potential applicants should contact The Ken Garrett Group, Inc. by visiting the institution and meeting with an admissions representative. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The application and enrollment process begins with completing a general questionnaire and an initial interview with an admissions representative. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of the training programs offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement, or they may return to enroll later. Applicants are encouraged to observe classes if they desire.

Admission Standards

For admission to one of The Ken Garrett Group, Inc.'s programs, a potential student must complete all the following:

11. Attend an initial personal interview with an admissions advisor and receive a campus tour.
12. Be at least 18 years of age to be considered for admissions.
13. Have obtained a high school diploma or GED equivalent, or take the Wonderlic Basic Skills Test (WBST) and earn a minimum passing score of 200 verbal and 200 quantitative.
14. Be able to speak, read and write in English.
15. Show proof of Citizenship or legal status (I.N.S. Card).
16. Have no felony or violent misdemeanor convictions.
17. Complete and submit a The Ken Garrett Group, Inc. application form.
18. Complete, sign, and submit a The Ken Garrett Group, Inc. enrollment agreement.
19. Sign documents acknowledging receipt of disclosure forms as required by the California Private Postsecondary Education Act of 2009, Article 11, School Performance Fact Sheet.
20. Pay registration fees.

English Language Requirement

The Ken Garrett Group, Inc. does not provide English language services. All instruction is conducted in English only. It is required that all applicants demonstrate English-language proficiency during their interview with admission personnel. Candidates will be judged on their ability to speak English proficiently.

Though it should be evident whether a student has sufficient comprehension of the English language, in certain circumstances where there may be sufficient doubt, the school will reserve the right to require applicants to submit a proof of English proficiency, in the form of:

21. A TOEFL (Test of English as a Foreign Language) score of 550 or higher. In such instances, the applicant will be required to present a score no less than that recommended by the test publisher to represent a good command of the English language.
22. A good English Language School report verifying completion of course level equivalent to a 550-paper based TOEFL score.
23. Wonderlic Basic Skills Test (WBST) with a minimum passing score of 200 verbal and 210 quantitative

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at The Ken Garrett Group, Inc. is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational programs is also at the exclusive discretion of the institution to which you may seek to transfer. If the certificate you earn at this institution is not accepted at the institution you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution you may seek to transfer to after attending The Ken Garrett Group, Inc., to determine if your certificate will transfer.

ACADEMIC POLICIES

The Ken Garrett Group's attendance policy approximates the expectations found in a work situation. Each student must learn the discipline of regular and prompt attendance and the skills involved in the workplace. When the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

Attendance

Regular and successive attendance is expected of all students enrolled in the school's courses and programs. School staff will counsel any student whenever any absences affect the student's learning and retention of the course materials. A student may be dropped from a

course if the number of hours absent, including consecutive hours without approval, interferes with the student's ability to achieve an acceptable level of competence during the remaining course period.

Tardiness

Arrival to class on time is expected of all students enrolled in the school's courses. School staff will counsel any student whenever tardiness affects the student's learning and retention of the course materials.

Leave of Absence

The school's programs and courses are "hour" based, not semester based. It is the policy of the school to allow for a leave of absence in only the most extreme circumstances. To be granted a leave of absence, a student must make a written request to the school. A leave of absence should not exceed one month, and only one leave of absence may be granted during the enrollment period.

Drop-Out

The Ken Garrett Group, Inc. wishes that all students enrolled in a course will complete it and benefit from the information and experience they acquire. Students are encouraged to find solutions to obstacles they may face and ensure continued attendance in the course until complete. The school will contact, by telephone, any student who has dropped out of the program to assess the circumstances behind their decision.

Grading Policy and Graduation Requirements

To remain in good academic standing and receive credit for classes taken, students must maintain an acceptable level of performance through written tests or hands-on evaluation.

Many of the courses are pass/fail; however, some classes are based upon the California State Bureau of Security and Investigative Services standardized curriculum. To pass these courses, students must meet any state standards.

P = Pass F = Fail I = Incomplete

If not made up within the specified time, an incomplete rating or grade will convert to an 'F.' (See: Special Grading Circumstances on next page.) If a student withdraws from a course within the first 2 hours, they will receive a "W" (Withdrawal). A grade of withdrawal shows no earned credit.

Standards to Measure Academic Progress

24. Any past due student on any assigned training may be given a warning notice to bring their assignments current in any respective course.

25. A student with 4 class hours or more past due in a course may be given a probation notice. This probation period is for five days to allow the student to complete any unfinished projects in their course.
26. A student will be put on probation if they do not have a passing grade in a particular course at the time of the evaluation. Each student will be given a probationary opportunity with remedial training. Probation may be terminated if the student cannot pass or complete the required classwork after remedial training.

Special Grading Circumstances

Incomplete: Students have 30 days to make up an incomplete. If not, their grade will revert to an "F" (failed) and become part of their overall G.P.A. /Pass/Fail grade.

Make-Up Work

Make-up work is not provided to students. However, probation will give remedial training to assist students with program completion.

Probation

Any student with a non-passing grade point average will be put on probation. The student shall be promptly advised of probation status. A student shall be removed from academic probation when the cumulative performance and grade are brought to a passing level.

STUDENT SERVICES

The Ken Garrett Group, Inc. offers student services that enhance the student's learning experience and assist students in preparing for employment. Students are provided with the following services:

Placement Services

The Ken Garrett Group, Inc. does not guarantee employment for its graduates. After completing their studies, the staff assists students in their job searches by offering information on job opportunities, temporary assignments, and guidance in resume preparation and interviewing techniques.

Private security is in very high demand, and virtually all students who receive adequate training will find employment immediately following graduation, based on effort level.

The Ken Garrett Group, Inc. takes job placement very seriously, and it is important that our students become employed in their chosen industry. We regularly communicate with many employers in the private security industry and maintain a list of all active job openings. We also call the employers on behalf of our graduates and regularly hold job fairs upon completion of the program.

Upon completion of the programs students will have training that can lead them to professions under the following U.S. Department of Labor Standard Occupational Classification (SOC) codes: 33-0000, 33-1000, 33-1010, 33-1090, 33-1091, 33-1099, 33-3000, 33-3020, 33-3021, 33-3040, 33-3041, 33-3050, 33-9000, 33-9020, 33-9021, 33-9030, 33-9090, 33-9099

Library and Learning Resources

The Ken Garrett Group, Inc. does not maintain a library. All educational material is provided to students. There is no student expectation to conduct research outside of established classroom time.

Dismissal Policy

An important element of the training at The Ken Garrett Group, Inc. includes the development of professionalism. The high standards maintained in The Ken Garrett Group, Inc. programs prepare each student to meet the highest expectations of employers. The Ken Garrett Group, Inc. expects students to always conduct themselves in a socially acceptable manner. Students indulging in the following types of misconduct are subject to immediate dismissal from the premises and/or termination from the program:

27. Any dishonesty, including cheating, plagiarism, knowingly furnishing false information to institution, forgery, alteration, or use of institution identification documents with the intent to defraud.
28. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings, programs, or other school activities.
29. Physical or verbal abuse of any person on school premises or at school-sponsored or supervised functions.
30. Theft of school property or damage to school premises, or the property of a member of the school community on the school premises.
31. Failure to comply with directions of school officials acting in the performance of their duties.
32. The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives, and/or dangerous chemicals on school premises.
33. Any violation of federal, state, or local law on school premises or at school sponsored functions.

Dress for Success

Professional dress is recommended at all times, and for some programs, specific uniforms are required. When uniforms are required during instruction, they are issued to students at no additional cost. The dress policy was established to enable our students to become comfortable with the apparel expected by most employers who hire our graduates. This policy is part of The Ken Garrett Group's expectations for graduation. Should one not have the proper attire to interview, it is recommended they obtain a suitable professional wardrobe

during the early days of training. Students should discuss with their instructor and/or the Placement Office the typical type of clothing one should wear to an interview and on the job. Dressing the part of a successful professional raises our self-esteem and confidence. Furthermore, employers will occasionally visit the campus, sometimes unannounced; therefore, all students will look their best. Good personal hygiene is required. Hair must be clean and professional in style.

Student Grievance Procedure

Students who encounter difficulties, problems, or have complaints should first bring the matter to their instructor's attention. If the instructor cannot resolve the situation, the student will meet with the program director. If the issue is still not fixed, it should be brought to the attention of the chief academic officer for final resolution. Students are always encouraged to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance addressed to the chief academic officer must be received from the student within 48 hours after the incident occurs.

The procedure is as follows:

34. The written grievance must be submitted to the chief academic officer within 24 hours of the incident. The chief academic officer will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the chief academic officer will call a grievance committee hearing within 48 hours of receiving this report.
35. All documentation must be submitted with the report, which must be signed and dated by the student. The chief academic officer will chair a committee meeting which will consist of not less than three representatives.
36. In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated directly. If the decision is unacceptable to the student, the student must send copies of all documents explaining why the decision is unacceptable within 24 hours of the hearing. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

Unresolved complaints may be directed to the Bureau for Private Postsecondary Education:

1747 North Market Blvd., Suite 225, Sacramento, CA 95834; P.O. Box 980818, West Sacramento, CA 95798-0818; telephone (888) 370-7589; fax (916) 263-1897; website: bppe.ca.gov.

Liability

The Ken Garrett Group, Inc. assumes no responsibility for loss or damage to personal property or for personal injury, which may occur while on the campus grounds.

Confidentiality of Student Records

All student records are kept on file. Files are confidential and are made available for approved purposes only. In accordance with the Family Educational Rights & Privacy Act of 1974, the school will not release educational records to unauthorized persons without prior written consent from a student, a parent, or a legal guardian.

Retention of Records

As state law requires, The Ken Garrett Group, Inc. will maintain student records for five years past their graduation date. Student transcripts will be retained indefinitely. Students have a right to access their documents anytime that the institution is open, during regular business hours. Students desiring to view their records may request to see them in the school office during normal business hours or schedule a time to review records convenient to both the student and the school administration. If an appointment is made, it shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon the student's decision. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory, or accrediting agency officials, or upon proper subpoena. A transcript for course work will be issued upon request by the student. Financial payment documents will be kept for at least five years after the completion or withdrawal of the student. The institution reserves the right to issue transcripts for training (proof of training) for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training (proof of training) for which the student has not paid.

Transcripts

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. Diplomas and official transcripts of records are available within fifteen (15) days from receiving a written request by the registrar and are subject to processing.

Campus Security

The Ken Garrett Group, Inc. makes the following information available to all institution members: All emergencies occurring at The Ken Garrett Group, Inc., should be reported immediately to the chief executive officer and/or chief operating officer. All criminal activities happening at the institution should also be reported immediately to the chief executive officer and/or chief operating officer. The institution's policy is that any person within the institution's community witnessing criminal activity is honor-bound to report this activity to the chief executive officer and/or chief operating officer. The chief operating officer must report crime on campus to appropriate police agencies.

SCHEDULE OF CHARGES

Charge	Security Guard (8 Hours)	Exposed Firearms (16 Hours)
Registration	\$200.00	\$200.00
Tuition	\$300.00	\$300.00
Books / Supplies	INCLUDED	INCLUDED
STRF	\$0.00	\$0.00
Total School Charges	\$500.00	\$500.00

Separate Continuing Education / Workforce Training Charges

Offering	Hours	Total Program Charges
Professional Security Officer Academy - Unarmed	80	\$3,995.00
Professional Security Officer Academy - Armed	120	\$7,495.00

The academy offerings listed above are separate continuing education/workforce training offerings and are not BPPE-approved educational programs.

Separate Live Scan fee for the Security Guard (8 Hours) and Exposed Firearms (16 Hours) programs: \$75.00.

The student pays this directly to the third-party provider. It is not paid to the institution and is not included in the \$500.00 total school charges.

Student Tuition Recovery Fund

The Student Tuition Recovery Fund assessment rate is established by the State of California and may change. The applicable rate will be confirmed at enrollment and stated in the enrollment agreement and schedule of charges.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions

regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

37. The institution, the location of the institution, or an educational program offered by the institution was closed or discontinued. You did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
38. You were enrolled at an institution or a location of the institution within the 120 days before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 days before the program was discontinued.
39. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
40. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
41. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has been unable to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
42. You have been awarded restitution, a refund, or another monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution but have been unable to collect the award from the institution.
43. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period unless the period has been extended by another law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

CANCELLATION AND REFUND POLICY

Students' Right to Cancel

You have the right to cancel the enrollment agreement you sign for a course of instruction, including any unused/unopened equipment, such as unused/unopened books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the academy shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form, and however expressed; it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given a notice of cancellation form with this enrollment agreement on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days, unopened and unused, following the date of your notice of cancellation.

Suppose you fail to return this equipment, including books, or other materials, in good condition (unopened and unused) within 30 days. In that case, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money you paid, less any deduction for equipment, not timely returned in good condition (unopened and unused), within 45 days after your notice of cancellation is received. Any used or opened books and supplies may not be returned for credit under any circumstances.

PROCEDURE TO CANCEL: Cancellation occurs when you give written notice of cancellation to the director of student services at 6801 Curved Bridge Road, Suite C, Rio Linda, CA 95673. Phone: (916) 919-3859. You can do this by mail, email, or in person. The notice, if mailed, should be sent to 6801 Curved Bridge Road, Suite C, Rio Linda, CA 95673 and is effective by the postmark date. This notice does not need to take any particular form; it only needs to state that you wish to cancel.

Student Withdrawal and Refund Policy

The student has the right to withdraw from a program of study at any time and pay only for tuition, reflective of the amount of time the student was enrolled. Suppose the student withdraws before completing the program of study in which they are registered. In that case, The Ken Garrett Group, Inc. determines whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula up until the student has been enrolled for sixty percent (60%) of the scheduled hours of the program. Should the number of scheduled hours during the student's enrollment in the program exceed sixty percent (60%) of the total hours

in the program, the academy shall have earned and will retain 100 percent of the institutional charges assessed to the student, as explained on page one of the enrollment agreement.

If the student withdraws from their program of study after the deadline for the student's right to cancel the agreement has passed, and the student is entitled to a refund per the pro-rata calculation mentioned above, the academy will issue such repayment to the student less a \$200.00 registration fee, within 45 days. The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro-rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. Please give written notice of withdrawal to the director of student services at 6801 Curved Bridge Road, Suite C, Rio Linda, CA 95673 Phone: (916) 919-3859. You can do this by mail, email, or in person. The notice, if mailed, should be sent to 6801 Curved Bridge Road, Suite C, Rio Linda, CA 95673 and is effective by the postmark date. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee, within 45 days following your withdrawal. You are obligated to pay only for rendered educational services and unreturned materials or equipment.

The Office of Student Assistance and Relief supports prospective, current, and former students of private postsecondary educational institutions. OSAR may be reached at (888) 370-7589, option 5, or at osar.bppe.ca.gov.

PROGRAMS

The California Department of Consumer Affairs, Bureau of Security and Investigative Services (BSIS) regulates the private security industry. BSIS mandates the use of its developed curriculum to include lesson plans, lecture topics, and examinations. The Ken Garrett Group, Inc. will facilitate student enrollments, completion certificates and BSIS application for licensure with BSIS. The Ken Garrett Group, Inc. offers two educational programs that lead to licensure, Security Guard and Exposed Firearms. The 80-hour and 120-hour academy offerings described later in this catalog are separate continuing education/workforce training offerings and are not BPPE-approved educational programs. The Ken Garrett Group, Inc. has contracted with Robert Langley, a BSIS certified instructor who will provide instruction.

Objective: To familiarize and instruct the individual on the training topics delineated at Business and Professions Code section 7583.7, including, without limitation, legal aspects, techniques, liability, and company requirements relating to the arrest of an individual. The training will utilize the Department of Consumer Affairs' Power to Arrest Training Manual and include lectures, discussion, exercises, and a test written by hand or computer app.

Objective: To familiarize and instruct the individual on the subject matter and observation skills required to identify and report precursor activities to a terrorist event, react appropriately, report the occurrence of a terrorist event, and remain safe while helping control the scene after a terrorist event.

Security Guard - 8 Hours

The student will receive instruction in Powers to Arrest and Use of Force. The classroom material is mandated by the Bureau of Security and Investigative Services. The student will complete a workbook with classroom lecture and activities and end with a written exam.

After completing this program, the student will be able to perform the following:

44. Conduct emergency procedures
45. Understand the importance of ethics and professional conduct
46. Make observations and write reports concerning security incidents
47. Understand the legal role and responsibility of a licensed security officer
48. Understand the fundamentals of personal security
49. Legally apply a use of force when determined
50. Apply for licensure with BSIS
51. Seek employment with BSIS licensed private security companies

Course	Course Component	Clock Hours
BSIS	Powers to Arrest	3
	Use of Force	5
	Mandatory course completion required for licensure	8 total

Requirements for Completion: Students must complete mandatory classes. Due to the course's short length, combined with BSIS regulations, 100% attendance is required to complete the course. Should a student miss a portion of the instruction for any reason, the school will make best efforts to remediate that student on time; otherwise, the student may attend subsequent courses to make up the work.

Exposed Firearms

Course	Course Component	Clock Hours
BSIS	Classroom Lecture	8
	Range Training	8
	Mandatory course completion required for licensure	16 total

Equipment: Specific Ammunition, B27 Paper Targets, disposable ear protection, safety goggles, belts with holsters and magazines, speed loaders and a revolver or pistol.

Firearm Licensure Overview

You may not carry a gun on duty without a valid Firearms Permit or a screen-print of the Bureau's approval obtained from the Bureau's website. Also, a firearm permit issued by the Bureau does not authorize you to carry a concealed weapon. You may not carry a concealed weapon on duty without a Concealed Weapons Permit (CCW) issued by local authorities, nor carry a caliber handgun not listed on your firearm permit. To apply for a firearm permit, you must:

52. Be a U.S. citizen or have permanent legal alien status.
53. Be 21 years of age.
54. Pass the PSI firearms assessment before applying, when required. The assessment fee is paid directly to PSI and is subject to change.
55. Pass a course in the carrying and use of firearms. The 16-hour (8 hours classroom, 8 hours range) training course covers moral and legal aspects, firearms nomenclature, weapon handling, shooting fundamentals, emergency procedures, and range training. The course must be given by a Bureau-certified firearms training instructor at a Bureau-certified training facility. Written and range exams are administered at the end of the course. The training facility determines the costs of training. For a list of certified training facilities, consult the BSIS website.
56. Submit the Firearms Permit application and required Live Scan documentation. Current BSIS, DOJ, FBI, Live Scan, and assessment fees should be verified directly with the applicable agency or provider before applying.

Current Firearms Permit information and forms are available from the [BSIS Firearms Permit Fact Sheet](#).

A BSIS Security Guard registrant seeking an initial BSIS Firearms permit must pass an assessment for the purpose of determining whether he/she possesses, at the time of the assessment, appropriate judgment, restraint, and self-control to carry a firearm while on duty, within the six months preceding the date the application is submitted to the Bureau. (BPC Sections 7583.23 and 7583.47)

Note: A firearms qualification card expires two years from the date it was issued. An applicant must re-qualify four times during the life of the permit: twice during the first year after the date of issuance and twice during the second year. Requalifications must be at least four months apart, not longer than six months apart.

Requirements for Licensure

A security guard must have in their possession a valid security guard registration or a screen print of the Bureau's approval from the BSIS website, along with valid photo identification, before working as a security guard. Licensed private patrol operators employ security guards to protect persons or property and prevent theft. To be eligible to apply for a security guard registration, you must:

57. Be at least 18 years old.

58. Undergo and pass a criminal history background check through the California Department of Justice (D.O.J.) and the Federal Bureau of Investigation (F.B.I.)

To streamline the security guard application and fingerprinting process, follow these steps:

59. Complete the required eight-hour Powers to Arrest and Appropriate Use of Force training and pass the examination.
60. Submit the security guard application through the current BSIS online licensing process.
61. Submit fingerprints electronically using the BSIS Security Guard Live Scan form. Live Scan, DOJ, and FBI processing fees are paid separately and may vary.
62. After BSIS receives the application and criminal-history clearances, verify approval using the BSIS license-search service.
63. Before working as a security guard, carry the documentation and photo identification required by BSIS.

The current Security Guard initial application fee is \$60. Forms, fees, and application links are available on the [BSIS Apply Now page](#).

CONTINUING EDUCATION / WORKFORCE TRAINING

The following academy offerings provide expanded occupational training beyond the institution's 8-hour Security Guard and 16-hour Exposed Firearms educational programs.

Professional Security Officer Academy - Unarmed

80 Instructional Hours | Total Program Charges: \$3,995.00

This 80-hour academy prepares students for comprehensive unarmed security employment by combining security-officer training with emergency response, de-escalation, workplace violence awareness, documentation, officer safety, physical readiness, practical scenarios, and employment preparation.

Representative Training Components

Training Component	Planned Hours
California Security Officer / BSIS Training	40
CPR / First Aid / AED	8
Stop the Bleed / Initial Emergency Response	4
De-escalation & Conflict Management	6
Workplace Violence / Active Threat Awareness	6
Report Writing & Documentation	4
Officer Safety / Defensive Tactics Fundamentals	4
Physical Readiness / Injury Prevention	2
Professionalism, Ethics & Customer Relations	2
Career Readiness / Employment Preparation	2
Practical Scenarios & Final Assessment	2
TOTAL	80

Professional Security Officer Academy - Armed

120 Instructional Hours | Total Program Charges: \$7,495.00

This 120-hour academy prepares students for higher-responsibility armed security assignments by combining professional security-officer fundamentals with exposed-firearms training, emergency response, de-escalation, workplace-violence preparation, documentation, officer safety, physical readiness, and scenario-based judgment training.

Representative Training Components

Training Component	Planned Hours
California Security Officer / BSIS Training	40
Exposed Firearms Training	16
CPR / First Aid / AED	8
Stop the Bleed / Emergency Response	4
De-escalation & Conflict Management	8
Report Writing & Documentation	6
Workplace Violence / Active Threat Awareness	8
Defensive Tactics / Officer Safety	8
Physical Readiness / Injury Prevention	6
Professionalism, Ethics & Customer Relations	4
Career Readiness / Employment Preparation	4
Practical Exercises, Scenarios & Final Assessment	8
TOTAL	120

Ownership

The Ken Garrett Group, Inc. is owned by Kenneth Garrett.

Administrative Control

Role	Name
Chief Executive Officer	Ken Garrett
Chief Academic Officer	Ken Garrett
Chief Operating Officer	Ken Garrett
Chief Financial Officer	Kelly Garrett
Custodian of Records	Kelly Garrett
Administration and Student Services	Susan Whitaker

Faculty

All faculty members have a minimum of three years of experience in their field of instruction. All attend continuing education programs in teaching methodology and professional development.

Robert Langley

- 64. BSIS Firearms Instructor
- 65. California DOJ CCW Instructor
- 66. NRA Firearms Instructor
- 67. U.S. Air Force Security Forces/Loadmaster - Retired

Academic Calendar

The school has an open enrollment period, and start dates are assigned upon the number of students enrolled.

Date	Holiday
January 1	New Year's Day
May 25	Memorial Day
July 4	Independence Day
November 11	Veterans Day
November 26	Thanksgiving
December 25	Christmas

STUDENT ACKNOWLEDGMENT

I have received a copy of the school catalog containing the rules, regulations, course completion requirements, and costs for the specific course I have enrolled in.

Signature: _____ Date: _____

Print Name: _____