Dear Colleague,

I am pleased to announce Brighton College and LearnKey have partnered to merge best practices to provide the ultimate online learning experience for gaining in-demand Information Technology employability education and skills. We will officially launch “The LearnKey Technical Institute @ Brighton College” May 1st, 2019.

By leveraging both organizations’ online learning resources and faculty, we will increase student/teacher engagement and drive a better learning experience that will result in more students certified, graduated, and employed. Both companies have the same “WHY” - Improving Employability Every Day. Their programs target the same student demographic who want new collar jobs (i.e. Healthcare, Software, IT Support, and Cybersecurity).

Brighton College has been accredited since 1979 including over fifty (50) years of educational offerings. They have some of the best student progression statistics (i.e. over 75%) nationwide. That means every student will have an instructor, Student Success Representative, industry professional tutors, and access to a learning success coach. LearnKey has extensive IT and employability learning solutions and certified tutors.

Over the next ninety (90) days, the LearnKey Technical Institute @ Brighton College will expand and grow over the next 12 months.

Students will immediately be able to enroll in both schools’ current programs, and catalogs will be updated to reflect the most recent courses and programs available.

We look forward to serving you and enhancing your educational and professional career.

Sincerely,

Jeff Coruccini
CEO
LearnKey, Inc.
The LearnKey Experience

When a student is referred to LearnKey, they experience much more than just our online courseware. They get a full support system to help them succeed. At LearnKey, we understand students need interaction to stay motivated and to complete any type of career training program. We cannot simply hand someone a book (or online solution) and expect them to complete their studies and become proficient at the professional level all on their own. With every student we strive to provide the support and encouragement they need to be successful in their chosen career. Our team serves as education coach, helping the client to understand program expectations, set timelines, and achieve predetermined milestones. An additional responsibility of the LearnKey team is to make contact with each client every two weeks, review progress, and report back to the counselor. Additionally, the team provides counselors with reports every two to four weeks. These reports give not only the clock hours but also the general attitude and outlook for the student as they move through their program. While having the industry’s leading content, authors, and delivery system is a huge bonus, it is the LearnKey team which makes our programs work the way they do.

This is what counselors are saying about us:

<table>
<thead>
<tr>
<th>VRC Missouri</th>
<th>VRC Oklahoma</th>
<th>VRC West Virginia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanks for the heads up with Mr. ------. Thanks for all the great support you give my veterans! The feedback and assistance they receive is very helpful!</td>
<td>Thanks for the information. All looks well. I will visit with --------. It will more than likely be the first of next week. I appreciate all of the assistance.</td>
<td>Greetings Brian. You are so appreciated! Thank you for your assistance. I will be sending more Veterans your way. Thank you.</td>
</tr>
<tr>
<td>VRC Nevada</td>
<td></td>
<td>VRC Nevada</td>
</tr>
<tr>
<td>I appreciate the update and follow up with the veterans.</td>
<td></td>
<td>I appreciate the update! Have a great week.</td>
</tr>
<tr>
<td>VRC Michigan</td>
<td></td>
<td>VRC Nevada</td>
</tr>
<tr>
<td>I really appreciate the reports. And your finance guy included my authorizations! You two sure do make my life easier. :-) I’ve attached two more referrals for you.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VRC Nevada</td>
<td></td>
<td>VRC Nevada</td>
</tr>
<tr>
<td>I appreciate all of your time and effort in providing quality services and education to our Veterans who have, or are now attending your programs at LearnKey.</td>
<td>You KNOW that LearnKey is one of the top computer training programs I discuss with veterans, precisely for these reasons! The proof is in the pudding!</td>
<td>You guys have a good track record with the veterans that I’ve personally put into your program. Thanks.</td>
</tr>
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LearnKey Certify for Life Program

Finishing a vocational training program and getting a career is an amazing accomplishment. Upon receiving your certifications, how are you going to keep on top of all the changes in software and technology? Most nationally recognized certifications go through some sort of update every 2-3 years. If you are like most people, you would ignore these updates and allow your certifications and skill set to slowly become outdated. Why do people allow that to happen? The answer is time and cost.

When you go through LearnKey certification training, the Certify for Life program will help you save time and money!

Saves time: You will save time in the fact that you will already be familiar with how the materials are presented. You will be able to use the tools to update the new skills you need without having to sit through training on all the objectives you already know.

Saves money: Having gone through the LearnKey certification process, you will get FREE COURSEWARE UPDATES FOR LIFE on those subjects you have completed.* (This means that the Excel 2013 course that you took would give you access to the Excel 2016, 2019, etc.) when they are produced!

Adds value: List this benefit on your resume, right alongside those certifications you have earned. This is a benefit and value to the employer in the fact that they will know you have all of the current knowledge and that your future training costs are already covered.

Note
The LearnKey Certify for Life program covers unlimited courseware updates for life on all signature LearnKey courses which have been completed through this program. This program does NOT cover the cost of future exam vouchers.

* Live courses may not be available for unlimited updates under this program. Not all courses at LearnKey are covered under the Certify for Life program; see these and other details / restrictions in the back section of this catalog.
Blue Ocean Employment Program

An opportunity as large as the ocean
The new 2018 Blue Ocean program is a highly specialized job readiness and employment opportunity program with a very special benefit. We provide each student with the tools and skills necessary to improve their employment opportunities for career placement.

Who can participate?
Students who wish to enroll in LearnKey programs and courses are first pre-screened by a LearnKey regional representative to determine suitability for the program in which they are interested. LearnKey believes that as a student, you should have the desire and self-motivation, regardless of past experiences, to step up and prove yourself and your abilities. Applicants who have a felony on their record are not automatically disqualified. Our enrollment board will evaluate these situations on a case-by-case basis.

Blue Ocean programs (and others) are offered with the program broken up into two or more school terms. Eligibility for the next term’s continuance is determined by the student’s performance and behavior (see code of conduct and academic standard of progress at the end of this catalog).

How does it work?
The Blue Ocean Job Readiness and Employment program gives students who complete their program in good standing employment opportunities within their field of study. It should be noted that at the time of this publication, 100% of our Blue Ocean Job Readiness and Employment students who have completed the program in good standing have received offers of employment. Students who are enrolled in a Blue Ocean program interact with our Job Ready team throughout their time as students with us. Emphasis is placed on:

- Creating a professional online presence
- Cleaning up the resume
- Addressing behaviors which may be seen as roadblocks to employment
- Reaching milestones through SMART goals
- Maximizing natural talents and behaviors in the workplace

Once the student has completed about 75% of the program, the Job Ready team will begin to set up interviews with hiring companies in our employer network. The student must be willing to travel up to one hour (each way).
Blue Ocean Career and Employability Program

Blue Ocean Employment Bundle

Courses
- Word 2016 Courseware
- Excel 2016 Courseware
- Outlook 2016 Courseware
- PowerPoint 2016 Courseware
- Microsoft Office 2016 Software
- Microsoft Office 2016 Practice Tests
- Microsoft Office Certification Vouchers with Retake

Job Readiness Team
- Behavioral Assessment/Coaching
- Job Readiness Team Support
- Resume Development and Review
- Job Search Training
- Career Network Training
- Mock Interviews

Choose a Certification Track

- Technical Support Specialist/Help Desk
- Cybersecurity Professional
- Programming/Developer
- Systems Administrator
- Project Manager

What's Included?

Resources & Support
Each program includes instructive video, interactive labs, pretests and post-tests, adaptive test prep program, online student workbook, and exam vouchers. We will also include our LearnKey education coaching with weekly live group tutoring sessions.

Increased Skill Set and Employability
Our programs greatly increase the potential for any client and their appeal to potential employers. Our team is committed to helping students gain certifications and skills which are essential in today’s workplace.

Job Ready Team
LearnKey’s Job Ready Team’s goal is to improve employability for students and graduates. Services start with self-discovery to learn about natural strengths, then the development of a resume and preparing and finding the ideal job. We take a personal interest to help our alumni discover careers based on their natural strengths, experience, and preferences. The Job Ready Team provides a lifetime of guidance to all graduates of LearnKey.
Cybersecurity Professional

Overview
The Blue Ocean Cybersecurity Professional program is designed for those who are looking to have a career in, and qualify to work with, both civilian and government employers.

Classifications
The world of cybersecurity is tightly regulated by the Department of Defense who demands certain certifications in order to work on related secure systems. The 8570 regulation specifically lists the relations between certification and the corresponding job titles. This program supports the following job classifications:

- Information Assurance Tech Level 1, 2, 3
- Information Assurance Manager Level 1, 2, 3
- Information Assurance SAP Level 1, 2

Included
- Blue Ocean program with intensive employment assistance
- CompTIA A+ Certification
- CompTIA Network+ Certification
- CompTIA Security+ Certification
- Cisco CCENT Certification
- Cisco CCNA Certification
- Cisco IINS (Network Security) Certification
- (ISC)² CISSP Certification

Suggested Electives
- EC Council Track

Median Salary in 2017
$61,000 - $115,000
Source: Indeed.com

Time to Complete
1,827 clock hours or 23 months at full time

Growth in Industry
18%

Projected Openings
(Department of Commerce)
350,000

Likely Job Titles
- Security Analyst
- Cybersecurity Engineer
- Penetration Tester

Begin Blue Ocean Program  Earn Industry Recognized Certifications  Develop Resume and Interview Skills  Secure a Great Job
Overview
LearnKey’s Computer Programming Web Development program is the ideal way to begin an exciting new code-based career. Each track is designed to take a student from entry level (or their existing skill set) to the professional level, through multiple certification programs with the latest software updates and techniques.

Included
• Blue Ocean program with intensive employment assistance
• Introduction to Programming Course
• Microsoft MTA HTML5 Application Development Certification
• Microsoft MCSA Programming in HTML5 with JavaScript and CSS3 Specialist Certification
• Microsoft MCSA Developing ASP.NET MVC Web Applications Certification
• Microsoft MCSA Programming in C# Certification
• Microsoft MTA Introduction to Programming Using Python Certification

Suggested Electives
• Microsoft MTA Introduction to Java Certification
• Android and iOS Application Development Certification

Median Salary in 2017
$59,000 - $116,000
Source: Indeed.com

Time to Complete
1,188 clock hours or 15 months at full time

Growth in Industry
27%

Projected Openings (Department of Labor)
135,000

Likely Job Titles
• Web Developer
• Software Engineer
• App Developer
Project Management

Overview
What is it? LearnKey’s new Project Management program is the ideal way to ensure upward mobility in a variety of growing careers. Project and program management is an ever-growing field which allows one flexibility in the career path they wish to pursue. With excellent industry growth and pay, certifications like the ITIL® Foundation, Lean Six Sigma Green Belt, and the PMI CAPM are applicable in industries from software, to IT, construction, manufacturing, and more.

ITIL is specific to the IT industry and will help the holders of this certification to not only obtain work, but to become an irreplaceable asset to their employer.

The Lean Six Sigma Green Belt and the PMI CAPM certifications are broad-based and their methodology is used in literally tens of thousands of company processes worldwide.

Included
- Blue Ocean program with intensive employment assistance
- Certified Associate in Project Management Course
- Lean Six Sigma Green Course
- ITIL® Foundation Course

Median Salary in 2017
$45,000 - $159,000
Source: CareerOneStop.com

Time to Complete
1,856 clock hours or 24 months at full time

Growth in Industry
14%

Projected Openings
(Project Management Institute)
2.2 Million new Project Management-oriented jobs are expected each year through 2027.

Likely Job Titles
Project Manager/Team Coach, Senior Lead Project Manager, Transition Program Manager, Project Manager, Analyst, Administrative Analyst, Business Analyst, Employment Programs Analyst, Quality Control Analyst, Program Management Analyst, Management Analyst, Construction Manager, Construction Superintendent, General Contractor, Project Executive, Concrete Foreman, Project Superintendent, Construction Foreman, Job Superintendent, Project Manager, Construction Area Manager
Overview

What is it? Windows Server Systems Administrator will require one to implement and optimize Windows servers and related components. This includes designing, installing, configuring, administering, and fine-tuning Windows operating systems, and components across the organization in a timely and efficient manner. An ideal candidate must be highly organized, an amazing communicator, and great at troubleshooting computer issues.

Classifications

As an MCSA certified technician, the student will look forward to working in large or small offices with the following titles and tasks: configure and support an organization’s local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system; monitor network to ensure network availability to all system users, and may perform necessary maintenance to support network availability.

Included

- Blue Ocean program with intensive employment assistance
- CompTIA A+ Certification
- CompTIA Network+ Certification
- CompTIA Security+ Certification
- Windows Server 2012 Installation and Configuration (70-410) Certification
- Windows Server 2012 Administrator (70-411) Certification
- Windows Server 2012 Configuring Advanced Services (70-412) Certification

Suggested Electives

- CompTIA Linux+ Certification
- Windows MCSE Certifications

Median Salary in 2017

$77,000 - $88,000

Source: Indeed.com

Time to Complete

1,520 clock hours or 19 months at full time

Growth in Industry

15%

Projected Openings (Department of Labor)

53,700

Likely Job Titles

- Network Administrator
- Systems Administrator
- Information Technology Specialist (IT Specialist)
- Network Engineer
Overview
What is it? Windows Server Systems Administrator will require one to implement and optimize Windows servers and related components. This includes designing, installing, configuring, administering, and fine-tuning Windows operating systems, and components across the organization in a timely and efficient manner. An ideal candidate must be highly organized, an amazing communicator, and great at troubleshooting computer issues.

Classifications
As an MCSE certified technician, the student will look forward to working in large or small offices with the following titles and tasks: configure and support an organization’s local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system; monitor network to ensure network availability to all system users, and may perform necessary maintenance to support network availability.

Included
• Blue Ocean program with intensive employment assistance
• CompTIA A+ Certification
• CompTIA Network+ Certification
• CompTIA Security+ Certification
• Windows Server 2012 Installation and Configuration (70-410) Certification
• Windows Server 2012 Administrator (70-411) Certification
• Windows Server 2012 Configuring Advanced Services (70-412) Certification
• Windows Server 2012 Server Infrastructure Design and Implementation (70-413) Certification
• Windows Server 2012 Advanced Server Infrastructure Implementation (70-414) Certification

Suggested Electives
• CompTIA Linux+ Certification

Median Salary in 2017
$66,000 - $88,000
Source: Indeed.com

Time to Complete
1,856 clock hours or 24 months at full time

Growth in Industry
15%

Projected Openings (Department of Labor)
53,700

Likely Job Titles
• Network Administrator
• Systems Administrator
• Information Technology Specialist (IT Specialist)
• Network Engineer
Blue Ocean

Technical Support Specialist/Help Desk

Overview
The Blue Ocean Tech Support Specialist program is the perfect solution for those who are technically minded and like to interact with computer users and support the hardware and software they use.

Classifications
Resulting employment opportunities from this program include working with client questions via phone addressing hardware, software, cable, Internet, or telephone related issues. Everyday tasks may also include the handling of desktop and server support issues, network troubleshooting, some server monitoring, firewall deployment and support, or researching and deploying new technology.

Included
- Blue Ocean program with intensive employment assistance
- MTA Mobility and Device Fundamentals Certification
- CompTIA A+ Certification
- CompTIA Network+ Certification
- CompTIA Security+ Certification

Suggested Electives
- CompTIA Linux+ Certification
- Cisco CCENT/CCNA

Median Salary in 2017
$32,000 - $35,000
Source: Indeed.com

Time to Complete
1,004 clock hours or 13 months at full time

Growth in Industry
13%

Projected Openings (Department of Labor)
88,800

Likely Job Titles
- Technical Support Tier 1
- Technical Support Tier 2
- Technical Support Tier 3

Secure a Great Job
Develop Resume and Interview Skills
Earn Industry Recognized Certifications
Begin Blue Ocean Program
CompTIA
A+ / Network+ / Security+

Overview
What are they? These vendor-neutral certifications and their associated objectives ensure one has an excellent base from which to launch their IT career. Topics cover computer hardware, troubleshooting, networking, and security at an entry, but professional level.

Why it matters: CompTIA is the gold standard for entry-level IT training. There are currently over 260,000 people who are A+ certified alone, and this plus the Network+ and Security+ continue to be in demand with all types of employers. All three of these appear on the DoD directive 8570 list. This list is a list of required certifications for those who will work in government or government contractor related positions. The A+ and Network+ are on the list, but the Security+ is the demarcation point between the “rookies” and the “pros.”

Included
Each program includes instructive video, interactive labs, pre-tests/post-tests, adaptive test prep program, online student workbook, and exam vouchers. We will also include our LearnKey education coaching with weekly live group tutoring sessions and our Certify for Life program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time to Complete</th>
<th>More Information</th>
</tr>
</thead>
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<tr>
<td>A+</td>
<td>240 clock hours</td>
<td><a href="http://www.learnkey.com/certbundle/Aplus_Bundle">http://www.learnkey.com/certbundle/Aplus_Bundle</a></td>
</tr>
<tr>
<td>Network+</td>
<td>220 clock hours</td>
<td><a href="http://www.learnkey.com/certbundle/Networkplus_Bundle">http://www.learnkey.com/certbundle/Networkplus_Bundle</a></td>
</tr>
<tr>
<td>Security+</td>
<td>184 clock hours</td>
<td><a href="http://www.learnkey.com/certbundle/Securityplus_Bundle">http://www.learnkey.com/certbundle/Securityplus_Bundle</a></td>
</tr>
</tbody>
</table>
CompTIA
Linux+ Certification

Overview
What is it? Linux is an operating system which is similar to, but rivals the Windows and Mac operating systems. The Linux+ certification objectives are designed to ensure that one can install the software, provide network services, create a file system, secure the network, and more.

Why it matters: Because the Linux operating system has an open architecture and is considered to be a more stable server code, businesses are rapidly moving to enhance their networks with Linux machines. 76% of large (>-$500M) businesses surveyed plan to add Linux servers and supporting personnel in the next year. This indicates an increasing demand in the workplace in the foreseeable future.

Included
LPIC/CompTIA Linux+ All-in-One Exam Guide by Robb Tracy and the CompTIA Linux+ Study Guide: Exams LX0-103 and LX0-104 by Roderick W. Smith, which will help prepare candidates for exams LX0-103 and LX0-104. Also included in this bundle is a Linux certification program with access to Boson practice labs, and two exam vouchers.

Time to Complete
280 clock hours or 11.5 weeks

More Information
http://www.learnkey.com/certbundle/Linuxplus_Bundle
Overview

What are they? The Cisco courses and objectives are all about intermediate and advanced routing and switching. These objectives move beyond the CompTIA Network+ and into the realm of Cisco networking, where certain devices (like IP or Internet-based phones) are given resource priority over other devices (like printers or other devices which can afford to wait). Consider these to be the absolute best certifications for those who manage and protect networks which communicate with the outside world.

Why it matters: Cisco is the biggest name in routing and switching and it not only influences, but drives that sector. Cisco-certified technicians are in demand in the marketplace and the Cisco IINS is also on the DoD directive 8570 list (see CompTIA for why it matters).

Included

Each program includes course with instructive video, interactive labs, pre-tests/post-tests, Cisco command line simulator labs, and official exam certification library desktop reference book. Students will also have access to virtual machine simulators and textbooks. A voucher for the Cisco exam will be included. We will also include our LearnKey education coaching with weekly live group tutoring sessions and our Certify for Life program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time to Complete</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCENT</td>
<td>180 clock hours</td>
<td><a href="http://www.learnkey.com/certbundle/CCENT_Bundle">http://www.learnkey.com/certbundle/CCENT_Bundle</a></td>
</tr>
<tr>
<td>CCNA</td>
<td>210 clock hours</td>
<td><a href="http://www.learnkey.com/certbundle/CCNA_Bundle">http://www.learnkey.com/certbundle/CCNA_Bundle</a></td>
</tr>
<tr>
<td>IINS</td>
<td>200 clock hours</td>
<td><a href="http://www.learnkey.com/certbundle/IINS_Bundle">http://www.learnkey.com/certbundle/IINS_Bundle</a></td>
</tr>
</tbody>
</table>
Overview

What is it? The (ISC)² CISSP is ideal for those looking to get into a government-based cybersecurity career. The objectives cover a very broad sample of cybersecurity topics which even include physical security, digital strategy, and policy creation.

Why it matters: The CISSP certification is the summit for which all cybersecurity techs aim. As a management-level certification, it sits at the top of the DoD directive 8570 list of certifications and, because of that, it is constantly in demand and comes with an average salary of over $100k per year. (Note: Do not be intimidated by the name or length of the exam. Although there are a lot of topics covered, the topics are not covered as in-depth as they are on other exams.)

Included

CISSP course with approximately 33 hours of instructive video, interactive labs, pre-tests/post-tests, Boson exam simulator, and one (ISC)² exam voucher. We will also include our LearnKey education coaching with weekly live group tutoring sessions and our Certify for Life program.

Time to Complete

290 clock hours or 11 weeks

More Information

http://www.learnkey.com/certbundle/CISSP_Bundle
EC-Council
Certified Ethical Hacker

Overview
What is it? The Certified Ethical Hacker (CEH) by EC-Council is the world’s most in-demand cybersecurity certification. The certification and course covers 20 comprehensive modules, and over 270 attack technologies, commonly used by hackers.

Why it matters: The CEH is called out and required by name in the Department of Defense regulation 8570. CEH is used as a hiring standard and is a core sought-after certification by many of the Fortune 500 organizations, governments, cybersecurity practices, and a cyber staple in education across many of the most prominent degree programs in top Universities around the globe. There are currently over 200,000 cybersecurity job openings in the United States and industry growth is expected to exceed 18% over the next 10 years.

Included
Each student is provided with the tools and techniques for each of the five phases of cybersecurity which are provided in detail in an encyclopedic approach and absolutely no other program offers the breadth of learning resources, labs, tools, and techniques than the CEH v10 program. Additionally, we provide live tutoring and an exam voucher.

Time to Complete
120 clock hours or 5 weeks

More Information
http://www.learnkey.com/certbundle/CEH_Bundle
EC-Council
Certified Network Defender

Overview
What is it? The program prepares network administrators on network security technologies and operations to attain Defense-in-Depth network security preparedness. It covers the protect, detect, and respond approach to network security. The course contains hands-on labs, based on major network security tools and techniques which will provide network administrators real-world expertise on current network security technologies and operations.

Why it matters: EC-Council is a global leader in cybersecurity. The CND certification is a great step up from the CompTIA certifications and prepares one for taking the world’s most in-demand cybersecurity certification, the EC-Council Certified Ethical Hacker.

Included
The LearnKey CND Bundle provides you with over 10 GB of network security best practices, assessments, and protection tools. The most exciting tool is the ECC STORM module and accessory kit (think hands-on learning in an actual real-world environment). The kit also contains templates for various network policies and a large number of white papers for additional learning. In the bundle, we also include tutoring and the exam voucher.

Time to Complete
120 clock hours or 5 weeks

More Information
http://www.learnkey.com/certbundle/CND_Bundle
EC-Council
Certified Security Analyst

Overview
What is it? The EC-Council Certified Security Analyst (ECSA) certification picks up right where the Certified Ethical Hacker course leaves off. This course is an advanced level anti-hacking and cybersecurity program. It goes to new, cutting edge levels to using a professional level pentesting program, and not just pentesting programs that provide training on how to hack through applications and networks.

Why it matters: The ECSA program offers a seamless learning progress continuing where the CEH program left off. The new ECSAv10 includes updated curricula and an industry recognized comprehensive step-by-step penetration testing methodology. This allows a learner to elevate their ability in applying new skills learned through intensive practical labs and challenges. Unlike most other pentesting programs that only follow a generic kill chain methodology, the ECSA presents a set of distinguishable comprehensive methodologies that are able to cover different pentesting requirements across different verticals.

Included
Official EC-Council video modules, e-courseware, iLabs, tutoring, and an exam voucher.

Time to Complete
120 clock hours or 5 weeks

More Information
http://www.learnkey.com/certbundle/ECSA_Bundle
STORM Mobile Security Tool Kit

Overview
The STORM Mobile Security Toolkit is a fully-loaded pen test platform which comes equipped with a customized distro of Kali loaded onto a portable Raspberry Pi-based touchscreen device.

Included
- Keyboard
- Carry Case
- STORM T-shirt
- STORM Sticker
- Access to the STORM Resource Center (Video Demos, Support, ISO Image Downloads)

Gale Force 10 Expansion Pack
Turn your STORM into a hurricane with the Gale Force 10 expansion pack! EC-Council has assembled the ultimate set of accessories to make your STORM Mobile Security Toolkit even more powerful.

This expansion pack adds independent power for complete mobility, further reach, Wi-Fi and radio tools for packet sniffing, drone detection, as well as the ability to add devices to complete your hacking network and isolate it from the customer network both on Wi-Fi and physical Ethernet.
IC3 GS5 (Internet Core Curriculum Certification – Global Standard 5th Edition)

Overview

What is it? The IC3 is a digital literacy program. It covers what most anyone in the workplace should know about computers. Topics include computer terminology, light troubleshooting, safe online practices, entry level Microsoft Office, and what cloud services are and how to use them.

Why it matters: In a tight job market, being able to prove one’s computer skills will help the individual to stand out from the others who can only say they have computer skills. The IC3 is recognized in over 50 countries and the certification is ACE recommended to convert to college credit. This program can also be used to help evaluate those who wish to pursue a career in IT. If the student struggles with the IC3 exams, they likely are not a good fit for an IT career.

Included

The IC3 GS5 course with approximately 11 hours of instructive video, interactive labs, pre-tests/post-tests, MasterExam test prep, three exam vouchers, and three retake vouchers. We will also include our LearnKey education coaching with weekly live group tutoring sessions and our Certify for Life program.

Time to Complete

75 clock hours or 3 weeks

More Information

http://www.learnkey.com/certbundle/IC3_Bundle
Workforce Readiness Program

Overview
The LearnKey Workforce Readiness program is a short term program designed to give the student/job seeker the skills needed to find great opportunities and present themselves in a way which leads to offers of employment.

Program Benefits
• Online training software available 24/7
• Live tutoring sessions
• Reports on student progress

Clock Hours
• 26 clock hours or 1.5 weeks at full time

Program Details
Courses
• Better Business Writing
• Business of Listening
• Job Hunting in a Digital World
• Making a Good Impression
• What’s Your Attitude?
• Better Business Communication

Job Readiness Team
• Interview coaching and company research
• ProScan assessment and review
• Communication styles
• Personal strengths
• ProScan action items

Employability skills are general skills that are necessary for success in the labor market at all employment levels and in all sectors. These skills have a number of names—soft skills, workforce readiness skills, career readiness skills—but they all speak to the same set of core skills that employers want.

Source: cte.gov/employabilityskills

Students are assigned to work with a member of our student services team, who will help them progress through the training and answer questions and provide guidance when needed.
Microsoft Office Specialist Bundle (MOS)

Overview

What is it? Microsoft Office is how businesses communicate. It is simply the most prominent business application suite out there. Email, documents, spreadsheets, databases, and even presentations are all done on a large scale in the Microsoft Office applications.

Why it matters: Because there is often a lot of competition in the job market, it should come as no surprise that those with Microsoft Office skills are often selected over those who do not. According to careertoolbelt.com, the Microsoft Office skills and certifications are among the most sought after by hiring managers.

Included

Word, Excel, PowerPoint, and Outlook courses with approximately 43 hours of instructive video, interactive labs, pre-tests/post-tests, student workbook, interactive test prep program, and four Microsoft Office exam vouchers with retake option. We will also include our Veteran Services education coaching with weekly live group tutoring sessions and our Veterans Certify for Life program.

Note

There are four vouchers included in this bundle. We encourage individuals to certify at the specialist level in Word, Excel, PowerPoint, and Outlook. It is required that a student owns the software for the version of Microsoft Office they are certifying in. Ask your LearnKey Rep about pricing if the software needs to be purchased.

Time to Complete

380 clock hours or 20 weeks

More Information

http://www.learnkey.com/certbundle/MOS_Bundle

Single Courses: Although we recommend getting certified in all four of the Microsoft Office Specialist applications, we do offer these courses individually. Individual courses are still supported with tutoring and the same support structure that is listed above.

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<tr>
<th>Course</th>
<th>Time to Complete</th>
<th>More Information</th>
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</thead>
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<tr>
<td>Word 2016 (77-725)</td>
<td>120 clock hours</td>
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<tr>
<td>Access 2016 (77-730)</td>
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<tr>
<td>Outlook 2016 (77-731)</td>
<td>100 clock hours</td>
<td><a href="http://www.learnkey.com/certbundle/MOS_Outlook_Bundle">http://www.learnkey.com/certbundle/MOS_Outlook_Bundle</a></td>
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</table>
Entrepreneurship and Small Business (ESB)

Overview
What is it? LearnKey’s Entrepreneurship and Small Business course is designed to prepare a student to sit for the Entrepreneurship and Small Business certification exam. The course provides scenarios and example questions to apply knowledge of fundamental entrepreneurship and small business management concepts. Topics covered include: defining an entrepreneur, recognizing an opportunity, starting and operating a business, how to market a business, managing sales, and basic financial management. The course is designed for a student who has taken a small business management class, but will prepare any student for the ESB exam.

Included
ESB course with instructive video, interactive labs, pre-test/post-test, test preparation program, and the exam voucher. We will also include our Veteran Services education coaching and our Veterans Certify for Life program.

Time to Complete
84 clock hours or 3 weeks

More Information
http://www.learnkey.com/entrepreneurship_and_small_business
Office Management and Administration Training Program

Overview
The LearnKey Office Management and Administration Training program is designed to give the student/job seeker the skills necessary to set them apart from the entry level office/administrative candidate.

Program Benefits
- Online training software available 24/7
- Live tutoring sessions
- Monthly reports on student progress
- Increased earning potential

Clock Hours
- 633 clock hours or 32 weeks at full time

Program Details
Certifications
- Microsoft Office 2016
  - Word, PowerPoint, Excel, and Outlook
- QuickBooks
- Entrepreneurship and Small Business

Courses/Soft Skills
- Better Business Communication
- Better Business Writing
- Business of Listening
- Learning Online
- Job Hunting in a Digital World
- Making a Good Impression
- Personal Strengths
- What’s Your Attitude?

Job Readiness
- Interview coaching and company research
- ProScan assessment and review
- ProScan action items
- Communication styles

Employability skills are general skills that are necessary for success in the labor market at all employment levels and in all sectors. These skills have a number of names—soft skills, workforce readiness skills, career readiness skills—but they all speak to the same set of core skills that employers want.

Source: cte.gov/employabilityskills
Online Career Enhancement Training

Overview

What is it? The OCET program was designed to be a three-month program to provide students the personal and professional development needed to secure their post-education career. Emphasis is placed on Microsoft Office certifications, resume building, employment/interview coaching, job search training, and leveraging one’s personal behavioral skills.

Why it matters: In addition to gaining key skills which are required for most jobs, the program combines the student’s personal network with the LearnKey Job Readiness team’s network to provide multiple interview opportunities. We also help the student to present a more polished, professional version of themselves to their prospective employer.

Microsoft Certifications

- Word
- Excel
- PowerPoint
- Outlook

Personal Development

- Behavioral ProScan assessment
- Employment coaching
  - Resume development and review
  - Interview skills
  - Job search training
  - Career networking training

Time to Complete

454 clock hours or 4.5 months at full time

More Information

http://www.learnkey.com/certbundle/CareerEnhancement_Bundle

LearnKey Student Services Team

- Full support system to help you succeed
- Provide understanding of programs
- Set training completion timeline
- Bi-weekly contact with a LearnKey team member to track progress
- LearnKey team member reports each client’s progress to counselors bi-weekly
- Certify for Life program provides a “lifetime” of free signature LearnKey courseware updates for continuing education purposes (Exam Vouchers and Test Prep not included).
QuickBooks Bundle

Overview
What is it? This program is designed to teach the student how to use the QuickBooks software. It does NOT teach the student accounting principles. The QuickBooks software is constantly changing but the core elements remain the same. This course will teach those core elements and some adjustments will need to be made depending upon which version the user has installed on their computer.

Why it matters: QuickBooks is one of the main software programs used by small businesses and is therefore in demand by many different types of employers. The program helps with invoicing, taxes, expenses, and overall account register. Learning this software is also ideal for those who will start their own business.

Included
The QuickBooks course with approximately 10 hours of instructive video, interactive labs, pre-tests/post-tests, practice tests, and two exam vouchers.

Time to Complete
100 clock hours or 5 weeks

More Information
http://www.learnkey.com/quickbooks2017
Programming and Development Track

Overview
LearnKey’s Computer Programming and Development program is the ideal way to begin an exciting new code-based career. Each track is designed to take a student from entry level (or their existing skill set) to the professional level, through multiple certification programs with the latest software updates and techniques.

More Information
http://www.learnkey.com/careertracks/programming_and_development
Android/iOS App Development Bundle (AND-401)

Overview
The Android/iOS App Development (AND-401) course will introduce students to building mobile apps specifically for the Android and iOS platforms. Languages and development kits for both platforms are covered. Upon completion of this course and certification, students will be able to use Android and iOS to develop basic mobile apps.

Included
The online course with approximately 18 hours of instructive video, instructional book with labs, pre-tests/post-tests, additional labs, weekly tutoring, Certify for Life, and the exam voucher.

Time to Complete
104 clock hours or 5 weeks

More Information
http://www.learnkey.com/careertracks/programming_and_development
Developing ASP.NET MVC Web Applications Bundle (70-486)

Overview
The Developing ASP.NET MVC Web Applications course will teach students how to build robust web applications using ASP.NET and the Model-View-Controller (MVC) pattern. Upon completion of this course and certification, students will know how to build ASP.NET MVC web applications.

Included
The online course with approximately 18 hours of instructive video, instructional book with labs, pre-tests/post-tests, additional labs, weekly tutoring, Certify for Life, and the exam voucher.

Time to Complete
120 clock hours or 5 weeks

More Information
http://www.learnkey.com/careertracks/programming_and_development

Included
The online course with approximately 18 hours of instructive video, instructional book with labs, pre-tests/post-tests, additional labs, weekly tutoring, Certify for Life, and the exam voucher.
MTA HTML5 Application Development Bundle (98-375)

Overview
The MTA HTML5 Application Development Fundamentals course gives students a strong introduction to HTML5, which consists of three major areas: Hypertext Markup Language (HTML), Cascading Style Sheets (CSS3), and JavaScript. In addition, this course covers the application life cycle, which is important for web developers to know in order to best plan, design, code, test, validate, and deploy HTML5 apps. This course prepares students for the MTA 98-375 exam.

Included
The online course with approximately 18 hours of instructive video, instructional book with labs, pre-tests/post-tests, additional labs, weekly tutoring, Certify for Life, and the exam voucher.

Time to Complete
80 clock hours or 3 weeks

More Information
http://www.learnkey.com/careertracks/programming_and_development
MTA Introduction to Programming Using JavaScript Bundle (98-382)

Overview
The MTA Introduction to Programming Using JavaScript (98-382) course is an excellent course for those looking to gain valuable introductory JavaScript skills. Topics covered include: learning about JavaScript operators, keywords, and methods, using variables, data types, and functions, implementing decisions and loops, interacting with the DOM (Document Object Model), and interacting with forms. In all of these topics, students will clearly see how JavaScript is used to enhance existing webpages. Furthermore, this course covers the material on the MTA 98-382 exam, and will help anyone looking to improve their employability prospects in the areas of designing and building webpages.

Included
The online course with approximately 18 hours of instructive video, instructional book with labs, pre-tests/post-tests, additional labs, weekly tutoring, Certify for Life, and the exam voucher.

Time to Complete
120 clock hours or 5 weeks

More Information
http://www.learnkey.com/careertracks/programming_and_development
MTA Introduction to Programming Using HTML and CSS Bundle (98-383)

Overview
The Introduction to Programming Using HTML and CSS (98-383) course is an excellent course for those looking to gain employability skills in the area of web development. The material covers the objectives on the MTA 98-383 exam, putting a solid entry-level certification well within reach. Specifically, the course has two distinct parts: HTML (Hypertext Markup Language), which includes HTML fundamentals, document structuring, and multimedia presentation, and CSS (Cascading Style Sheets), which includes CSS fundamentals and styling webpages.

Included
The online course with approximately 18 hours of instructive video, instructional book with labs, pre-tests/post-tests, additional labs, weekly tutoring, Certify for Life, and the exam voucher.

Time to Complete
120 clock hours or 5 weeks

More Information
http://www.learnkey.com/careertracks/programming_and_development
MTA Introduction to Java Bundle (98-388)

Overview
The MTA Introduction to Java course is a great continuation from learning C# and will serve as a great lead-in toward learning how to develop mobile apps for Android, as Java is a primary language in Android app development. Plus, Java is used to build standalone apps.

Included
The online course with approximately 18 hours of instructive video, instructional book with labs, pre-tests/post-tests, additional labs, weekly tutoring, Certify for Life, and the exam voucher.

Time to Complete
120 clock hours or 5 weeks

More Information
http://www.learnkey.com/careertracks/programming_and_development
Programming in C# Specialist Bundle (70-483)

Overview
The Programming in C# Specialist course is THE course for students to start with when pursuing a .NET development career. The C# language is not only widely used on multiple platforms, but other competing languages are similar and easier to learn once C# is learned.

Upon completion of this course and certification, students will be able to use C# to manage program flow, create and use types, debug applications, implement security, and implement data access. Passing this exam or the 70-480 exam, plus the 70-486 exam will get you the MCSA Web Applications certification.

Included
The C# course with approximately 10 hours of instructive video, instructional book with labs, pre-tests/post-tests, weekly tutoring, Certify for Life, and the exam voucher.

Time to Complete
120 clock hours or 5 weeks

More Information
http://www.learnkey.com/careertracks/programming_and_development
Overview
The Programming in HTML5 with JavaScript and CSS3 Specialist course is designed to take a student’s programming skills to the professional level.

Upon completion of this course and certification, students will understand advanced HTML concepts and be able to use jQuery and JavaScript to dynamically affect web applications and create flexible layouts using CSS. Passing this exam or the 70-483 exam, plus the 70-486 exam will earn you an MCSA Web Applications certification.

Included
The online course with approximately 18 hours of instructive video, instructional book with labs, pre-tests/post-tests, weekly tutoring, Certify for Life, and the exam voucher.

Time to Complete
120 clock hours or 5 weeks

More Information
http://www.learnkey.com/careertracks/programming_and_development
MTA Python Programming Bundle (98-381)

Overview
This course will introduce students to Python, a general-purpose programming language that is used to power websites, build games, and build general apps. Python is considered to be a little bit more of an “English-language” programming language, thus it is a good first real programming language to learn.

Upon completion of this course, students will have a general knowledge of Python and of basic programming concepts. Specifically, students will be able to use data types and operators, use decisions and loops, perform input and output operations, document and structure code, perform troubleshooting and error handling, and use modules and tools to perform operations.

Included
The online course with approximately 18 hours of instructive video, instructional book with labs, pre-tests/post-tests, additional labs, weekly tutoring, Certify for Life, and the exam voucher.

Time to Complete
120 clock hours or 5 weeks

More Information
http://www.learnkey.com/careertracks/programming_and_development
Certified Associate in Project Management

Overview
**What is it?** Get prepared for your CAPM certification with the Certified Associate in Project Management course. This course will improve the users’ understanding in the terminology, basic knowledge, and the process of effective project management. This entry-level certification is perfect for those with little or no project management experience. Students who are looking to improve their project management skills, gain additional responsibilities, or stand out to current or potential employers are prime candidates for the CAPM certification.

**Why it matters:** The CAPM is an excellent way for those getting into project management to show off their skills through this credential. Having this certification will open up more and better job opportunities with higher pay, it establishes credibility and gives the employer confidence in extending an offer of employment, and gives the certification holder the confidence to lead in the workplace as the CAPM principles engrain leadership in their process.

**Included**
CAPM course with instructive video, interactive labs, pre-test/post-test, test preparation program, and the exam voucher. We will also include our Veteran Services education coaching and our Veterans Certify for Life program.

**Time to Complete**
170 clock hours or 7.5 weeks

**More Information**
http://www.learnkey.com/CAPM_Bundle
ITIL® Foundation

Overview

What is it? The ITIL® Foundation exam is an entry-level certification and offers a general awareness of the key elements, concepts, and terminology used in the ITIL service lifecycle, including the links between lifecycle stages, the processes used, and their contribution to service management practices. ITIL encourages change through transformation and improving efficiency in a predictable cycle. This certification is best suited for:

- IT Managers/Support Team
- System Administrators/Analysts
- Operations Managers
- Database Administrators
- Quality Analysts
- Development Team/Application Management Team
- Process Owners/Practitioners
- Delivery Professionals
- IT Maintenance
- Software Testers

Why it matters: The ITIL® Foundation course is a great first step in moving into the world of process and gaining options in the workplace. Over 10,000 organizations have adopted ITIL worldwide so it’s a well-established and accepted process with plenty of growth. Being ITIL certified also allows one a number of options and even allows one to sometimes skip the “paying your dues” stage of employment and jump into better positions with competitive pay and benefits. ITIL is very software-oriented and is ideal for IT professionals.

Included

ITIL® Foundation course with instructive video, interactive labs, pre-test/post-test, test preparation program, and the exam voucher. We will also include our Veteran Services education coaching and our Veterans Certify for Life program.

Time to Complete
104 clock hours or 5 weeks

More Information
http://www.learnkey.com/ITIL_Bundle
Lean Six Sigma Green

Overview
What is it? Six Sigma Green Belts are employees who spend some of their time on process improvement teams. They analyze and solve quality problems, and are involved with Six Sigma, lean, or other quality improvement projects. Typically, those looking to get this certification will either already have, or currently be working on a BS, BSME, BA, or BBA degree. Typical job titles include:

- Lean Six Sigma Consultant
- Lead Manufacturing Engineer
- Process Development Engineer
- Compliance Structural Engineer
- Reliability Engineer
- Operating System Specialist
- Senior IT Project Manager
- Warehouse Operations Manager
- Business Process Analyst
- Data Scientist
- Project Engineer
- Director, Performance Excellence

Why it matters: In addition to the high demand in the workplace for employees with Green Belt skill sets, according to PayScale.com, average salaries range from the mid $50k range to the high 90’s. They also give an “extremely satisfied” job satisfaction rating based on over 5,000 votes.

Included
Lean Six Sigma course with instructive video, interactive labs, pre-test/post-test, test preparation program, and the exam voucher. We will also include our Veteran Services education coaching and our Veterans Certify for Life program.

Time to Complete
104 clock hours or 5 weeks

More Information
http://www.learnkey.com/Lean_Six_Sigma_Green_Bundle
Overview

What is it? This training teaches you the four phases of a project’s life cycle, planning for quality, time, and cost to make the best use of your resources. You will go through the steps to control your work-in-progress with interim reviews and bring your project to a successful conclusion.

Why it matters: The principles of project management are applicable at all levels of an organization. Whether you are managing a construction project, software development, office relocation, or a class reunion, your project will run more smoothly using these methods.

Included

Project Management course with instructive video, interactive labs, and pre-test/post-test. We will also include our Veteran Services education coaching and our Veterans Certify for Life program.

Time to Complete

208 clock hours or 10 weeks

More Information

http://www.learnkey.com/Project_Management
Adobe Certified Associate Bundle
Graphic Design

Overview
What are they? Our Adobe ACA program consists of education and certification in multiple Adobe graphic design based applications. Although the courses are very good at teaching the software, art or design principles are not taught in this program. Students will learn how to use the Adobe software to manipulate photos, blend images, digitally illustrate, create motion tools, produce polished documents, design visually or in code, edit audio/video, and much more!

Why it matters: Adobe is the world leader in design software. If one hopes to have a career in graphic design, it is imperative to be highly skilled in the Adobe applications.

Included
All of the Adobe courseware for Animate, Photoshop, Illustrator, Dreamweaver, InDesign, and Premiere Pro with instructive video, interactive labs, pre-tests/post-tests, test prep, student workbook, Creative Suite desktop reference books, six Adobe exam vouchers (Animate, Photoshop, Illustrator, Premiere, InDesign, and Dreamweaver) each with a free retake, and a one-year subscription to the Adobe master edition in the cloud. We will also include our LearnKey education coaching with weekly live group tutoring sessions and our Certify for Life program.

Median Salary in 2017
$42,000 for graphic designers and $58,000 for video editing and production
Sources: Indeed.com

Time to Complete
600 clock hours or 20 weeks

More Information
http://www.learnkey.com/certbundle/ACA_GraphicDesign_Bundle

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<th>More Information</th>
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</tbody>
</table>
Windows Server 2012 (MCSA)

Overview

**What are they?** These programs are designed to ensure the student learns to install and configure Windows Server 2012 with all of its standard components. These components include email services, user credentials, and system resource management.

**Why it matters:** Although software from 2012 may seem old, businesses typically lag one to two versions behind the current release due to pricing and stability issues. In 2015, it was reported that 61% of businesses who use Windows Server software were still on the 2003 version. This means that we can likely look forward to the 2012 version being relative for a long time.

Included

Each program includes course with instructive video, interactive labs, pre-tests/post-tests, test preparation program, virtual machine simulator, and the exam voucher. We will also include our LearnKey education coaching with weekly live group tutoring sessions and our Certify for Life program.

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Windows Server 2012 (MCSE)

Overview

What are they? The MCSE is the engineer level for Microsoft Server. The design and implementation of a network like this is not only for new installations, but for upgrades as well. This program ensures the tech knows what to consider and implement prior to, during, and after such a change.

Why it matters: All systems get upgraded eventually and this will help to make it a smooth transition. This is a very well-respected and sought after certification.

Included

Each program includes course with instructive video, interactive labs, pre-tests/post-tests, test preparation program, virtual machine simulator, and the exam voucher. We will also include our LearnKey education coaching with weekly live group tutoring sessions and our Certify for Life program.

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</table>
LearnKey Technology Bundle

Overview
The LearnKey technology bundle is designed to support students with technology resources, helping them to succeed in their chosen academic path.

Included
- Laptop Computer (Minimum: Business Class Processor, 15.6”, 8 GB RAM, 1 TB HD)
- 3-Year Extended Warranty with Damage Coverage
- Carry Case or Backpack
- Power Surge Protector
- Mouse
- Antivirus Software (2-year Coverage)
- LoJack Theft Protection Software (3-year Coverage)
- External Monitor (Minimum: 22”)
- USB Computer Headset
- Multi-Function Inkjet Printer *Additional Cost

• Microsoft Office Home and Business Software
## Price List

### Program Name

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Cost</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Ocean Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cybersecurity Professional</td>
<td>$19,969</td>
<td>2,344</td>
</tr>
<tr>
<td>Programming/Development</td>
<td>$13,578</td>
<td>1,700</td>
</tr>
<tr>
<td>Project Management</td>
<td>$10,099</td>
<td>1,134</td>
</tr>
<tr>
<td>Systems Administrator - MCSA</td>
<td>$16,501</td>
<td>1,969</td>
</tr>
<tr>
<td>Systems Administrator - MCSE</td>
<td>$20,785</td>
<td>2,309</td>
</tr>
<tr>
<td>Technical Support Specialist/Help Desk</td>
<td>$12,007</td>
<td>1,544</td>
</tr>
</tbody>
</table>

### Certification Bundles

#### CompTIA

<table>
<thead>
<tr>
<th>Certification</th>
<th>Cost</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>$2,526</td>
<td>240</td>
</tr>
<tr>
<td>Linux+</td>
<td>$3,497</td>
<td>280</td>
</tr>
<tr>
<td>Network+</td>
<td>$1,915</td>
<td>220</td>
</tr>
<tr>
<td>Security+</td>
<td>$2,111</td>
<td>184</td>
</tr>
</tbody>
</table>

#### Cisco

<table>
<thead>
<tr>
<th>Certification</th>
<th>Cost</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCENT</td>
<td>$1,657</td>
<td>180</td>
</tr>
<tr>
<td>CCNA</td>
<td>$1,578</td>
<td>210</td>
</tr>
<tr>
<td>IINS - Network Security Implementation</td>
<td>$1,946</td>
<td>200</td>
</tr>
</tbody>
</table>

#### CISSP

<table>
<thead>
<tr>
<th>Certification</th>
<th>Cost</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ISC)² CISSP Certification</td>
<td>$3,482</td>
<td>290</td>
</tr>
</tbody>
</table>

#### EC Council

<table>
<thead>
<tr>
<th>Certification</th>
<th>Cost</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Ethical Hacker</td>
<td>$2,859</td>
<td>120</td>
</tr>
<tr>
<td>Certified Network Defender</td>
<td>$2,838</td>
<td>120</td>
</tr>
<tr>
<td>Certified Security Analyst</td>
<td>$3,025</td>
<td>120</td>
</tr>
<tr>
<td>STORM Package</td>
<td>$1,324</td>
<td></td>
</tr>
</tbody>
</table>

### Employability & Additional Certification Bundles

<table>
<thead>
<tr>
<th>Certification</th>
<th>Cost</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IC3 GS5 Certification</td>
<td>$534</td>
<td>75</td>
</tr>
<tr>
<td>MTA (98-349) Windows Operating System Fundamentals</td>
<td>$936</td>
<td>80</td>
</tr>
<tr>
<td>MTA (98-368) Mobility and Device Fundamentals</td>
<td>$700</td>
<td>80</td>
</tr>
<tr>
<td>Workforce Readiness Program</td>
<td>$1,837</td>
<td>26</td>
</tr>
</tbody>
</table>

*Prices may change without notice*
# Price List

## Program Name
### Microsoft Office Certifications

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Cost</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOS 2016 Certification Bundle (Excel, Outlook, PowerPoint, and Word)</td>
<td>$2,149</td>
<td>380</td>
</tr>
<tr>
<td>MOS (77-725) Word 2016 Certification</td>
<td>$486</td>
<td>120</td>
</tr>
<tr>
<td>MOS (77-726) Word 2016 Expert Certification</td>
<td>$486</td>
<td>80</td>
</tr>
<tr>
<td>MOS (77-727) Excel 2016 Certification</td>
<td>$595</td>
<td>160</td>
</tr>
<tr>
<td>MOS (77-728) Excel 2016 Expert Certification</td>
<td>$595</td>
<td>80</td>
</tr>
<tr>
<td>MOS (77-729) PowerPoint 2016 Certification</td>
<td>$486</td>
<td>100</td>
</tr>
<tr>
<td>MOS (77-730) Access 2016 Certification</td>
<td>$595</td>
<td>120</td>
</tr>
<tr>
<td>MOS (77-731) Outlook 2016 Certification</td>
<td>$486</td>
<td>100</td>
</tr>
</tbody>
</table>

### Office Management

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Cost</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrepreneurship and Small Business (ESB) Certification</td>
<td>$545</td>
<td>84</td>
</tr>
<tr>
<td>Office Management and Administration Training</td>
<td>$5,662</td>
<td>633</td>
</tr>
<tr>
<td>Online Career Enhancement Training (OCET)</td>
<td>$4,292</td>
<td>454</td>
</tr>
<tr>
<td>QuickBooks</td>
<td>$829</td>
<td>100</td>
</tr>
</tbody>
</table>

### Programming

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Cost</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Android/iOS Application Development (AND-401)</td>
<td>$1,054</td>
<td>104</td>
</tr>
<tr>
<td>Developing ASP.NET MVC Web Applications (70-486)</td>
<td>$1,404</td>
<td>120</td>
</tr>
<tr>
<td>Introduction to Programming Concepts</td>
<td>$87</td>
<td>12</td>
</tr>
<tr>
<td>MTA (98-361) Software Development Fundamentals</td>
<td>$767</td>
<td>60</td>
</tr>
<tr>
<td>MTA (98-375) HTML5 Application Developer Fundamentals</td>
<td>$1,144</td>
<td>80</td>
</tr>
<tr>
<td>MTA (98-382) Introduction to Programming Using JavaScript</td>
<td>$816</td>
<td>120</td>
</tr>
<tr>
<td>MTA (98-383) Introduction to Programming Using HTML and CSS</td>
<td>$1,035</td>
<td>120</td>
</tr>
<tr>
<td>MTA (98-388) Introduction to Programming Using Java</td>
<td>$999</td>
<td>120</td>
</tr>
<tr>
<td>Programming in C# Specialist (70-483)</td>
<td>$1,292</td>
<td>120</td>
</tr>
<tr>
<td>Programming in HTML5 with JavaScript and CSS3 Specialist (70-480)</td>
<td>$1,273</td>
<td>120</td>
</tr>
<tr>
<td>Python Programming (98-381)</td>
<td>$1,151</td>
<td>120</td>
</tr>
</tbody>
</table>

### Project Management Certification

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Cost</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Associate in Project Management (CAPM)</td>
<td>$3,282</td>
<td>170</td>
</tr>
<tr>
<td>ITIL® Foundation Certification</td>
<td>$2,215</td>
<td>104</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt</td>
<td>$2,060</td>
<td>104</td>
</tr>
<tr>
<td>Project Management Professional (PMP)</td>
<td>$3,668</td>
<td>208</td>
</tr>
</tbody>
</table>

*Prices may change without notice*
<table>
<thead>
<tr>
<th>Program Name</th>
<th>Cost</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web and Graphic Design</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adobe CC 2015 Bundle (Animate, Dreamweaver, Illustrator, InDesign, Photoshop, and Premiere Pro)</td>
<td>$3,231</td>
<td>600</td>
</tr>
<tr>
<td>Adobe CC 2015 Animate</td>
<td>$1,209</td>
<td>100</td>
</tr>
<tr>
<td>Adobe CC 2015 Dreamweaver</td>
<td>$1,036</td>
<td>100</td>
</tr>
<tr>
<td>Adobe CC 2015 Illustrator</td>
<td>$1,043</td>
<td>100</td>
</tr>
<tr>
<td>Adobe CC 2015 InDesign</td>
<td>$1,066</td>
<td>100</td>
</tr>
<tr>
<td>Adobe CC 2015 Photoshop</td>
<td>$1,049</td>
<td>100</td>
</tr>
<tr>
<td>Adobe CC 2015 Premiere Pro</td>
<td>$1,047</td>
<td>100</td>
</tr>
<tr>
<td><strong>Windows Server 2012</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows Server 2012 MCSA Super Bundle</td>
<td>$5,194</td>
<td>505</td>
</tr>
<tr>
<td>Windows Server 2012 MCSE Super Bundle</td>
<td>$4,284</td>
<td>340</td>
</tr>
<tr>
<td>Windows Server 2012 (70-410): Installation and Configuration</td>
<td>$1,796</td>
<td>180</td>
</tr>
<tr>
<td>Windows Server 2012 (70-411): Administrator</td>
<td>$1,784</td>
<td>180</td>
</tr>
<tr>
<td>Windows Server 2012 (70-412): Configuring Advanced Services</td>
<td>$1,784</td>
<td>180</td>
</tr>
<tr>
<td>Windows Server 2012 (70-413): Server Infrastructure Design and Implementation</td>
<td>$1,857</td>
<td>180</td>
</tr>
<tr>
<td>Windows Server 2012 (70-414): Advance Server Infrastructure Implementation</td>
<td>$1,857</td>
<td>180</td>
</tr>
<tr>
<td><strong>Technology/Hardware</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology Bundle Windows 10 Laptop Package (does not include printer)</td>
<td>$2,045</td>
<td></td>
</tr>
<tr>
<td>Refurbished Computer for hands-on practice labs</td>
<td>$230</td>
<td></td>
</tr>
<tr>
<td>Add-on: Multi-Function Inkjet Printer</td>
<td>$143</td>
<td></td>
</tr>
</tbody>
</table>

*Prices may change without notice*
Certification Partners

LearnKey has partnered with industry-leading certification vendors to deliver the best and most accurate courseware available.

**CompTIA**
CompTIA is the voice of the world’s information technology (IT) industry. As a non-profit trade association, CompTIA advances the global interests of IT professionals and IT channel organizations and enables them to be more successful with industry-leading IT certifications and IT business credentials, IT education and resources, and the ability to connect with like-minded, leading IT industry experts.

**Certiport**
Certiport’s standards-based certifications establish digital literacy and critical job skills, as well as provide globally portable credentials. As a global certification leader, Certiport validates fundamental computer skills and knowledge through performance-based testing. LearnKey’s partnership with Certiport enables us to aid you in preparing to achieve your Microsoft Office Specialist (MOS) certification or the Internet and Computing Core Certification (IC3) using our approved courseware.

**GMetrix**
GMetrix works with partners throughout Europe, the Middle East, Asia, and North and South America to provide educational tools designed to prepare individuals for the effective use of technology in the business environment. Additionally, GMetrix is currently the exclusive distribution partner of Wiley & Sons Publishing for Microsoft Official Academic Curriculum (MOAC) in Latin America and Germany.

**EC-Council**
EC-Council International Council of E-Commerce Consultants, also known as EC-Council, is the world’s largest cybersecurity technical certification body. We operate in 145 countries globally and we are the owner and developer of the world-famous Certified Ethical Hacker (CEH), Computer Hacking Forensics Investigator (CHFI), Certified Security Analyst (ECSA), License Penetration Testing (Practical) programs, among others.
LearnKey Clock Hours Policy

VA policy on why LearnKey/Brighton can determine students required clock hours. Vocational Course in a Rehabilitation Facility A vocational course of training offered by a rehabilitation facility (38 CFR 21.35(k)(5) (6)), formally referred to as a sheltered workshop, will be measured under provisions of 38 CFR 21.4270(b) for trade or technical non-accredited courses, unless it is the established policy of the facility to measure the rate of pursuit for full-time or a particular level of part-time training based upon fewer clock hours of attendance than provided in that regulation.

Hours allotted for VA stipend:
1. Full time, 20+ hours of logged in time per week (additional logged in hours by the veteran does not mean that they can get can be paid more or that they can do less in the future). students must always log in the total hours they are signed up for.
2. ¾ time is defined as 15-19 hours of time per week of logged in time.
3. ½ time is defined as 10-14 hours of time per week of logged in time.
4. 9 hours or less- will not receive a VA stipend for that week.
5. All clock hours are reviewed each month and certified in the VA system based on the clock hours completed each week (not the total hours in a month).

Certify by cert- (defined based on full time). Students are given a set amount of time to complete their program. For example, Word 2016 is allocated 120 hours. When a student has exhausted all logged in or allocated time for the course they are not to be certified in the reporting VA program VA Once.

Behind schedule- When a student falls more than 2 weeks behind on their provided schedule the school certifying official (SCO) will notify the veteran first by email, the VRC, and await a confirmed response by email from the VRC about stopping the award, and then stop certifying them in VA Once. The student will not receive a stipend from the VA until they are on schedule.

Failing an exam- Students will be given 2 weeks of certified time in the VA Once system to prepare and re-take their exam. The SCO at their discretion may give the veteran additional time if necessary and the VA VRC supports the SCO’s decision to give them additional retake time. These occurrences are rare, and a student cannot expect that they will automatically be given more time. Physical or mental disabilities are considered in these situations.

Book time/note time- absolutely at no time is allotted for monthly clock hours reported to the VA monthly and students will not be certified in the VA system for this time.

Requesting a Leave of Absence- a leave of absence must be made by the Veteran in advance of the leave. The veteran must notify the Student Services Representative prior to taking leave. The Student Services Representative will notify the VA Vocational Rehabilitation Counselor of the students desire to take leave. A leave of absence will not be granted without the VA VRC approval. Per VA M28R policy, duration of Leave of Absence The VRC may approve a leave of absence for no more than 30 days during a 12-month period. Under exceptional circumstances, the case manager may approve an additional 15 days of leave during the same 12- month period if failure to approve the leave would adversely affect the Veteran's ability to continue in the planned rehabilitation program.
LearnKey Holidays

Our School observes the following holidays:

11/11/18 – Veterans Day
11/22/18-11/23/18 – Thanksgiving Break
12/24/18-1/1/19 – Christmas Break
1/1/19 – New Year’s Day
1/21/19 – Martin Luther King Day
2/18/19 – Presidents’ Day
5/27/19 – Memorial Day
7/4/19 – Independence Day
9/2/19 – Labor Day
10/14/19 – Columbus Day
11/11/19 – Veterans Day
11/28/19-11/29/19 – Thanksgiving Break
12/24/19-1/1/20 – Christmas Break

You will receive credit on observed holidays as indicated below:

Full Time: 2.86 hours per day
¾ Time: 2.14 hours per day
Half Time: 1.43 hours per day
Student Retention

All students attending LearnKey get regular weekly / bi-weekly support calls from our student services team.

Students are also contacted by our academic advancement team periodically to see if they are having any issues, to talk about employment goals, and to set goals on exam dates.

If a student falls behind or fails an exam, the academic advancement team coordinates additional tutoring and resources. They continue to follow the student until all issues are resolved.

Once the student completes their program, the academic advancement and job readiness teams combine their efforts to give the student employment options, including introductions to our partner employers.
LearnKey Leadership Team

- **Jeff Coruccini**
  - CEO

- **Kimberly Johnson**
  - Vice President, Customer Success

---

**Business Development**

- **Jared Baker**
  - Western Regional Sales Manager

- **Scott Walker**
  - Eastern Regional Sales Manager

---

**Marketing Team**

- **Brad Washburn**
  - Online Content and Social Media Manager

- **Sheena Chamberlain**
  - QC and Client Services Lead

---

**Client Services and VSR Team**

- **Chad Stocks**
  - HR and Support Services Manager

---

**Veteran Services Advisors**

- **Brian Tremelling**
  - VS Program Manager

- **Kelly Woods**
  - Veteran Services Representative

- **Seth Boyack**
  - Veteran Services Representative

---

**Writing Team**

- **Wyett Ihler**
  - Director of Content Development

- **Jason Manibog**
  - Senior Instructor

- **Marian Eckley**
  - Video Production Manager

---

**Design Team**

- **Brad Washburn**
  - Online Content and Social Media Manager

---

**Finance Team**

- **Chad Stocks**
  - HR and Support Services Manager

---

**IT/Technical Support Team**

- **Sheena Chamberlain**
  - QC and Client Services Lead

- **Beth Ciaramello**
  - LKVS Job Ready Manager
Academic Standard of Progress

Standards of Academic Progress have been established as a means to help our students to maintain a satisfactory level of engagement and progress toward their stated education and credentialing goals. The LearnKey staff administers this policy through our online learning management systems (LMS) resources and informs the student and other responsible parties of the status and student’s academic outlook.

Progress Standard
All students who engage in an education program with LearnKey are expected to adhere to their class schedule or timeline as outlined in their pre-enrollment documents. Due to federal regulations, LearnKey must report any significant negative deviance from the schedule. It is important for each student to immediately report any circumstances which may keep them from progressing in their educational program by the predetermined date. Finishing early is encouraged because, in many cases, an early finish will save education benefits for the student and he/she will be much better off.

Grades
Each education module or program consists of curriculum from the OnlineExpert system as well as virtual labs and exams which simulate the associated proctored exams. All courses in this program are graded on a pass/fail system and each element of each module must be completed with a satisfactory score to receive a passing grade.

Passing percentages are:
- OnlineExpert – a score of 80% or greater on each session post-test
- Simulated exams/simulators – a score of 80% or greater
- Proctored exam – passing grade (scores vary by subject)

Outcome Assessments
Each student is required to achieve the minimum requirements listed above for all exams to pass the certified education module.

Important Note: Some students confuse the terms “online education” with “self-paced learning.” Our programs are online and they give the student flexibility to determine when they will complete classwork. This flexibility allows the student to balance work and family life. It does not mean that the student can delay in finishing their programs. Delayed finish date may result in the discontinuance of VA benefits, academic probation, disqualification from Blue Ocean guarantee opportunity (if applicable), or even a required payback to the VA.
Academic Probation

Those students who fail to meet the requirements of our Academic Standards of Progress (defined below) will be put on academic probation. Placing a student on academic probation is at the sole discretion of a LearnKey team representative. Such a move will only occur after there has been an attempt or attempts to make corrective actions by a LearnKey team representative. Actions which result from being placed on academic probation may include: suspension of courses, reduction or elimination of stipend/housing pay (if applicable), or other issues as identified by the LearnKey team. Academic probation will be reported to the student’s counselor and a complete copy of all documentation will be supplied to the student.

Appeals

Students may appeal the decision to be placed on academic probation by presenting their case in writing to the LearnKey Student Services manager, Brian Tremelling (btremelling@learnkey.com). Each appeal will be reviewed and discussed with the appropriate parties. The student may request a conference call to be attended by all interested parties.

Reinstatement

Students may apply to be reinstated to their LearnKey programs after one week, but no longer than six months after probation. The student should submit their request for reinstatement to the LearnKey Student Services manager, Brian Tremelling, with an outline of the actions/interactions which resulted in the academic probation, and how the issue will be resolved if they are reinstated. The LearnKey Student Services manager will then discuss reinstatement with the appropriate parties and/or the student to determine if reinstatement is appropriate.

Important note: Simply falling behind in a program in and of itself does not require that a student be put on academic probation. Falling behind may simply indicate that the student needs tutoring or to change their rate of pursuit with the VA. Falling behind will, however, result in academic probation and perhaps a written “one strike” warning if there is insignificant student activity.

Statement of Records

The LearnKey staff routinely collects data on every student with regards to their progress in their program. Collection methods include, but are not limited to: LMS data, telephone calls, email, and other electronic interaction. Collected data will be used for the sole purpose of advancing the student in their chosen education path, as well as complying with state and federal law. Information will not be sold or used for any activity outside of LearnKey and its education partners.
LearnKey Certify for Life Program

All students who enroll in the LearnKey Certification and Support programs will be considered as eligible for the Certify for Life benefit if:

• Their account has been paid in full.
• They completed their course within a reasonable amount of time, in accordance with their scheduled start and end dates.
• They were not removed from their program due to academic or behavioral actions on the part of LearnKey.

The benefit will include:

• Free access to completed courses as mentioned above, including course updates such as moving from one standard to another.
• Multiple versions of the course as may be desired by the student.

This is a lifetime benefit so long as the student is in compliance with LearnKey policy. This benefit is non-transferable.

Exceptions:

There are times when a LearnKey title may no longer be produced. In this case, there is no liability or obligation on the part of LearnKey to produce courses in the future specifically to fulfill this benefit. LearnKey offers some courses which are produced by third parties. We do our best to ensure these third-party production companies work with us in the Certify for Life program. In the case of live classes, the benefit may not be available or available only in a recorded format. Please ask your LearnKey representative about Certify for Life before enrolling in your classes.

Policy subject to change without notice.
Code of Conduct

Students enrolling in LearnKey’s online education programs assume an obligation to conduct themselves in a manner compatible with the school's function as an educational institution. Our programs are specifically designed to prepare our students to not only have the academic skills which are required for the workplace, but also the required mindset, vocabulary, behavior, and attitude. In order to accomplish these goals, LearnKey has adopted a Three Strike policy similar to policies you may be required to work under in your career. Written warnings will be issued for the first two occurrences of misconduct. The third occurrence will result in disciplinary actions and even the loss of the Blue Ocean Program and Guaranteed Employment Opportunity.

Examples of misconduct include, without limitation, verbal abuse, sexual harassment, incomplete work, unprofessional attitude, or any other behavior or action deemed unprofessional by the LKVS team.

Harassment and Sexual Harassment
LearnKey is committed to fostering an online learning environment free of harassment. Verbal or written conduct which is unwelcome, or that denigrates or shows hostility or aversion toward an individual based on any of the factors listed below will not be tolerated. Harassment of any form is strictly against our policy and may result in disciplinary action. Harassment is any verbal or physical action based upon race, color, creed, religion, gender, national or ethnic origin, age, handicap, or sexual orientation. Sexual harassment includes but is not limited to sexual advances, requests for sexual favors, or unwelcome contact. Sexual innuendos, use of obscene language, and telling sexual jokes can also be construed as sexual harassment. A fundamental belief of LearnKey is that each member of the community has a right to a healthy and supportive environment for learning and working. Harassment of any form is considered a serious matter and is subject to actions as stated above. All members of the community are responsible for ensuring that the LearnKey virtual environment is free from harassment. Complaints of harassment will be promptly and carefully investigated, and all members of the community are assured that they will be free from any and all reprisal from filing a complaint.
Honesty in Academic Work and in Scholarly and Professional Practice

LearnKey values integrity within the classroom, across all areas of scholarly and professional practice, and in the use of information technology resources. Consequently, members of the LearnKey community are expected to maintain high standards of honesty, throughout the many aspects of their life, and while enrolled in LearnKey educational programs. Students who have evidence of academic dishonesty may be made subject to disciplinary procedures including but not limited to: receiving a warning, dismissal from the course, suspension, or permanent dismissal from the online school.

The following definitions are provided for the information of the LearnKey online community and constitute notice of unacceptable academic behavior or scholarly and professional practice. Academic work in this context means any and all work related to any course or program at LearnKey. While scholarly and professional work may occur in the context of a course, it also is found in activity that is independent of course work. Dishonesty in scholarly or professional work, whether in the form of fraud, plagiarism, or cheating, is unacceptable and subject to appropriate disciplinary procedures.

- **Fraud** is using identifiers (such as name, passwords, ID) of other persons as one’s own or submitting false information about oneself. Examples include such infractions as concealing or misrepresenting one’s identity, impersonating another individual, falsifying information on such documents as one’s resume or internship applications, misrepresenting oneself as acting on behalf of LearnKey, or using the LearnKey name or logo without prior written permission.

- **Plagiarism** is defined as misrepresenting work that has been done by another as one’s own efforts whether such misrepresentation has been accomplished with or without the permission of the other individual.

- **Cheating** is the use of prohibited assistance (whether in the nature of a person or a resource) in the performance of assignments and examinations, and copying of another student’s work or the giving or receiving of information or answers, whether verbally or in writing.

- **Blacklisted test preparation programs** are certain test preparation programs where the providing company supplies the exact answers for a certification exam, and these are strictly forbidden to be used in any combination with LearnKey courses or programs. LearnKey does not provide a list of these providers due to the fact that keeping a complete list which is up-to-date would be impractical if not impossible. It is the student’s responsibility to investigate and understand which non-LearnKey programs are blacklisted by the indicated certification authority. **WARNING** – certification authorities have become very good at learning if a student has used blacklisted materials. Penalties for those who are caught using them include lifetime bans from certifying (essentially ending one’s career).
Use of the LearnKey Name

LearnKey provides dynamic educational video courseware which is flexible and accessible in YOUR environment. Whether you are a teacher, student, corporate employee, or a qualifying veteran in our Veteran Services program, we have a variety of services that will meet your learning requirements.

OnlineExpert, our powerful, feature-filled learning management system, is the gateway to fulfilling your educational needs. LearnKey’s expert-led educational video courseware and in-depth exam prep covers a wide variety of subjects. Train to certify or to broaden your skills.

www.learnkey.com

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LEAVE OF ABSENCE FORM

You may request a Leave of Absence from your training program. This request must state the reason the Leave of Absence is being sought, as well as the time off being requested. You may be granted a leave of up to three months. The Student Services Department will notify you if/when the Leave of Absence is approved. The leave will begin on the day the school officially notifies you of approval.

No tuition payments are required during the Leave of Absence, and therefore, if you are on an automatic monthly payment plan, those automatic payments will also cease. Access to the online classroom will be temporarily suspended during leave.

If an additional leave is needed, you must make an additional written request to the school. Brighton College grants one Leave of Absence during the course of your training program. However, extenuating circumstances will be evaluated on a case-by-case basis.

Normal monthly payments and/or automatic monthly payments will resume, as well as access to the online classroom, effective the date the Leave of Absence expires. You must begin the program again within seven days, or you will be dropped from the program.

NAME__________________________________   EMAIL_______________________________________
ADDRESS ___________________________________________________________________________________ __
CITY____________________________________  STATE_________   ZIP CODE______________________
HOME PHONE (_____)______________________ WORK PHONE (_____)________________________
PROGRAM____________________________     AMOUNT OF TIME REQUESTED: □ 1 Month □ 2 Months □ 3 Months
REASON*: □ Personal  □ Medical  □ Military  □ Financial  □ Other
*additional documentation may be required at Student Services discretion.

Please explain briefly. Your comments will remain confidential: ______________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Your signature below indicates that you have read and understood the Leave of Absence form. Please keep a copy of the completed form for your records

Signature: _____________________________________________ Date: _____________________

800-865-1065 • www.learnkey.com
35 North Main Street • St. George, UT 84770
STUDENT WITHDRAWAL FORM

Last Name: ____________________________ First Name: ____________________________

Date of Enrollment __ / __ Requested Withdrawal Date __ / __

Blue Ocean ☐ OCET ☐ Individual Courses ☐ Other: ____________________________

Reason for Withdrawal:

☐ Non-Attendance
☐ Curriculum is too difficult
☐ Medical / personal
☐ Curriculum no longer leads to vocational goals
☐ Called to Active Duty
☐ Transfer to other school - School name: ____________________________
☐ Other:

______________________________________________________________
______________________________________________________________
______________________________________________________________

Signature: ____________________________ Date: ____________

OFFICE USE ONLY

Date Received: __________ VSR: ____________________________ Advisor: ____________________________

VRC: ____________________________ Region: ____________________________

Days in program: __________ Refundable fees: Y N Percentage: ____________________________

Amount to be refunded: __________ Refund date: ____________________________

Processed by: ____________________________ Date: ____________________________
Program Withdrawal and Tuition Refund

We work hard to create a supportive and satisfying learning experience for all students who participate in LearnKey programs. If you enroll and decide our school is not for you, simply cancel your enrollment within the first 30 days by using our student withdrawal form. We offer a no-questions-asked refund policy where you can get the tuition refunded minus 20% for administrative fees and minus shipped materials.

There are no refunds on software or computer hardware.

Refunds after the first 30 days of enrollment will be subject to the same administration and material deductions and the remainder will be prorated and refunded. Prorated percentage will take into account the student’s start date, scheduled term end date, and the date in which the student withdrawal form was received.

No refunds will be given past the scheduled term end date or after one year from the student’s scheduled start date (whichever is sooner).

All refunds will be processed within 30 days of the withdrawal date.