

ADDENDUM – REVISED 1/6/2023
INSTITUTIONAL CATALOG 2022-2023, VOLUME 22

1. The following text must be part of **page 6 and 7** of the institutional catalog 2022-2023:

HISTORICAL BACKGROUND

Charlie’s Guard, Detective Bureau and Academy, Inc. was founded in 1981 as an academic institution and authorized by the Board of Postsecondary Institutions as a post-secondary non university institution offering high skilled technical vocational programs under License # V50-07 with a valid date until February 1, 2027. At the beginning, our facilities were located at Progreso Street, Aguadilla.

On July 9, 1999, our Institution was accredited by the General Council of Education and moved its facilities to our present address on Rd 107, km 3.1, Borinquen Ward, Aguadilla. In 2001, our Institution began the process of accrediting with the Accrediting Commission of Career Schools and Colleges (ACCSC), being initially accredited on November, 2002 and is effective until November 2023. We are certified by the Federal Department of Education for Title IV funds, effective as of December 31, 2026. The school is approved by the Puerto Rico State Approving Agency (SAA) to provide academic training to the students under GI Bill® programs.

FACILITIES AND EQUIPMENT

Our Institution is currently located on Rd. 107, km 3.1, Ave. Pedro Albizu Campos, Aguadilla, Puerto Rico. Due to its convenient location, we have easy access. There are shopping centers, service stations, cafeterias, restaurants, banks, and Government agencies around our perimeter.

Our institution has three (3) classroom each equipped with desk, board, Fire Extinguisher and airconditioning systems and six (6) laboratory rooms. Each laboratory room for supervised practice is equipped as follows:

1. Administrative Assistant Certified Program

Twelve (12) equipped computer stations, 12 computers with Wifi access.

2. Basic Cosmetology Certified Program

Two (2) cosmetology labs with six (6) stations for haircut and Stylist, one mannequin oven, three (3) manicure tables, four (4) spa pedicure stations, four (4) adjustable facial/massage beds, one (1) portable massage chair, two (2) shampoo bowls, two (2) pedestal dryers, two (2) ring lights, board, desk, water heater and wall odor extractor.

3. Barber & Stylist Certified Program

Six (6) Cutting Stations with chairs, Two (2) Practice/Mingo Stations, One (1) each: Shampoo Bowl, Shampoo Bowl Chair, Pedestal Dryer, Manicure Table, Board, Desk, three (3) Chairs, Ring Light, Towel Oven, water heater.

4. Nail Technician Certified Program

Nine (9) Manicure Stations, four (4) Pedicure Stations, (4) Pedicure Chairs, hand washing station, cabinet for training materials, desk, board and wall odor extractor.

5. Private Detective and Security Guard Certified Programs

One (1) desk, board, and equipment to process fingerprints, confrontation area, crime scene investigation utilities, court simulation, and equipment for personal defense.

The institution also has an academic resources center with four (4) personal computers with access to Internet, and LexJuris legal resources, law books, office systems books, legal terms dictionaries, English-Spanish dictionaries, audiovisual equipment such as, television, overhead projectors and multimedia projector.

The institution also has the following student services offices: Registrar, Financial Aid, Social Work, Academic orientation, Administrative office and six (6) bathroom facilities, passive recreation area and parking facilities. All facilities have airconditioning systems.

The maximum number of students in a classroom will not exceed twenty (20) students. In the computer, cosmetology, and barber and stylist lab rooms up to a maximum of twelve (12) students, in the nail technician lab up to a maximum of eighteen (18) students and in the private detective and security guard lab up to a maximum of twenty (20) students per room.

2. The following text must be part of **page 19** of the institutional catalog 2022-2023:

ACADEMIC PROGRESS TABLE

Program	Evaluation Period from Maximum Time of Program	First Evaluation	Second Evaluation	Third Evaluation (if applicable)	Maximum Time to complete program in hours
Program 1,125 Hours 3 Terms					
BASIC	Number of Hours Enrolled	450	900	1,125	1,687

COSMETOLOGY	Minimum of Hours the student should approve	300 (67%)	600 (67%)	753 (67%)	1125 (67%)
	Required Minimum Grade Point Average (GPA)	2.00	2.00	2.00	2.00
Program <u>900</u> Hours <u>2</u> Terms					
SECURITY GUARD	Number of Hours Enrolled	450	900		1,350
	Minimum of Hours the student should approve	300 (67%)	600 (67%)		900 (67%)
	Required Minimum Grade Point Average (GPA)	2.00	2.00		2.00
Program <u>1,125</u> Hours <u>3</u> Terms					
PRIVATE DETECTIVE	Number of Hours Enrolled	450	900	1,125	1,687
	Minimum of Hours the student should approve	300 (67%)	600 (67%)	753 (67%)	1125 (67%)
	Required Minimum Grade Point Average (GPA)	2.00	2.00	2.00	2.00
Program <u>900</u> Hours <u>2</u> Terms					
NAIL TECHNICIAN	Number of Hours Enrolled	450	900		1,350
	Minimum of Hours the student should approve	300 (67%)	600 (67%)		900 (67%)
	Required Minimum Grade Point Average (GPA)	2.00	2.00		2.00
Program <u>810</u> Hours <u>2</u> Terms					
ADMINISTRATIVE ASSISTANT	Number of Hours Enrolled	405	810		1,215
	Minimum of Hours the student should approve	271 (67%)	543 (67%)		810 (67%)

	Required Minimum Grade Point Average (GPA)	2.00	2.00		2.00
Program <u>1,020</u> Hours <u>3</u> Terms					
BARBER & STYLIST	Number of Hours Enrolled	450	900	1,020	1,530
	Minimum of Hours the student should approve	300 (67%)	600 (67%)	683 (67%)	1020 (67%)
	Required Minimum Grade Point Average (GPA)	2.00	2.00	2.00	2.00

3. The following text must be part of **page 34** of the institutional catalog 2022-2023:

PROGRAMS OFFERED

Our Institution offers the following programs of study for which a certificate is issued.

PROGRAM	DURATION
Basic Cosmetology	14 Months
Private Detective	14 Months
Security Guard	12 Months
Administrative Assistant	11 Months
Barber & Stylist	13 Months
Nail Technician	12 Months

4. The following text must be part of **OBJECTIVES AND COURSES REQUIRED PER PROGRAM, page 35** of the institutional catalog 2022-2023:

Administrative Assistant Program

After having completed the Administrative Assistant Program, the student will have acquired the necessary knowledge and experience in practice in order to perform efficiently and demonstrate command in the execution of general office job duties assigned as Administrative Assistant.

The program consists of 810 hours which include classroom instruction, laboratory practice and externship. The program provides instruction in the development of human and social skills as well as written and oral communication skills required for good business relations, data entry, Microsoft technology applications (Word, Excel, Powerpoint) for creation of business documents such as forms, letters and presentations, office equipment management, office procedures, customer service, secretarial accounting, filing systems and records management.

CODE	COURSE TITLE	DURATION IN HOURS
CISO105	Human Relations	60
ESPA105	Spanish Grammar Structure and Composition	60
MATE101	Basic Mathematics	45
CICO101	Introduction to Computers w/Laboratory	45
CICO103	Keyboard Handling I	60
CISE101	Filing and Documents Administration	60
ESPA107	Commercial Spanish	60
ADCC101	Elementary Accounting	45
INGL101	Basic English	60
CICO107	Keyboard Handling II	60
ADCO101	Office Procedures and Administration	45
INGL110	Conversational English	60
CICO105	Word Processing Applications Software	60
ADOM200	Externship	90
PROGRAM TOTAL HOURS		810

Barber and Stylist Program

After completion of the Barber and Stylist Program, the student will have acquired the knowledge and skills required to perform immediately as Barber & Stylist and be ready to take the test required by the Examination Board of Barbers of Puerto Rico.

The program consists of 1,020 hours which include classroom instruction, laboratory practice and externship. Shop business practices are integral part of the classroom experience with emphasis on safety, sanitation and hygiene practices and occupation rules and regulations. Includes instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hair styles and Stylist art; facial treatments and massage; hairpiece and toupee fitting; instrument

and equipment operation; human relations; chemical applications; hair and scalp anatomy and physiology, diagnosis and histology of hair, skin and nails; fundamentals of electricity; product knowledge; customer relations; and employability skills.

CODE	COURSE TITLE	DURATION IN HOURS
CISO 105	Human Relations	60
CSES 131	Introduction to the Beauty Field	30
CSES 103	Hygiene and Sterilization	30
CSES 130	Beauty Field Applied Sciences	30
ANAT 101	Anatomy and Physiology	30
BARB 111	Barbershop Instruments	30
CSES 125	Manicure y Pedicure	60
CSES 111	The Hair	60
BARB 117	Mustache and Beard Shaving	60
BARB 125	Theory and Chemicals Application	60
BARB 121	Haircuts, Styles, and Hairpieces	120
BARB 133	Graphic Designs	60
CSES 105	Skin and Massage	60
CSES 135	Business Development and Employment Search	30
BARB136	Total Look	60
BARB137	Licensing Exam Review/Theory and Practical	60
BARB200	Externship	180
TOTAL HOURS		1,020

Nail Technician Program

After completion of the Nail Technician Program, the student will have acquired the knowledge and skills required to perform immediately as a nail technician and be ready for employment.

The program consists of 900 hours which include classroom instruction, laboratory practice and externship. Special emphasis is given on safety, sanitation and sterilization practices. Includes instruction in fingernails and toenails; manicuring theory; nail growth, irregularities, and diseases; cuticle, blemish, and rough skin removal; nail filing, shaping, and polishing; cream application and extremity massage; nail sculpture and design art; product storage and use; instrument and equipment operation; equipment and table maintenance; nail anatomy and physiology; fundamentals of electricity; customer relations; and employability skills.

CODE	COURSE TITLE	DURATION IN HOURS
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CISO 105	Human Relations	60
TEUN 100	History of the Occupation	15
TEUN 101	Handling of Equipment and Electricity	45
TEUN 102	Anatomy and Physiology	30
CSES 103	Hygiene and Sterilization	30
CSES 125	Manicure and Pedicure	60
TEUN 103	Acrylic Nails	75
TEUN 104	Raised Nail Art	75
TEUN 105	Gel Nails (Gelatin)	45
TEUN 106	Sculptural Nails	75
TEUN 107	Encapsulated Nails	75
TEUN108	Graphic Design on Nails	105
TEUN 109	Retouch and Removal of Nails	45
CSES 135	Business Development and Employment Search	45
TEUN 200	Externship	120
TOTAL HOURS		900

5. The following text must be part of **page 38** of the institutional catalog 2022-2023:

COURSE DESCRIPTIONS

ADMINISTRATIVE ASSISTANT PROGRAM

CODE NO.	COURSE TITLE / DESCRIPTION	HOURS
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ADCC 101	Elementary Accounting (Prerequisite: MATE 101)	45
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Familiarizes students with the accountings terminology and broadly presents the accountings equation and cycle to be able to manage small business.

ADCO 101	Office Procedures and Administration	45
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In this course, we present techniques and procedures performed in a modern office leading to quality service. Clerical personnel duties and responsibilities in the office are emphasized, and keeping a healthy work environment throughout the course, the student should demonstrate an efficient and secured command in office equipment management, and also demonstrate command in procedures of customer service.

ADOM 200	Externship	90
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In this course, students will have the opportunity to implement what they learned in class through their performance as practicing students in an office environment. They will be exposed to actual working conditions, for about 15 hours per week.

CICO 101 Introduction to Computer / Laboratory 45

This course introduces the students to the origins of the computer to this day, the fundamental concepts in the personal computer functions and management of same through Windows system.

CICO 103 Keyboard Handling I (Prerequisite: CICO 101) 60

This course introduces the students in the correct handling of the computer keyboard, shoes position and technique leading to efficient typing, and the forms of the different commercial documents.

CICO 105 Word Processing Applications Software (Prerequisite: CICO 101) 60

This course presents the procedures to be followed in the creation of documents using cloud-based applications from Microsoft Office 365, such as Word, Excel and PowerPoint.

CICO 107 Keyboard Handling II (Prerequisite: CICO 103) 60

This course has been designed so that students will perfection the skills and techniques in the first keyboard handling, typing with speed and correctness office jobs like letters, tables, sketches, column jobs, transcription of manuscripts, rough drafts, etc.

CISE 101 Filing and Documents Administration 60

Covers the basic principles governing the control and management of documents at the office.

CISO 105 Human Relations 60

This course has been designed to train students in the development of human and social skills that will permit them perform their roles when confronted to situations in which they must intervene. Themes like personality, motivation, emotions, language, effective communication, intelligent behavior, relations at the workplace and courtesy rules.

ESPA 105 Grammar Structure and Writing in Spanish 60

This course introduces students to basic concepts of Spanish grammar and orthography. Afterwards, students will be introduced to commercial reports writing.

ESPA 107 Commercial Spanish 60

Study of techniques of classical and modern haircuts for gentlemen and kids. Technical study and practice for women and kids. Cleaning and combing of men's wing. Exact hair test to adapt pieces to natural color.

BARB125 Theory and Chemical Application 60

Study of hair's natural chemicals and the pigmentation and elasticity concepts. Hair analysis process to determine its condition.

BARB133 Graphic Designs 60

Student is offered options using the symbolic expressions with the hair. Modern designs will be the source for manifestation on the client's head, creating a display of techniques used on art.

BARB137 Total Look 60

This course allows the student to harmonize all the elements or components of beauty such as: skin, hair, haircuts, hairstyles, manicures, pedicures, clothing, accessories, and other components of aesthetics to obtain a balanced and adequate final product.

BARB138 Licensing Exam Review/Theory and Practical 60

The purpose of this course is to offer students an opportunity to review all theoretical and practical aspects of the course's contents included in the Barbershop Program. At the same time, students will be offered the opportunity to perform the steps involved in each one of the procedures.

BARB200 Externship 180

Additional practice in a real environment to strengthen barbershop concepts learned in the different programs course, and a greater control of the skills initiated and contained in the barbershop occupation.

CISO105 Human Relations 60

This course has been designed to train students in the development of human and social skills that will permit them perform their roles when confronted to situations in which they must intervene. Themes like personality, motivation, emotions, language, effective communication, intelligent behavior, relations at the workplace and courtesy rules.

CSES103 Hygiene and Sterilization 30

This course covers basic procedures of hygiene, general concepts of bacteriology, sterilization, equipment disinfection, and tools used in the practice of cosmetology.

CSES105 Skin and Massage 60

communication, intelligent behavior, relationships at work, and rules of courtesy are combined in the course content.

CSES103 Hygiene and Sterilization 30

This course covers basic hygiene procedures, general concepts of bacteriology, sterilization, disinfection of equipment and tools used in the practice of the profession.

CSES125 Manicure and Pedicure 60

This course includes the appropriate study of the techniques to carry out the manicure and pedicure, identifying irregularities in the nails, which require professional medical treatment and that, cannot be treated in a beauty salon and / or barbershop, taking into consideration the necessary safety precautions.

CSES135 Business Development and Employment Search 30

Norms regulated by the State for the administration of a Beauty Salon and the permits required by the different agencies for its establishment. Needed inventory to establish business and the cost per service to clients. Writing a résumé and letter of presentation.

TEUN100 History of the Occupation 15

This course offers the student an overview of the nail care professional evolution its required safety protocols.

TEUN101 Handling of Equipment and Electricity 45

Included in this course is the study of the theory of electricity in nail care, nature of electricity, principles of electricity, and precautions and safety involved in the operation of electrical tools and equipment. It also studies the chemical principles of matter, the pH, water chemistry and products to be used.

TEUN102 Anatomy and Physiology 30

This course introduces the student to the composition of the nail, the systems that make up the human body, and their functioning.

TEUN103 Acrylic Nails 75

Includes the correct procedures for the preparation of the nail and the application of acrylic powder and liquid, sanitizers, priming antiseptics, abrasives and other chemicals with due personal and client safety.

TEUN104	Raised Nail Art	75
<p>This course introduces the techniques to work with tools and material used to design 3D (Third Dimension) figures on nails.</p>		
TEUN105	Gel Nails (Gelatin)	45
<p>A more advanced and modern technology is presented through the course. It is a way to introduce oligomers, products that are neither liquid nor solid; a gel that takes the desired style under the ultraviolet rays of a lamp or without the use of it.</p>		
TEUN106	Sculptural Nails	75
<p>This course includes the study of the methods to create sculpture nails and the technique to provide resistance, hardness and consistency avoiding its easy breakage.</p>		
TEUN107	Encapsulated Nails	75
<p>The decoration procedures of the nail are studied throughout the course, using accessories such as ornaments, papers and forms according to the client's taste, with the intention to lock such items intact and unalterable during the growth of the nail.</p>		
TEUN108	Graphic Design on Nails	105
<p>This course introduces the organization of images to meet the needs of visual communication in the client's nail. The student is educated in the use of graphic design in such a way that can transmit sensations; balancing the personality of his/her client while combining elements that are usually not taken into consideration.</p>		
TEUN109	Retouch and Removal of Nails	45
<p>This course teaches the basic techniques of retouching and removal of products on the nails. In addition, the cleaning and prevention of fungi is studied.</p>		
TEUN200	Externship	120
<p>The student is required to complete a 120-hour practice to consolidate the knowledge and skills acquired in training as a nail technician.</p>		

6. The following text must be part of **page 43** of the institutional catalog 2022-2023:

INSTITUTIONAL FEES

Admissions fee	\$ 25.00
Readmission fee	\$ 25.00
Copy of a document (per page)	\$.25
Transcripts (average time)	\$ 10.00
Transcripts (English version and express time)	\$ 20.00
Certification of studies (average time)	\$ 2.00
Certification of studies (express time)	\$ 5.00
Identification card	\$ 5.00
Graduation fee	\$ 75.00

EDUCATIONAL COSTS

Program	Cost
Basic Cosmetology	\$ 10,260.00
Private Detective	\$ 10,260.00
Security Guard	\$ 8,208.00
Administrative Assitant	\$7,387.20
Barber & Stylist	\$9,302.40
Nail Technician	\$8,208.00

7. The following text must be part of **page 25** of the institutional catalog 2022-2023:

CANCELLATION AND RETURN POLICY

Charlie's Guard, Detective Bureau, and Academy, Inc., has established the following cancellation and return policy for students who withdraw all classes in the period.

The last day of attendance to an academic related activity will determine the number of hours earned and disbursement to be returned to student or financial aid.

Students participating of Title IV aid that withdraw from the program of study in the Institution should visit the institution's Financial Aid Office before completing the withdrawal process in the Fiscal Office.

The amount of aid to return will be calculated in accordance with the tuition and other charges made to the student's account by the Institution in proportion with the time (clock hours) the student was in attendance and for which the Institution has charged the student's account rounded to the nearest lower decimal fraction. The Institution will have the right to keep the amount of aid earned by the student in proportion to the amount of time the student was in attendance rounded to the nearest high decimal fraction for the payment period. In any payment period in which the student was in attendance for more than 60% of the term, the student has earned a 100% of the aid disbursed in the payment period. If the student received less aid than he/she earned in the payment period, a post-withdrawal disbursement to the student will be made no later than 90 days upon the date of the student's withdrawal or determination date.

Institution's return of funds: Once the institution's portion of the return of funds has been calculated, the Financial Aid Office will return the funds of Title IV within 45 days from the date the school determined that the student in the following order:

- Federal Pell Grants
- FSEOG

If this calculation results in a debit balance in the student's account, the student will be responsible for paying the debt to the school. A student will not receive an official academic transcript until the debt has been paid in full. If this calculation results in a credit balance in the student's account, the Institution must perform the payment to the student no later than 14 days after the calculation date.

Student's return of funds: If calculation determines an overpayment amount to be returned from the student, once the student's portion of the return of funds has been calculated, the Financial Aid Office will notify the student of the amount of grant funds the student may need to repay. One of the following repayment options may be selected:

1. The student may pay the full amount of the debt to the Institution within 45 days and the Institution will return the funds to the appropriate federal program(s).
2. The student may contact the Department of Education to establish a repayment plan.

The student will remain eligible for Title IV funds for 45 days from the date the institution sends the student a notice of the overpayment. If no action is performed from the student with the 45 days to pay the amount owed, the Institution will report the overpayment to the Department of Education.

TITLE IV RETURN POLICY

The Title IV return policy requires that the Institution should determine the amount of Title IV funds earned (or for which the Institution has the right to charge) if the beneficiary of federal student financial aid discontinues attendance (unofficial withdrawal) or officially withdraws from the institution after beginning attendance. The amount of aid earned is determined by the amount

of time the student was in class attendance, not by the number of charges incurred by the student in the institution.

If the amount of Title IV funds paid is more than the amount earned, the amount of unearned tuition should be returned to the financial aid program. The Institution, as well as the student could be responsible for returning the Title IV funds determined as unearned.

If the amount of aid earned is more than the amount of Title IV funds paid, the student is eligible to receive a post withdrawal disbursement for earned tuition not paid.

The following definitions and procedures will be used to determine if there is a return of Title IV funds: The percentage of aid earned would be determined dividing the number of days/hours of attendance by the student by the number of days/hours of the payment period.

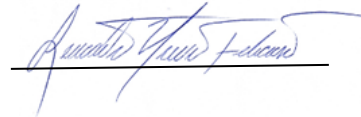
Clock-Hour Programs:

- a. To determine the amount hours in the payment period enrolled the Institution counts the hours the student is required to complete each day from the first day and last day of the payment period enrolled.
- b. Once the student has attended more than 60% of the period, all funds will be considered as 100% earned and there will not be any return of Title IV funds.

This Addendum becomes part of the Institutional Catalog 2022-2022 Vol. 22 for all purposes.

I CERTIFY IS TRUE AND CORRECT IN CONTENT AND POLICY.

School Official Name/Signature: Leocadio Nieves Feliciano



Title: President/Executive Director

Date: January 6, 2023

Charlie's Guard Detective Bureau & Academy, Inc.

Carr. 107 Km. 3.1

Aguadilla, PR 00603