MATT SCHULTZ
Secretary of State
State of Iowa

APPLICATION FOR CERTIFICATE OF AUTHORITY

TO THE SECRETARY OF STATE OF THE STATE OF IOWA:
Pursuant to section 1503 of the Iowa Business Corporation Act, the undersigned corporation applies for a certificate of authority to transact business in Iowa, and states:

1. The name of the corporation is: Manufacturers Technical Institutes, Inc.

1A. [*See note 6*] The name the corporation will use in Iowa, if different than the legal name of the corporation is:
Pinnacle Career Institute

2. The corporation is incorporated under the laws of the state [or foreign country] of: Missouri

3. The date of incorporation of the corporation was: 8/2/1971

4. The duration of the corporation is: Perpetual

5. The street address of its principal office is:
Address 16221 Foster Street
City, State, Zip Overland Park, KS 66085

6. The street address of its registered office in Iowa and the name of its registered agent at that office:
Name Business Filings Incorporated
Address 500 E. Court Avenue
City, State. Zip Des Moines, IA 50309

7. The names and business addresses of its current directors and officers:
Name Jeffrey C. Freeman
Address 16221 Foster Street
City, State, Zip Overland Park, KS 66085

Name Scott F. Freeman
Address 16221 Foster Street
City, State, Zip Overland Park, KS 66085

Name Michael Platt
Address 16221 Foster Street
City, State, Zip Overland Park, KS 66085

Name _____

Address _____

City, State, Zip _____

Name _____

Address _____

City, State, Zip _____

[Please attach additional pages as necessary]

8. **A certificate of existence, or a document of similar import, duly authenticated within 90 days prior to the date of this application, by the secretary of state or other official having custody of corporate records in the state or country of incorporation, accompanies this application.**

9. Signature _____

Type or print name and title Jeffrey C. Freeman, CEO

NOTES:

1. The filing fee is $100.00. Make checks payable to SECRETARY OF STATE
2. A certificate of existence, or a document of similar import, duly authenticated within 90 days prior to the date of this application, by the secretary of state or other official having custody of corporate records in the state or country of incorporation, must accompany this application.
3. The document is to be signed by the chairperson of the board, the president, or other officer of the corporation. If directors have not been selected, the document is to be signed by an incorporator. If the corporation is in the hands of a court appointed fiduciary, the document is to be signed by the fiduciary. A copy of a signature is acceptable for filing. Verification is not required.
4. One copy of the document is to be delivered to the Secretary of State for filing.
5. The effective time and date of the document is the later of the following:
   a. the time of filing on the date it is filed;
   b. the time specified in the document on the date it is filed;
   c. the time and date specified in the document, not later than 90 days after the date it is filed.
6. If the name of the corporation does not satisfy the requirements of section 401 of the Iowa Business Corporation Act, the corporation may do either of the following in applying for a certificate of authority:
   a. add one of the following words or abbreviations to its corporate name for use in Iowa: corporation, incorporated, company, limited, corp., inc., co., ltd.;

   or

   b. use a fictitious name to transact business in Iowa if the corporation's real name is unavailable and the corporation delivers to the secretary of state for filing a copy of the resolution of its board of directors, certified by its secretary, adopting the fictitious name.
7. The information you provide will be open to public inspection under Iowa Code chapter 22.11.

SECRETARY OF STATE
Business Services Division
Lucas Building, 1st Floor
Des Moines, Iowa 50319

Phone: (515) 281-5204
Fax: (515) 242-5953
Website: sos.iowa.gov

MANUFACTURERS TECHNICAL INSTITUTES, INC. 23601

DATE	INVOICE NO.	COMMENTS	AMOUNT	DISCOUNT	NET AMOUNT
5/21/2013	CERT OF AU		100.00	0.00	100.00
				TOTAL	

Check: 023601 5/21/2013 Secretary of State 100.00

MANUFACTURERS TECHNICAL INSTITUTES, INC. 23601

DATE	INVOICE NO.	COMMENTS	AMOUNT	DISCOUNT	NET AMOUNT
5/21/2013	CERT OF AU		100.00	0.00	100.00
				TOTAL	

Check: 023601 5/21/2013 Secretary of State 100.00

PRODUCT UCB260 USE WITH 91500 ENVELOPE

MANUFACTURERS TECHNICAL INSTITUTES, INC.
DBA PINNACLE CAREER INSTITUTE
OPERATING ACCOUNT
1001 E. 101 TERRACE, STE. 325 PH. (816) 331-5700
KANSAS CITY, MO 64131

CROSSfirst BANK
www.crossfirstbank.com
83-1528-1010

23601

EZShield™ Check Fraud Protection for Business

PAY *ONE HUNDRED AND XX / 100

DATE 5/21/2013

CHECK AMOUNT **********100.00*

TO THE ORDER OF
Secretary of State
Business Services Division
Lucas Building, 1st Floor
Des Moines, IA 50319

AUTHORIZED SIGNATURE

Security features. Details on back.

⑈023601⑈ ⑆101015282⑆ 9006249⑈

_____ *INSURANCE COMPANY*

INSTRUCTIONAL SCHOOL BOND

Bond No. RLI2127675

KNOW ALL PERSONS BY THESE PRESENTS, That we, MANUFACTURERS TECHNICAL INSTITUTES, INC. DBA PINNACLE CAREER INSTITUTE, as Principal, and OLD REPUBLIC SURETY COMPANY as Surety, are held and firmly bound unto the State of Iowa in the sum of $ 50,000.00******** lawful money of the United States, for which payment we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal proposes to maintain, advertise, or conduct in Iowa a course of instruction for profit, or for tuition charge, by classroom instruction or by correspondence and to enter into contracts and agreements with students for such courses of instruction; this Bond is conditioned on the faithful performance of all contracts and agreements made by it or its salespersons with students. If the Principal shall faithfully perform all such contracts and agreements, then this obligation is to be void and of no effect.

PROVIDED, The liability of the Surety upon this Bond shall be continuous, except that the Surety shall have the right to terminate its liability under this Bond by serving notice of its election to do so upon the State of Iowa. The Surety's liability under the Bond shall be terminated and canceled effective thirty (30) days after receipt by the State of a written notice signed by the Surety or its authorized agent, stating that the liability of the Surety is thereby terminated and canceled. Thereafter the Surety shall be discharged from any liability under this Bond for any default or violation of the terms of any contract or agreement made by the Principal or violation of the laws of the State of Iowa affecting such contract or agreement occurring after the effective date of the cancellation of this Bond.

Signed and dated this 16TH day of MAY, 2013.

MANUFACTURERS TECHNICAL INSTITUTES, INC. DBA PINNACLE CAREER INSTITUTE
, Principal

By: _____

OLD REPUBLIC SURETY COMPANY
Ins. Co. Surety

By: _____
KELLY R. WATSON, ATTORNEY-IN-FACT

OLD REPUBLIC SURETY COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

GEORGE R. DONNELLY, KELLY R. WATSON, MARK S. NAUSER, STEVEN L. NICHOLSON, ERLE D. BENTON, CHANDLER H. CULLOR, OF OVERLAND PARK, KS

its true and lawful Attorney(s)-in-Fact, with full power and authority, not exceeding $20,000,000, for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, asbestos abatement contract bonds, waste management bonds, hazardous waste remediation bonds or black lung bonds), as follows:

ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED AN AGGREGATE OF TEN MILLION DOLLARS ($10,000,000) ---------- FOR ANY SINGLE OBLIGATION, REGARDLESS OF THE NUMBER OF INSTRUMENTS ISSUED FOR THE OBLIGATION.

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This document is not valid unless printedon colored background and is multi-colored. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president, or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

(i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or

(ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or

(iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER, that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 23RD day of APRIL, 2013.

OLD REPUBLIC SURETY COMPANY

Phyllis M Johnson
Assistant Secretary

OLD REPUBLIC SURETY COMPANY CORPORATE SEAL 1981

President

STATE OF WISCONSIN, COUNTY OF WAUKESHA-SS

On this 23RD day of APRIL, 2013, personally came before me, Alan Pavlic and Phyllis M. Johnson, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.

KATHRYN R. PEARSON NOTARY PUBLIC STATE OF WISCONSIN

Kathryn R. Pearson
Notary Public

My commission expires: 9/28/2014

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

40-3276

Signed and sealed at the City of Brookfield, WI this 16TH day of MAY, 2013.

OLD REPUBLIC SURETY COMPANY CORPORATE SEAL 1981

Assistant Secretary

CRETCHER HEARTLAND, LLC.

THIS DOCUMENT HAS A COLORED BACKGROUND AND IS MULTICOLORED ON THE FACE. THE COMPANY LOGO APPEARS ON THE BACK OF THIS DOCUMENT AS A WATERMARK. IF THESE FEATURES ARE ABSENT, THIS DOCUMENT IS VOID.

ORSC 2232 (5-10)

22851-W

Income Statement Y-T-D
For The 12 Periods Ended 12/31/2012

Manufacturer's Technical Institutes (321)

	Year to Date	% of Revenue
REVENUE		
REVENUE		
Tuition Revenue: SKC	$ 3,421,290.90	12.97 %
Tuition Revenue: OL	11,851,203.05	44.94
Tuition Revenue: NKC	2,744,430.51	10.41
Tuition Revenue: LAW	1,622,233.94	6.15
Lab Fee Revenue: SKC	61,309.00	0.23
Lab Fee Revenue: OL	161,979.00	0.61
Lab Fee Revenue: NKC	51,458.00	0.20
Lab Fee Revenue: LAW	33,900.00	0.13
Bookstore Revenue: SKC	187,642.98	0.71
Bookstore Revenue: OL	963,999.07	3.66
Bookstore Revenue: NKC	162,943.84	0.62
Bookstore Revenue: LAW	95,013.15	0.36
Miscellaneous Revenue: SKC	2,259.59	0.01
Miscellaneous Revenue: OL	8,341.84	0.03
Miscellaneous Revenue: NKC	1,725.25	0.01
Miscellaneous Revenue: SA	25,701.89	0.10
Miscellaneous Revenue: LAW	4,394.47	0.02
Interest Revenue: SKC	14,611.50	0.06
Interest Revenue: OL	39,644.26	0.15
Interest Revenue: NKC	8,972.79	0.03
Interest Revenue: SA	37,182.67	0.14
Interest Revenue: LAW	3,509.64	0.01
Vending Revenue: SKC	3,083.20	0.01
Vending Revenue: NKC	2,624.60	0.01
Vending Revenue: SA	1,206.00	0.00
Vending Revenue: LAW	214.34	0.00
Massage Therapy Revenue: SKC	20,418.50	0.08
Massage Therapy Revenue: LAW	20,005.42	0.08
CEU Revenue Law	1,170.00	0.00
Collection Agency Recpts: SKC	4,484.00	0.02
Collection Agency Recpts: OL	29,871.56	0.11
Collection Agency Recpts: NKC	2,464.82	0.01
Collection Agency Recpts: LAW	2,967.32	0.01
Mgmt Fee Income	3,212,910.66	12.18
Total REVENUE:	24,805,167.76	94.07
PT BOOTCAMP REVENUE		
PT Bootcamp Revenue: PCI	415,555.00	1.58
PT Bootcamp Revenue: Partners	664,385.00	2.52
PT Miscellaneous Revenue	2,446.56	0.01
Total PT BOOTCAMP REVENUE:	1,082,386.56	4.10
WTT BOOTCAMP REVENUE		
WTT Bootcamp Revenue: PCI	469,050.00	1.78
Total WTT BOOTCAMP REVENUE:	469,050.00	1.78
BBC BOOTCAMP REVENUE		
BBC Bootcamp Revenue: PCI	12,250.00	0.05
Total BBC BOOTCAMP REVENUE:	12,250.00	0.05
Total REVENUE:	26,368,854.32	100.00
COST OF SALES		
COST OF SALES		
Cost of Sales Bookstore: SKC	201,235.07	0.76

	Year to Date	% of Revenue
COST OF SALES (Continued)		
Cost of Sales Bookstore: OL	$ 1,003,630.55	3.81 %
Cost of Sales Bookstore: NKC	162,739.25	0.62
Cost of Sales Bookstore: LAW	93,706.95	0.36
Cost of Sales Fees, Misc: SKC	59,134.08	0.22
Cost of Sales Fees, Misc: OL	52,405.67	0.20
Cost of Sales Fees, Misc: NKC	48,781.30	0.18
Cost of Sales Fees, Misc: LAW	29,592.99	0.11
Cost of Sales PT Bootcamp: SKC	74,408.70	0.28
Cost of Sales PT Bootcamp: OL	315,883.54	1.20
Cost of Sales PT Bootcamp: NKC	39,200.00	0.15
Cost of Sales Wind Bootcamp: S	99,521.92	0.38
Cost of Sales Wind Bootcamp:OL	234,293.94	0.89
Cost of Sales Wind Bootcamp: N	75,366.41	0.29
Cost of Sales Wind Bootcamp: L	89,647.81	0.34
Cost of Sales Wind Fees,Misc:S	6,111.83	0.02
Cost of Sales Wind Fees,Misc:O	10,745.87	0.04
Cost of Sales Wind Fees,Misc:N	3,550.81	0.01
Cost of Sales Wind Fees,Misc:L	1,885.81	0.01
Cost of Sales Bus Bootcamp:OL	14,842.67	0.06
Cost of Sales MA Boot Camp: OL	64,876.10	0.25
Cost of Sales AA Program: LAW	67.49	0.00
Total COST OF SALES:	2,681,628.76	10.17
PT BOOTCAMP COST OF SALES		
PT Bootcamp COS - Flights	176,011.97	0.67
PT Bootcamp COS - Lodging	71,083.29	0.27
PT Bootcamp COS - Meals	26,876.34	0.10
PT Bootcamp COS - Exam Fees	110,875.00	0.42
PT Bootcamp COS - Gym Fees	634.82	0.00
PT Bootcamp COS - Transport	10,127.57	0.04
PT Bootcamp COS - Supplies	14,650.46	0.06
PT Bootcamp COS - Celebrity	22,200.00	0.08
PT Bootcamp COS - Speakers	32,036.41	0.12
PT Bootcamp COS - Facilities	33,350.00	0.13
PT Bootcamp COS - Labor	27,286.03	0.10
Total PT BOOTCAMP COST OF SALES:	525,131.89	1.99
WTT BOOTCAMP COST OF SALES		
WTT Bootcamp COS - Flights	63,263.59	0.24
WTT Bootcamp COS - Lodging	89,376.00	0.34
WTT Bootcamp COS - Meals	32,545.41	0.12
WTT Bootcamp COS - Transport	4,201.47	0.02
WTT Bootcamp COS - Supplies	132.16	0.00
WTT Bootcamp COS - Labor	2,625.00	0.01
WTT Bootcamp COS - Health	70.00	0.00
WTT Bootcamp COS - BC Fee	230,000.00	0.87
Total WTT BOOTCAMP COST OF SALES:	422,213.63	1.60
BBC BOOTCAMP COST OF SALES		
BBC Bootcamp COS - Flights	2,448.00	0.01
BBC Bootcamp COS - Lodging	915.00	0.00
BBC Bootcamp COS - Meals	397.91	0.00
BBC Bootcamp COS - Transport	26.89	0.00
BBC Bootcamp COS - Supplies	107.33	0.00
BBC Bootcamp COS - Speakers	100.00	0.00
Total BBC BOOTCAMP COST OF SALES:	3,995.13	0.02

	Year to Date	% of Revenue
Total COST OF SALES:	$ 3,632,969.41	13.78 %
GROSS PROFIT:	$ 22,735,884.91	86.22 %
EXPENSES		
Advertising- Internet SKC	$ 285,188.22	1.08 %
Advertising- Internet OL	2,258,148.17	8.56
Advertising- Internet NKC	244,722.74	0.93
Advertising- Internet LAW	109,659.32	0.42
Advertising- Magazines PFI	4,200.00	0.02
Advertising- Direct Mail OL	1,764.40	0.01
Advertising- Direct Mail LAW	1,248.74	0.00
Advertising- Creative SKC	4,184.07	0.02
Advertising- Creative OL	4,020.32	0.02
Advertising- Creative NKC	4,089.07	0.02
Advertising- Creative PFI	1,200.00	0.00
Advertising- Creative LAW	6,805.32	0.03
Advertising- Miscellaneous SKC	3,863.88	0.01
Advertising- Miscellaneous OL	184.00	0.00
Advertising- Miscellaneous NKC	2,237.42	0.01
Advertising- Miscellaneous PFI	5,654.46	0.02
Advertising- Miscellaneous SA	9,072.77	0.03
Advertising- Miscellaneous LAW	5,351.59	0.02
Advertising- Military OL	1,041.11	0.00
Advertising- Military SA	6,759.23	0.03
Advertising- Newspaper SKC	5,084.46	0.02
Advertising- Newspaper OL	135.00	0.00
Advertising- Newspaper NKC	8,888.34	0.03
Advertising- Newspaper LAW	4,000.33	0.02
Advertising- High School SKC	302.63	0.00
Advertising- High School NKC	516.34	0.00
Advertising- High School LAW	1,270.00	0.00
Advertising- Radio SKC	2,929.69	0.01
Advertising- Radio OL	2,463.41	0.01
Advertising- Radio NKC	2,929.68	0.01
Advertising- Radio LAW	15,253.12	0.06
Advertising- Television SKC	66,847.20	0.25
Advertising- Television OL	27,732.89	0.11
Advertising- Television NKC	66,610.57	0.25
Advertising- Television LAW	25,460.84	0.10
Advertising- Trade Shows PFI	9,076.80	0.03
Advertising- Yellow Pages SKC	2,903.10	0.01
Advertising- Yellow Pages OL	113,211.00	0.43
Advertising- Yellow Pages LAW	4,148.72	0.02
Advertising-Massage Clinic LAW	185.00	0.00
Advertising- Agency Fees SKC	13,075.65	0.05
Advertising- Agency Fees OL	5,199.94	0.02
Advertising- Agency Fees NKC	13,619.59	0.05
Advertising- Agency Fees LAW	7,931.48	0.03
Admissions Support Svcs: SKC	18,856.85	0.07
Admissions Support Svcs: OL	199,107.54	0.76
Admissions Support Svcs: NKC	18,856.84	0.07
Admissions Support Svcs: SA	4,744.83	0.02
Admissions Support Svcs: LAW	19,630.28	0.07
Accreditation Expense: SKC	3,750.00	0.01
Accreditation Expense: OL	6,260.00	0.02
Accreditation Expense: NKC	4,250.58	0.02
Accreditation Expense: SA	10,209.05	0.04
Accreditation Expense: LAW	3,190.00	0.01

	Year to Date	% of Revenue
Auto Expense: SKC	$ 1,980.28	0.01 %
Auto Expense: OL	505.49	0.00
Auto Expense: NKC	1,335.12	0.01
Auto Expense: PFI	7,146.21	0.03
Auto Expense: WTT	778.34	0.00
Auto Expense: SA	2,398.05	0.01
Auto Expense: LAW	2,343.63	0.01
Bad Debt Expense: SKC	182,856.59	0.69
Bad Debt Expense: OL	867,309.79	3.29
Bad Debt Expense: NKC	84,082.63	0.32
Bad Debt Expense: LAW	105,536.15	0.40
Bank Charge: SKC	360.00	0.00
Bank Charge: OL	360.00	0.00
Bank Charge: NKC	360.00	0.00
Bank Charge: PFI	136.96	0.00
Bank Charge: SA	412.54	0.00
Bank Charge: LAW	390.07	0.00
Consulting Services: OL	56,769.96	0.22
Consulting Services: SA	81,563.04	0.31
Consulting Services: LAW	14,000.00	0.05
Contract Labor: SKC	4,352.12	0.02
Contract Labor: OL	10,500.00	0.04
Contract Labor: NKC	1,368.37	0.01
Contract Labor: SA	8,450.33	0.03
Contract Labor: LAW	4,878.82	0.02
Charitable Contributions: NKC	125.00	0.00
Charitable Contributions: SA	650.00	0.00
Charitable Contributions: LAW	375.00	0.00
Computer Software Maint: SKC	61,809.60	0.23
Computer Software Maint: OL	225,862.14	0.86
Computer Software Maint: NKC	52,659.35	0.20
Computer Software Maint: LAW	30,335.76	0.12
Depreciation Expense: SKC	64,928.92	0.25
Depreciation Expense: OL	63,496.81	0.24
Depreciation Expense: NKC	80,785.13	0.31
Depreciation Expense: PFI	40,451.64	0.15
Depreciation Expense: SA	248,625.01	0.94
Depreciation Expense: LAW	37,475.27	0.14
Dues and Subscriptions: SKC	7,504.92	0.03
Dues and Subscriptions: OL	7,006.08	0.03
Dues and Subscriptions: NKC	7,745.46	0.03
Dues and Subscriptions: PFI	43.75	0.00
Dues and Subscriptions: SA	29,712.28	0.11
Dues and Subscriptions: LAW	13,318.40	0.05
Educational Resources: SKC	830.11	0.00
Educational Resources: OL	750.13	0.00
Educational Resources: NKC	487.67	0.00
Educational Resources: SA	2,049.97	0.01
Educational Resources: LAW	247.11	0.00
Emp Benefits - Insurance: SKC	57,640.35	0.22
Emp Benefits - Insurance: OL	153,708.42	0.58
Emp Benefits - Insurance: NKC	49,087.98	0.19
Emp Benefits - Insurance: PFI	8,179.25	0.03
Emp Benefits - Insurance: SA	106,681.09	0.40
Emp Benefits - Insurance: LAW	41,367.70	0.16
Emp Benefits - Pension: SKC	3,606.27	0.01
Emp Benefits - Pension: OL	7,249.20	0.03
Emp Benefits - Pension: NKC	1,189.95	0.00
Emp Benefits - Pension: PFI	758.88	0.00

	Year to Date	% of Revenue
Emp Benefits - Pension: SA	$ 3,992.81	0.02 %
Emp Benefits - Pension: LAW	1,570.07	0.01
Emp Education - Seminars: SA	564.75	0.00
Employee Functions: SKC	2,001.49	0.01
Employee Functions: OL	3,676.89	0.01
Employee Functions: NKC	993.39	0.00
Employee Functions: SA	29,938.42	0.11
Employee Functions: LAW	136.13	0.00
Employee Recruitment: SKC	606.60	0.00
Employee Recruitment: OL	18,688.13	0.07
Employee Recruitment: NKC	311.92	0.00
Employee Recruitment: PFI	159.32	0.00
Employee Recruitment: SA	14,609.55	0.06
Employee Recruitment: LAW	3,054.89	0.01
Employee Education Reimb: OL	617.55	0.00
Employee Education Reimb: SA	1,191.30	0.00
Equipment Rental: NKC	419.10	0.00
Equipment Rental: SA	491.76	0.00
Equipment Rental: LAW	353.22	0.00
Financing Expense: SKC	4,053.39	0.02
Financing Expense: OL	21,711.28	0.08
Financing Expense: NKC	2,327.38	0.01
Financing Expense: LAW	1,742.96	0.01
Furniture & Equipment: SKC	1,033.16	0.00
Furniture & Equipment: OL	3,696.09	0.01
Furniture & Equipment: NKC	65.14	0.00
Furniture & Equipment: PFI	2,406.26	0.01
Furniture & Equipment: SA	3,891.00	0.01
Furniture & Equipment: LAW	1,309.72	0.00
F I C A Tax Expense: SKC	70,304.34	0.27
F I C A Tax Expense: OL	190,079.93	0.72
F I C A Tax Expense: NKC	50,676.51	0.19
F I C A Tax Expense: PFI	18,514.05	0.07
F I C A Tax Expense: WTT	2,110.92	0.01
F I C A Tax Expense: SA	99,960.08	0.38
F I C A Tax Expense: LAW	36,970.86	0.14
Graduation Expense: SKC	15,902.23	0.06
Graduation Expense:	3,598.37	0.01
Graduation Expense: NKC	8,340.23	0.03
Graduation Expense: LAW	6,843.32	0.03
HVAC Supply Expense: NKC	18,889.89	0.07
Institutional Compliance Expense: SKC	2,062.50	0.01
Institutional Compliance Expense: OL	5,812.50	0.02
Institutional Compliance Expense: NKC	2,062.50	0.01
Institutional Compliance Expense: LAW	2,062.50	0.01
Insurance Expense: SKC	24,255.80	0.09
Insurance Expense: OL	37,981.14	0.14
Insurance Expense: NKC	19,314.71	0.07
Insurance Expense: PFI	22,087.39	0.08
Insurance Expense: SA	19,433.29	0.07
Insurance Expense: LAW	14,012.92	0.05
Interest Expense: SA	66,382.91	0.25
Learning Resources: SKC	1,931.59	0.01
Learning Resources: OL	980.94	0.00
Learning Resources: NKC	1,209.80	0.00
Learning Resources: SA	17,840.61	0.07
Learning Resources: LAW	1,810.56	0.01
License and Tax Expense: SKC	1,294.94	0.00
License and Tax Expense: OL	7,203.11	0.03

	Year to Date	% of Revenue
License and Tax Expense: NKC	$ 841.68	0.00 %
License and Tax Expense: PFI	3,634.91	0.01
License and Tax Expense: WTT	138.00	0.00
License and Tax Expense: SA	7,834.03	0.03
License and Tax Expense: LAW	1,400.44	0.01
Management Fee Expense: SKC	520,072.03	1.97
Management Fee Expense: OL	1,851,175.73	7.02
Management Fee Expense: NKC	414,434.44	1.57
Management Fee Expense: PFI	84,000.00	0.32
Management Fee Expense: SA	240,000.00	0.91
Management Fee Expense: LAW	248,808.95	0.94
Massage Therapy Expenses: SKC	2,897.31	0.01
Massage Therapy Expenses: NKC	282.98	0.00
Massage Therapy Expenses: LAW	1,743.94	0.01
Maintenance Bldg Expense: SKC	763.45	0.00
Maintenance Bldg Exoense: OL	2,988.88	0.01
Maintenance Bldg Expense: NKC	157.02	0.00
Maintenance Bldg Expense: PFI	3,982.72	0.02
Maintenance Bldg Expense: SA	587.87	0.00
Maintenance Bldg Expense: LAW	26,189.69	0.10
Medicare Tax Expense: SKC	16,442.14	0.06
Medicare Tax Expense: OL	44,454.18	0.17
Medicare Tax Expense: NKC	11,851.75	0.04
Medicare Tax Expense: PFI	4,329.87	0.02
Medicare Tax Expense: WTT	493.63	0.00
Medicare Tax Expense: SA	23,444.58	0.09
Medicare Tax Expense: LAW	8,646.42	0.03
Medical Supply Expense: SKC	16,834.50	0.06
Medical Supply Expense: NKC	10,494.14	0.04
Medical Supply Expense: LAW	4,315.72	0.02
Program Development: NKC	61.48	0.00
Program Development: SA	10,315.42	0.04
Program Development: LAW	556.77	0.00
Office Supplies: SKC	12,571.69	0.05
Office Supplies: OL	19,415.98	0.07
Office Supplies: NKC	13,968.43	0.05
Office Supplies: PFI	6,051.83	0.02
Office Supplies: WTT	99.13	0.00
Office Supplies: SA	17,026.12	0.06
Office Supplies: LAW	8,827.68	0.03
Military Expense: SKC	5,547.57	0.02
Military Expense: OL	47,811.29	0.18
Military Expense: NKC	5,547.57	0.02
Military Expense: SA	47.85	0.00
Military Expense: LAW	2,592.90	0.01
Outreach Mktg Expenses: SKC	19,943.79	0.08
Outreach Expense: OL	9,040.22	0.03
Outreach Mktg Expenses: NKC	18,325.93	0.07
Outreach Expense: SA	12,228.83	0.05
Outreach Mktg Expenses: LAW	15,204.59	0.06
HS Expense Allocation: SKC	(1,420.00)	(0.01)
HS Expense Allocation: OL	4,760.00	0.02
HS Expense Allocation: NKC	(1,420.00)	(0.01)
HS Expense Allocation: LAW	(1,920.00)	(0.01)
FUTA Tax Expense: SKC	1,944.94	0.01
FUTA Tax Expense: OL	5,724.57	0.02
FUTA Tax Expense: NKC	1,402.40	0.01
FUTA Tax Expense: PFI	201.51	0.00
FUTA Tax Expense: WTT	42.71	0.00

	Year to Date	% of Revenue
FUTA Tax Expense: SA	$ 1,367.21	0.01 %
FUTA Tax Expense: LAW	1,178.06	0.00
SUI Tax Expense: SKC	18,840.96	0.07
SUI Tax Expense: OL	54,905.65	0.21
SUI Tax Expense: NKC	13,873.44	0.05
SUI Tax Expense: PFI	1,075.67	0.00
SUI Tax Expense: WTT	460.61	0.00
SUI Tax Expense: SA	19,206.20	0.07
SUI Tax Expense: LAW	11,689.66	0.04
Payroll Processing Fees: SA	39,888.62	0.15
Postage Expense: SKC	2,400.59	0.01
Postage Expense: OL	9,720.11	0.04
Postage Expense: NKC	4,700.48	0.02
Postage Expense: PFI	943.72	0.00
Postage Expense: WTT	362.15	0.00
Postage Expense: SA	7,169.23	0.03
Postage Expense: LAW	2,828.27	0.01
Printing Expense: SKC	274.58	0.00
Printing Expense: OL	122.82	0.00
Printing Expense: NKC	1,147.88	0.00
Printing Expense: LAW	1,616.74	0.01
Professional Develop: SKC	1,926.05	0.01
Professional Develop: OL	2,216.89	0.01
Professional Develop: NKC	2,705.58	0.01
Professional Develop: PFI	1,188.73	0.00
Professional Develop: SA	27,849.48	0.11
Professional Develop: LAW	265.04	0.00
Professional Fee Expense: SKC	2,583.03	0.01
Professional Fee Expense: OL	66,856.66	0.25
Professional Fee Expense: NKC	1,984.56	0.01
Professional Fee Expense: SA	98,409.38	0.37
Professional Fee Expense: LAW	7,417.29	0.03
Personal Property Tax: SKC	17.29	0.00
Personal Property Tax: OL	17.29	0.00
Personal Property Tax: NKC	17.29	0.00
Personal Property Tax: PFI	228.11	0.00
Personal Property Tax: LAW	337.10	0.00
Relocation Expense: SKC	300.00	0.00
Relocation Expense: OL	6,761.00	0.03
Relocation Expense: NKC	1,542.50	0.01
Relocation Expense: SA	1,425.00	0.01
Relocation Expense: LAW	3,822.16	0.01
Rent (Building) Expense: SKC	554,336.42	2.10
Rent (Building) Expense: OL	399,369.00	1.51
Rent (Building) Expense: NKC	445,796.46	1.69
Rent (Building) Expense: PFI	97,761.21	0.37
Rent (Building) Expense: SA	128,763.00	0.49
Rent (Building) Expense: LAW	191,395.42	0.73
Repair (Equip) Expense: SKC	4,955.39	0.02
Repair (Equip) Expense: OL	4,195.16	0.02
Repair (Equip) Expense: NKC	3,759.90	0.01
Repair (Equip) Expense: PFI	129.99	0.00
Repair (Equip) Expense: SA	1,500.30	0.01
Repair (Equip) Expense: LAW	2,387.12	0.01
Scholarships: SKC	62,660.71	0.24
Scholarships: OL	362,191.23	1.37
Scholarships: NKC	84,611.53	0.32
Scholarships: SA	2,000.00	0.01
Scholarships: LAW	32,827.73	0.12

	Year to Date	% of Revenue
Social Media Expense: SA	$ 926.90	0.00 %
Marketing Promotion: SKC	749.24	0.00
Marketing Promotion: NKC	749.23	0.00
Marketing Promotion: PFI	1,789.66	0.01
Marketing Promotion: LAW	1,295.63	0.00
SEOG - MTI Contribution: SKC	7,125.00	0.03
SEOG - MTI Contribution: OL	28,652.00	0.11
SEOG - MTI Contribution: NKC	6,025.00	0.02
SEOG - MTI Contribution: LAW	5,385.00	0.02
Security Expense: LAW	319.91	0.00
Telephone Expense: SKC	21,450.88	0.08
Telephone Expense: OL	50,696.76	0.19
Telephone Expense: NKC	12,175.84	0.05
Telephone Expense: PFI	8,841.21	0.03
Telephone Expense: WTT	530.99	0.00
Telephone Expense: SA	16,753.45	0.06
Telephone Expense: LAW	8,905.20	0.03
Student Services Expense: SKC	7,522.53	0.03
Student Services Expense: OL	2,787.37	0.01
Student Services Expense: NKC	5,875.02	0.02
Student Services Expense: SA	1,565.28	0.01
Student Services Expense: LAW	4,471.25	0.02
Student Transcripts: SKC	726.00	0.00
Student Transcripts: OL	2,349.27	0.01
Student Transcripts: NKC	719.00	0.00
Student Transcripts: LAW	532.30	0.00
WTT Supply Expense: SKC	2,518.36	0.01
WTT Supply Expense: NKC	559.09	0.00
WTT Supply Expense: LAW	420.60	0.00
Travel -General- Director: SKC	90.00	0.00
Travel -General- Director: OL	763.76	0.00
Travel -General- Director: NKC	346.36	0.00
Travel -General- Director: PFI	10,845.02	0.04
Travel -General- Director: SA	11,484.25	0.04
Travel - General - Other: OL	1,711.00	0.01
Travel - General - Other: PFI	7,628.65	0.03
Travel - General - Other: WTT	100.00	0.00
Travel - General - Other: SA	12,179.36	0.05
Travel - General - Other: LAW	375.00	0.00
Travel - General - Military	2,990.63	0.01
Travel - General - Military	7,423.85	0.03
Travel-General-Outreach: SKC	675.59	0.00
Travel-General-Outreach: NKC	643.87	0.00
Travel-General-Outreach: LAW	507.20	0.00
Travel - Meals - Director: OL	239.17	0.00
Travel - Meals - Director: NKC	120.08	0.00
Travel - Meals - Director: PFI	1,198.50	0.00
Travel - Meals - Director: WTT	106.26	0.00
Travel - Meals - Director: SA	2,673.96	0.01
Travel - Meals - Other: OL	145.75	0.00
Travel - Meals - Other: PFI	389.92	0.00
Travel - Meals - Other: WTT	254.66	0.00
Travel - Meals - Other: SA	631.69	0.00
Travel - Meals - Military	841.50	0.00
Travel - Meals - Military	1,310.54	0.00
Travel - Meals - HS: LAW	56.24	0.00
Meals & Entertainment: SKC	1,748.35	0.01
Meals & Entertainment: OL	1,338.39	0.01
Meals & Entertainment: NKC	2,137.55	0.01

	Year to Date	% of Revenue
Meals & Entertainment: SA	$ 2,648.15	0.01 %
Meals & Entertainment: LAW	1,227.74	0.00
Salary - Administrative: SKC	298,057.91	1.13
Salary - Administrative: OL	575,779.34	2.18
Salary - Administrative: NKC	176,511.03	0.67
Salary - Administrative: PFI	225,328.19	0.85
Salary - Administrative: WTT	51,898.44	0.20
Salary - Administrative: SA	1,318,999.90	5.00
Salary - Administrative: LAW	223,149.00	0.85
Salary - Financial Aid: SKC	59,682.67	0.23
Salary - Financial Aid: OL	244,794.99	0.93
Salary - Financial Aid: NKC	56,689.23	0.21
Salary - Financial Aid: SA	263,799.76	1.00
Salary - Financial Aid: LAW	41,658.96	0.16
Salary - Admissions: SKC	262,742.64	1.00
Salary - Admissions: OL	1,327,419.91	5.03
Salary - Admissions: NKC	186,761.00	0.71
Salary Admissions: SA	80,414.27	0.30
Salary - Admissions: LAW	131,533.02	0.50
Salary - Faculty: SKC	511,970.25	1.94
Salary - Faculty: OL	872,191.21	3.31
Salary - Faculty: NKC	391,270.37	1.48
Salary - Faculty: SA	65,699.95	0.25
Salary - Faculty: LAW	234,540.08	0.89
Salary - Vacation: SKC	51,425.28	0.20
Salary - Vacation: OL	112,598.13	0.43
Salary - Vacation: NKC	31,340.28	0.12
Salary - Vacation: PFI	14,903.74	0.06
Salary - Vacation: WTT	1,305.27	0.00
Salary - Vacation: SA	82,974.57	0.31
Salary - Vacation: LAW	25,344.86	0.10
Rebate-Timely Payment State Tx	(1,172.45)	0.00
Utility - Electric: PFI	4,885.92	0.02
Utility - Electric: LAW	25,734.72	0.10
Utility - Gas: NKC	591.58	0.00
Utility - Gas: LAW	4,411.96	0.02
Utility - Water: LAW	2,761.87	0.01
Total EXPENSES:	22,213,764.44	84.24
NET INCOME FROM OPERATIONS:	522,120.47	1.98
OTHER INCOME AND EXPENSE		
Management Fee	(444,000.00)	(1.68)
Other Income (Expense)	(6,000.00)	(0.02)
Gain or (Loss) on Equipment	3,317.88	0.01
Gain on Investments	52,457.01	0.20
Dividend Income	41,638.00	0.16
Capital Gains	1,668.00	0.01
Investment Fees	(18,095.00)	(0.07)
Settlement Fee	(94,500.00)	(0.36)
Total OTHER INCOME AND	(463,514.11)	(1.76)
EARNINGS BEFORE INCOME TAX:	58,606.36	0.22
Net Income (Loss):	$ 58,606.36	0.22 %

ASSETS

CURRENT ASSETS

1001-30	Bank of America - Checking PFI	$	30,765.60		
1012-10	CrossFirst Leawood - Operating	$	77,000.03		
1015-10	CrossFirst Leawood - Payroll	$	23.04		
1016-10	CrossFirst Leawood - General	$	440.49		
1019-10	CrossFirst Bank - MMKT	$	4,176,593.15		
1050-10	Petty Cash: SKC	$	500.00		
1050-15	Petty Cash: OL	$	100.00		
1050-25	Petty Cash: NKC	$	200.00		
1050-30	Petty Cash: PFI	$	400.00		
1050-40	Petty Cash: LAW	$	100.00		
1080-10	Investments	$	5,425.97		
1100-10	Accounts Receivable-Tuition	$	1,795,705.11		
1114-10	Reserve for Doubtful Accounts	$	-294,999.70		
1119-10	Deferred Tax Rev.-Receivable	$	6,966.39		
1123-10	Prepaid Expenses	$	43,939.13		
1123-32	Prepaid Expenses: WTT	$	30,000.00		
1127-30	Prepaid Facility Rental: PFI	$	1,850.00		
1300-10	Inventory - Bookstore: SKC	$	8,154.81		
1300-25	Inventory - Bookstore: NKC	$	1,952.00		
1300-40	Inventory - Bookstore: LAW	$	1,299.41		
	Total CURRENT ASSETS:			$	5,886,415.43

FIXED ASSETS

1420-10	Automobile: SKC	$	12,130.00		
1420-30	Automobile: PFI	$	138,716.58		
1420-35	Automobile: SA	$	136,808.91		
1420-40	Automobile: LAW	$	4,840.00		
1430-10	Furniture and Fixtures: SKC	$	254,215.74		
1430-15	Furniture and Fixtures: OL	$	172,226.36		
1430-25	Furniture and Fixtures: NKC	$	88,585.00		
1430-30	Furniture and Fixtures: PFI	$	43,673.00		
1430-32	Furniture and Fixtures: WTT	$	7,361.99		
1430-35	Furniture and Fixtures: SA	$	95,124.54		
1430-40	Furniture and Fixtures: LAW	$	160,550.08		
1435-35	CampusVue Software	$	550,220.29		
1440-10	Equipment: SKC	$	1,032,341.76		
1440-15	Equipment: OL	$	223,598.58		
1440-25	Equipment: NKC	$	329,730.67		
1440-30	Equipment: PFI	$	59,364.35		
1440-35	Equipment: SA	$	139,285.65		
1440-40	Equipment: LAW	$	369,827.61		
1450-10	Leasehold Improvements: SKC	$	87,568.40		
1450-15	Leasehold Improvements: OL	$	95,568.67		
1450-25	Leasehold Improvements: NKC	$	60,309.45		
1450-30	Leasehold Improvements: PFI	$	12,197.98		
1450-35	Leasehold Improvements: SA	$	15,559.26		
1450-40	Leasehold Improvements: LAW	$	186,670.20		
1460-10	Library: SKC	$	31,688.22		
1460-25	Library: NKC	$	24,071.29		
1460-40	Library: LAW	$	22,369.77		
1520-10	Accum Depr - Automobile: SKC	$	-12,130.00		
1520-30	Accum Depr - Automobile: PFI	$	-84,038.03		
1520-35	Accum Depr - Automobile: SA	$	-71,837.12		
1520-40	Accum Depr - Automobile: LAW	$	-4,840.00		
1530-10	Accum Depr - Furn & Fix: SKC	$	-253,724.76		
1530-15	Accum Depr - Furn & Fix: OL	$	-109,258.47		
1530-25	Accum Depr - Furn & Fix: NKC	$	-51,262.96		
1530-30	Accum Depr - Furn & Fix: PFI	$	-41,042.92		
1530-35	Accum Depr - Furn & Fix: SA	$	-47,776.90		
1530-40	Accum Depr - Furn & Fix: LAW	$	-146,351.20		

FIXED ASSETS	(Continued)				
1535-35	Accum Depr -CampusVue Software	$	-527,797.85		
1540-10	Accum Depr - Equipment: SKC	$	-924,170.76		
1540-15	Accum Depr - Equipment: OL	$	-123,971.88		
1540-25	Accum Depr - Equipment: NKC	$	-221,987.42		
1540-30	Accum Depr - Equipment: PFI	$	-46,692.96		
1540-35	Accum Depr - Equipment: SA	$	-43,050.41		
1540-40	Accum Depr - Equipment: LAW	$	-267,698.25		
1550-10	Accum Depr - Leasehold: SKC	$	-12,081.37		
1550-15	Accum Depr - Leasehold: OL	$	-5,491.84		
1550-25	Accum Depr - Leasehold: NKC	$	-3,228.11		
1550-30	Accum Depr - Leasehold: PFI	$	-1,259.60		
1550-35	Accum Depr - Leasehold: SA	$	-1,209.36		
1550-40	Accum Depr - Leasehold: LAW	$	-29,912.71		
1560-10	Accum Depr - Library: SKC	$	-9,783.59		
1560-25	Accum Depr - Library: NKC	$	-3,307.67		
1560-40	Accum Depr - Library: LAW	$	-5,377.61		
	Total FIXED ASSETS:			$	1,305,320.60
OTHER ASSETS					
1710-30	Surety Bond: PFI	$	1,000.00		
1770-10	Investment in Perkins Program	$	36,374.56		
1780-40	Goodwill: LAW	$	24,920.95		
1785-10	Deposit - Lease: SKC	$	34,227.23		
1785-15	Deposit - Lease: OL	$	35,767.50		
1785-25	Deposit - Lease: NKC	$	25,935.00		
1785-30	Deposit - Lease: PFI	$	8,873.22		
1785-40	Deposit - Lease: LAW	$	20,900.62		
1788-40	Deposit Utility: LAW	$	2,400.00		
	Total OTHER ASSETS:			$	190,399.08
	Total ASSETS:			$	7,382,135.11
LIABILITIES					
CURRENT LIABILITIES					
2000-10	Accounts Payable - Trade	$	843,101.35		
2001-10	Accounts Payable - AMEX	$	7,994.89		
2012-10	Deferred Revenue - Tuition	$	2,019,896.15		
2020-10	Accrued Salaries Payable	$	131,792.23		
2022-10	Accrued Vacation Payable	$	36,305.85		
2024-10	Accrued Expenses	$	94,500.00		
2025-10	Deffered Insurance Expense:PCI	$	55,067.36		
2030-10	Deferred Rent	$	481,375.00		
2060-10	Accrued Payroll Taxes	$	14,446.82		
2120-30	Accrued Bootcamp Exps: PFI	$	3,551.71		
2120-32	Accrued Bootcamp Exps: WTT	$	19,711.95		
2130-30	Deposits - Future Boot Camps	$	63,175.00		
	Total CURRENT LIABILITIES:			$	3,770,918.31
LONG TERM LIABILITIES					
2456-10	Note Payable - CrossFirst LOC	$	1,415,000.00		
	Total LONG TERM LIABILITIES:			$	1,415,000.00
	Total LIABILITIES:			$	5,185,918.31
EQUITY					
3300-10	Capital Stock	$	5,000.00		
3300-30	Capital Stock: PFI	$	500.00		
3300-40	Capital Stock: LAW	$	1,000.00		
3400-10	Paid in Surplus	$	196,143.01		
3400-40	Paid in Surplus: LAW	$	1,180,816.18		
3500-10	Retained Earnings - Prior	$	2,289,736.46		

3500-10	Retained Earnings-Current Year	$	58,606.36		
3500-30	Retained Earnings - Prior: PFI	$	-954,138.23		
3500-40	Retained Earnings - Prior: LAW	$	-581,446.98		
	Total EQUITY:			$	2,196,216.80
	Total LIABILITIES & EQUITY:			$	7,382,135.11

Iowa College Student Aid Commission

Postsecondary Registration Administrator
603 East 12th Street,FL 5th
Des Moines, IA 50319
(515) 725-3470

Postsecondary Registration
Iowa Code Chapter 261B

This is the application form for all schools that are required to register under Iowa Code Chapter 261B.

All items must be completed before the registration application or the exemption will be considered received for processing. If there is insufficient space on the form to provide all requested information, use additional pages as required, numbering to correspond to the item. Other documents or materials may be attached to the form in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form and *clearly marked* for ease of identification.

Submit one paper copy and one electronic pdf copy of the application.

The information you provide will be open to public inspection under Iowa Code Chapter 22.11

Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator
603 East 12th Street, FL 5th
Des Moines, IA 50319
(515) 725-3470

Application for Approval and Registration of Postsecondary School Iowa Code Chapter 261B

Submit a paper document and a complete duplicate in pdf format on a CD or other electronic media. Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

All items must be completed before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information.Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents.

(Registrations must be renewed every two years or upon any substantive change in program offerings, location, or accreditation.)

Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141: [(261B.4(2))] and [(261B.4(1))]

Name of School: Pinnacle Career institute Pinnacle Career Institute
Suite: 325
Street: 1001 E. 101st Terrace
City: Kansas City
State: MO
Zip: 64131
Country: USA
Telephone Number (including country or area code): 816-331-5700

Type of school:

[x] For-profit
[ ] Non-profit
[ ] Public

Address of this school in all in other states, and in foreign countries

Suite	Street	City	State	Zip	Country	Telephone

Address of all locations in Iowa where instruction is to be provided

Suite	Street	City	State	Zip	Country	Telephone

Total tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))]

Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Total
see attached program inventory					

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] If the refund policy is attached, please summarize the policy below.

Degrees granted by the school [(261B.4(5))]

Offered in Iowa [(261B.4(11))] Refer to Catalog - Pages 34-35

Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

Name: Jeffrey C. Freeman

Suite:

Coordinating Board for Higher Education

Program Inventory Form, Item 43

School Name: Pinnacle Career Institute - Online Education
Location: Kansas City, MO
DHE Code: 0057-00

For each instructional program offered, provide the information requested below. Brief instructions are available by moving the cursor over the first row of the form. Please complete a separate form for each main and branch campus of the school.

CIP Code	Program Title	Length (Weeks)	Hours		Tuition	Fees	Cost of Books & Supplies	Award	
			Number	Type				Cert.	Degree (AAS, BS, etc.)
11.0103	IT-Web Programming and Application Support	72	110	QTR	$26,250		$2,520		AOS
51.0801	Medical Assistant	48	69	QTR	$18,950	$365	$1,100	Cert.	
51.0707	Health Information Technician	72	113	QTR	$26,250		$2,660		AOS
31.0507	Personal Trainer	72	114	QTR	$25,250	$365	$1,750		AOS
31.0507	Personal Trainer	48	74	QTR	$17,250	$365	$1,030	Cert.	
15.0403	Wind Turbine Technician	44	69	QTR	$17,250	$365	$1,400	Cert.	
52.0201	Business Administration - Human Resources	72	103	QTR	$26,250		$2,520		AOS
52.0201	Business Administration -Marketing & Advertising	72	103	QTR	$26,250		$2,520		AOS
51.0805	Pharmacy Technician	44	63	QTR	$16,500	$365	$900	Cert.	
51.0711	Health Information Management	68	108	QTR	$26,250	$450	$2,500		AOS
51.0707	Medical Billing and Coding Specialist	60	94	QTR	$25,250		$1,750		AOS
51.0801	Medical Assistant Technician	80	121	QTR	$26,982	$365	$2,000		AOS
51.0601	Dental Assisting	40	56	QTR	$14,750	$365	$650	Cert.	

Street: 16221 Foster Street
City: Overland Park
State: KS 66085
Zip:
Country: USA
Telephone Number (including country or area code): 913-951-5600

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))]. Code section 261B.9 is as follows:

261B.9 DISCLOSURE TO STUDENTS.

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

Response:

1, 2, 3 - Refer to Website for program disclosures
4 - See Catalog, Page 32-33
5 - the school offers both certificate programs as well as AOS degrees. If the student wishes to complete the AOS degree program once they complete the Certificate program, all credits received in the certificate program are transferred into the AOS program.
6 - See Catalog, Pages 9-10

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]. If the school is applying for distance education and has registered with the Iowa Secretary of State as a for-profit or non-profit corporation transacting business in Iowa, please list the corporation's Iowa registered agent.

Name: Business Filings, Inc.
Suite: 500 E. Court Avenue
Street: Des Moines, IA 50309
City:
State:
Zip:
Country: USA

Telephone Number (including country or area code): _____

Name, address, and title of the other officers and members of the legal governing body of the school: [(261B.4(6))]

Officer Number 1

Name: _____
Suite: _____
Street: _____
City: _____
State: _____
Zip: _____
Country: _____
Telephone No. (including country or area code): _____

For officers 2 or more, add pages as needed:

Owner Number 2

Names and addresses of persons owning more than 10% of the school: [(261B.4(6))]

Name: _____
Suite: _____
Street: _____
City: _____
State: _____
Zip: _____
Country: _____
Telephone Number (including country or area code): _____

For owners 2 or more, add pages as needed

Name all agencies accrediting the institution. For each agency, include **name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education.** [(261B.4(9))] Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. **Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.**

Accrediting agency 1

Name: _____
Suite: ACICS
Street: 750 First Street, NE
City: _____
State: Washington, DC 2002-4223
Zip: _____
Country: USA
Telephone Number (including country or area code): _____
Contact Person: 202-336-6780

Is this agency recognized by the U. S. Department of Education? [X] Yes [ ] No

Accrediting Agency 2

Name:
Suite:
Street:
City:
State:
Zip:
Country:
Telephone Number (including country or area code):
Contact Person:

Is this agency recognized by the U. S. Department of Education? [ ] Yes [ ] No

Accrediting Agency 3

Name:
Suite:
Street:
City:
State:
Zip:
Country:
Telephone No. (including country or area code):
Contact Person:

Is this agency recognized by the U. S. Department of Education? [ ] Yes [ ] No

Accrediting Agency 4

Describe the procedures followed by the school for permanent preservation of student records. [(261B.4(12))]

See attachment

Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Name: Debbie Fajen
Suite: 325
Street: 1001 E. 101st Terrace
City: Kansas City, MO 64131
State:
Zip:
Country:
Telephone Number. (including country or area code): 816-802-8715

PRESERVATION OF STUDENT RECORDS

All basic records and reports pertaining to students are safely protected. Our student records are protected from theft, fire, water damage, or other possible loss and maintained in fire-rated file cabinets (that can be and are locked when not being used); once student records are purged at the appropriate time, all student transcripts are put to a computer disk, and a copy of this back up is stored off of school premises.

Certain basic records shall be maintained by the institution for a specified period of time. Transcripts are kept indefinitely, and admissions data and other records are kept for at least five years from the last day of attendance. Financial aid records are maintained according to the guidelines established by the funding source.

List the states and approval or registration agencies for all states in which the school operates or maintains a presence.

State	Agency Name	Address	Contact Person	Telephone Number
Missouri	MDHE	P.O. Box 1469	LeRoy Wade	573-751-2361
		Jefferson City,	MO 65102	
Kansas	KBOR	1000 SW Jefferson	Jacqueline Johnson	785-296-3421
		Topeka, KS 66	612	

Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used,, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]

refer to Catalog - Pages 29-31

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency.

Agency Name	Contact Person	Telephone Number	Approval Status
n/a			

Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

[ ] Yes [X] No

If yes, explain below.

Provide the name and contact information for a U. S. Department of Education official who can verify the LST statement.

Ralph Labasco
US Department of Education
Region VII
8930 Ward Parkway, Ste. 2043
Kansas City, MO 64114
816-268-0400

Do you:

Enroll students in Iowa? [X] Yes [ ] No
Employ Iowa faculty? [ ] Yes [X] No

Do you intend to:

Enroll students in Iowa? [X] Yes [ ] No
Employ Iowa faculty? [ ] Yes [X] No

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

We do not directly market any residents from the State of Iowa. Residents contact the school directly through our website and become prospective students. Our adjunct faculty members are not actively recruited from Iowa. We list job postings through various web sites.

Name, address, telephone number and resume of employees in Iowa. Please identify which emplyoees are full time.

Name: N/A Title:
Suite:
Street:
City:
State:
Zip:
Country:
Telephone Number (including country or area code):
* Resumes may be provided as attachments

Will your school comply with *Iowa Code* section 261B.7, which requires the school to disclose that it is registered by the Commission, including Commission contact information?
(See the *Iowa Code* for details)

[X] Yes [ ] No

Will your school comply with the requirements of *Iowa Code* section 261.9(1)"e" to "h"?

(See the *Iowa Code* for details.) [X] Yes [ ] No

Please provide policies that comply with these requirements as attachments.

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?

[X] Yes [ ] No

Attached a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

Attachment

Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs.

Refer to Catalog - pages 35-36

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

See Attachment

If applicable, please provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.

N/A

MANUFACTURERS TECHNICAL INSTITUTES, INC.
D/B/A
PINNACLE CAREER INSTITUTE

AUDITED FINANCIAL STATEMENTS

ELEVEN-MONTH PERIOD ENDED
DECEMBER 31, 2011

McClintock
& Associates, P.C.

Certified Public Accountants & Consultants

INDEPENDENT AUDITOR'S REPORT

To the Shareholders
Manufacturers Technical Institutes, Inc. d/b/a Pinnacle Career Institute
Overland Park, Kansas

We have audited the balance sheet of Manufacturers Technical Institutes, Inc. d/b/a Pinnacle Career Institute as of December 31, 2011 and the related statements of income, comprehensive income, changes in shareholders' equity, and cash flows for the eleven months then ended. These financial statements are the responsibility of the Company's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Manufacturers Technical Institutes, Inc. d/b/a Pinnacle Career Institute as of December 31, 2011 and the results of its operations and its cash flows for the eleven months then ended, in conformity with accounting principles generally accepted in the United States of America.

As discussed in Note L to the financial statements, the Company made an adjustment to retained earnings as of February 1, 2011 due to the correction of misstatements.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying Note J on the Institution's calculation of its Title IV 90/10 revenue test and Note I on related party transactions are required by the U.S. Department of Education and are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 5, 2012 on our consideration of Manufacturers Technical Institutes, Inc. d/b/a Pinnacle Career Institute's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

McClintock & Associates, P.C.

Pittsburgh, Pennsylvania
June 5, 2012

1370 Washington Pike • Bridgeville, PA 15017 • (412) 257-5980 • (412) 257-2549 Fax
www.mcclintockcpa.com

Manufacturers Technical Institute, Inc.
d/b/a Pinnacle Career Institute

BALANCE SHEET

ASSETS

	December 31, 2011
CURRENT ASSETS	
Cash	$ 3,117,178
Accounts receivable, net of allowance for doubtful accounts of $295,000	1,663,593
Investments	2,240,236
Inventory	11,117
Prepaid expenses and other current assets	93,134
Note receivable from affiliate - secured	822,555
TOTAL CURRENT ASSETS	7,947,813
FIXED ASSETS	
Furniture and fixtures	810,170
Machinery and equipment	2,018,943
Leasehold improvements	504,133
Autos and trucks	305,956
Software	550,220
	4,189,422
Less accumulated depreciation and amortization	2,517,335
NET FIXED ASSETS	1,672,087
OTHER ASSETS	
Investment in Perkins Loan Program	36,375
Goodwill	24,921
Deposits	129,104
TOTAL OTHER ASSETS	190,400
TOTAL ASSETS	$ 9,810,300

See accompanying notes to financial statements.

LIABILITIES AND SHAREHOLDERS' EQUITY

	December 31, 2011
CURRENT LIABILITIES	
Accounts payable	$ 1,248,866
Accrued expenses	1,309,474
Prepaid tuition	421,883
Deferred tuition and fees	2,367,421
Current portion of long-term debt	6,326
TOTAL CURRENT LIABILITIES	5,353,970
DEFERRED RENT	545,584
LINE OF CREDIT	1,850,025
SHAREHOLDERS' EQUITY	
Common stock ($1 par value; 30,000 shares authorized; 6,500 shares issued and outstanding)	6,500
Additional paid-in capital	1,376,959
Retained earnings	572,453
Accumulated other comprehensive income	104,809
TOTAL SHAREHOLDERS' EQUITY	2,060,721
TOTAL LIABILITIES AND SHAREHOLDERS' EQUITY	$ 9,810,300

Manufacturers Technical Institute, Inc.
d/b/a Pinnacle Career Institute

STATEMENT OF INCOME

	Eleven-Month Period Ended December 31, 2011
EDUCATIONAL REVENUES	
Tuition and fees	$ 21,938,841
Bookstore	1,552,319
Bootcamp	1,933,165
Clinic	35,728
EDUCATIONAL REVENUES	25,460,053
OPERATING EXPENSES	
Education	4,106,592
Admissions	2,829,500
Advertising	3,560,731
Bookstore	1,592,873
Bootcamp	1,124,283
Occupancy	1,718,025
General and administrative	7,306,945
Bad debt expense	1,065,296
Depreciation and amortization	468,171
	23,772,416
INCOME FROM OPERATIONS	1,687,637
OTHER INCOME (EXPENSES)	
Interest expense	(40,148)
Interest income	76,500
Dividend income	73,429
Gain on sale of investments	27,412
Investment management expense	(15,660)
Settlement fee	(1,000,000)
Management fee	(220,000)
Other income	44,424
TOTAL OTHER EXPENSES	(1,054,043)
NET INCOME	$ 633,594

See accompanying notes to financial statements.

Manufacturers Technical Institute, Inc.
d/b/a Pinnacle Career Institute

STATEMENT OF COMPREHENSIVE INCOME

	Eleven-Month Period Ended December 31, 2011
NET INCOME	$ 633,594
OTHER COMPREHENSIVE LOSS	
Change in net unrealized gain on investments	(49,479)
Reclassification adjustment	(27,412)
TOTAL OTHER COMPREHENSIVE LOSS	(76,891)
TOTAL COMPREHENSIVE INCOME	$ 556,703

See accompanying notes to financial statements.

Manufacturers Technical Institute, Inc.
d/b/a Pinnacle Career Institute

STATEMENT OF CHANGES IN SHAREHOLDERS' EQUITY

	Common Stock	Additional Paid-in Capital	Retained Earnings	Accumulated Other Comprehensive Income
BALANCE AT FEBRUARY 1, 2011, AS PREVIOUSLY REPORTED	$ 6,500	$ 1,376,959	$ 1,140,403	$ 0
Prior period adjustments - (See Note L)	0	0	(1,019,844)	0
BALANCE AT FEBRUARY 1, 2011, AS RESTATED	6,500	1,376,959	120,559	0
Reclassification of accumulated other comprehensive income	0	0	(181,700)	181,700
Net income	0	0	633,594	0
Total other comprehensive loss	0	0	0	(76,891)
BALANCE AT DECEMBER 31, 2011	$ 6,500	$ 1,376,959	$ 572,453	$ 104,809

See accompanying notes to financial statements.

Manufacturers Technical Institute, Inc.
d/b/a Pinnacle Career Institute

STATEMENT OF CASH FLOWS

	Eleven-Month Period Ended December 31, 2011
CASH FLOWS FROM OPERATING ACTIVITIES	
Net income	$ 633,594
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation and amortization	468,171
Bad debt expense	1,065,296
Deferred rent	72,457
Gain on sale of investments	(27,412)
Decrease (increase) in:	
Accounts receivable	(605,607)
Inventory	4,029
Prepaid expenses and other current assets	9,474
Increase (decrease) in:	
Accounts payable	(191,391)
Accrued expenses	808,219
Prepaid tuition	(21,710)
Deferred tuition and fees	(660,753)
Total net operating adjustments	920,773
NET CASH PROVIDED BY OPERATING ACTIVITIES	1,554,367
CASH FLOWS FROM INVESTING ACTIVITIES	
Acquisition of fixed assets	(309,311)
Proceeds from sale of investments	313,127
Purchase of investments	(370,896)
Increase in note receivable from affiliate - secured	(822,555)
NET CASH USED IN INVESTING ACTIVITIES	(1,189,635)
CASH FLOWS FROM FINANCING ACTIVITIES	
Proceeds from line of credit	1,850,025
Payments made on long-term debt	(1,566,501)
NET CASH PROVIDED BY FINANCING ACTIVITIES	283,524
NET INCREASE IN CASH AND CASH EQUIVALENTS	648,256
Cash at beginning of period	2,468,922
CASH AT END OF PERIOD	$ 3,117,178
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:	
Cash paid during the period for interest	$ 40,148

See accompanying notes to financial statements.

NOTE A - NATURE OF OPERATIONS

Manufacturers Technical Institutes, Inc. d/b/a Pinnacle Career Institute (the "Company") is incorporated in Missouri. The Company operates a post-secondary school located in Lawrence, Kansas, and operates two post-secondary schools located in Kansas City, Missouri. The Company specializes in career oriented programs of study in the fields of health and fitness, medical, trades and technical and alternative energy. The Company issues certificates and associates degrees.

The U.S. Department of Education recognizes the Lawrence, Kansas location and the Kansas City, Missouri locations as two separate main locations.

Management of the Company has evaluated subsequent events through June 5, 2012, the date the financial statements were available to be issued and, except for the disclosure in Note M, has no material subsequent events to report.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Cash and Cash Equivalents

Cash and cash equivalents consist of cash in the bank and all short-term investments with an original maturity of ninety days or less. As of December 31, 2011, the Company did not have any cash equivalents.

Accounts Receivable and Allowance for Doubtful Accounts

Accounts receivable consist primarily of amounts due to the Company from its students for tuition and fees. Accounts receivables are recorded at amounts originally billed, less payments received, and are non-interest bearing. Management has estimated an allowance for doubtful accounts based upon historic losses and the sum of the collection risk associated with each student's uncollected balance at year end. Accounts for students who graduated or withdrew and have no activity within one hundred twenty days are written off.

Investments

Investments are considered by management to be available for sale and are recorded at fair value. Net unrealized gains and losses are not recognized through the statement of income, but rather are included in the determination of comprehensive income and reported in the shareholders' equity section of the balance sheet. Realized gains and losses are computed using the specific identification method of accounting. Investment income is recorded when earned.

Inventory

Inventory consists of textbooks which are carried at the lower of cost, determined by the first-in, first-out (FIFO) method of accounting, or market.

Fixed Assets

Fixed assets are recorded at cost. Expenditures for renewals and betterments which extend the life of the assets are capitalized. Repairs and maintenance items are expensed as incurred. Gain or loss on the sale or disposal is recorded in the year of disposition. Depreciation of furniture and equipment is computed using the straight-line method based on the estimated useful lives of the assets. Improvements are being amortized over the length of the leases. Depreciation and amortization charged to operations for the period ended December 31, 2011 was $468,171.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Goodwill

Goodwill represents the excess of the cost of identified assets acquired through business combinations, over the estimated fair value of the net assets as of the purchase date.

The Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 350, *Goodwill and Other Intangible Assets*, requires that goodwill be subject to annual impairment testing. Management reviews the valuation of goodwill at least annually or more frequently if events or circumstances indicate that goodwill might be impaired. Determining whether an impairment has occurred requires valuation, which the Company estimates using a discounted cash flow method as well as comparative market multiples to corroborate the discounted cash flow results. As a result of the annual impairment testing, there were no indicators of goodwill impairment, and thus, for the period ended December 31, 2011, there was no change to the carrying value of goodwill.

Prepaid Tuition

Amounts remitted by students, or on behalf of students through financial aid sources, in excess of tuition and fees are recorded as prepaid tuition. Prepaid tuition may be refunded or utilized by the student to pay future tuition.

Deferred Tuition and Fees and Revenue Recognition

Revenues from student tuition and fees are deferred at the time of registration and recognized ratably over the term of enrollment. Tuition adjustments for students who withdraw are calculated in accordance with federal, state and accrediting agency standards. Bookstore revenue is recognized at the time of the sale. Bootcamp revenue is recognized as earned. Clinic revenue is recognized when the service is rendered.

Deferred Rent

The Company has entered into operating leases for its educational facilities which contain provisions for escalating rent. The Company recognizes rent expense on the straight-line method over the lives of the leases. The Company has recorded monthly rent expense equal to the total of the payments due over the lease terms, amortized over the number of months of the leases. The difference between rent expense recorded and rent paid is credited to deferred rent. This deferred rent will be used to offset future rent expense for financial statement purposes.

Income Taxes

The Company and its shareholders have elected under the Internal Revenue Code and the Missouri Tax Code to be taxed as a Subchapter S corporation. In lieu of corporate income taxes, the shareholders of an S corporation are taxed on their proportionate shares of the Company's taxable income. Therefore, no provision or liability for federal income taxes has been included in the financial statements.

Management is responsible for evaluating the Company's uncertain tax positions. The Company recognizes accrued interest related to unrecognized tax positions in interest expense and penalties in operating expenses. Management evaluated the Company's tax positions and concluded that the Company has no uncertain tax positions that require adjustment to the 2011 financial statements.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Advertising

The Company incurred approximately $3,561,000 in advertising costs for the period ended December 31, 2011. Advertising costs are expensed as incurred.

Financial Instruments

The fair values and carrying amounts of the Company's financial instruments, primarily current assets and liabilities, are approximately equivalent.

Use of Estimates in the Preparation of Financial Statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

NOTE C - CONCENTRATION OF CREDIT RISK

The Company, at times, has cash deposits which exceed $250,000 in an individual bank. The Federal Deposit Insurance Corporation (FDIC) insures only the first $250,000 of funds at member banks. In addition, the FDIC issued a Final Rule temporarily establishing unlimited coverage for non-interest bearing transaction accounts at participating FDIC insured banks. This temporary increase is scheduled to expire December 31, 2012.

The accounts receivable represent amounts due from students for tuition and fees. Many of the Company's students are eligible for federal government loan and grant programs which are administered by the Company. These receivables are unsecured.

NOTE D - INVESTMENTS

Investments are comprised of mutual funds and are recorded at fair value. These mutual funds are sold on a national securities exchange and are valued at year-end closing prices. The cost and fair value of investments available for sale as of December 31, 2011, are as follows:

	Amortized Cost	Net Gains in Accumulated Other Comprehensive Income	Net Losses in Accumulated Other Comprehensive Income	Fair Value
Mutual funds	$ 2,135,427	$ 104,809	$ 0	$ 2,240,236

NOTE E - NOTE PAYABLE

The Company has a note payable to a financing company. The note is payable in thirty-six monthly installments of $6,374, including interest at 9.15%. The note matures on January 15, 2012 and is unsecured. As of December 31, 2011, the outstanding balance of the note payable was $6,326.

NOTE F - LINE OF CREDIT

The Company has a $2,000,000 revolving line of credit with a bank, bearing interest at the greater of 5.0% or the then current Wall Street Journal Prime Rate (the interest rate was 5.0% as of December 31, 2011). The revolving line of credit expires on March 15, 2013, is secured by various assets of the Company and is guaranteed by the shareholders of the Company (Note I). The Company may prepay the revolving line of credit in full at any time, or in part from time to time. As of December 31, 2011, the outstanding balance of the revolving line of credit was $1,850,025.

NOTE G - LEASE COMMITMENTS

The Company leases classroom and office facilities under operating leases expiring on various dates through May 2018. The Company has options to extend some of the leases for additional terms from three to five years and to lease additional space at the then current rates of the leases. In addition, some of the leases contain escalation clauses. The Company is responsible for the taxes and operating expenses, as applicable under each lease.

Minimum future lease payments under non-cancelable operating lease agreements for the next five years, and in the aggregate, are approximately as follows:

Years Ending December 31,	
2012	$ 1,764,000
2013	1,780,000
2014	1,593,000
2015	1,613,000
2016	1,110,000
Thereafter	759,000
	$ 8,619,000

The amount charged to operations under all operating leases, including taxes and operating expenses, for the period ended December 31, 2011 was approximately $1,622,000.

NOTE H - RETIREMENT SAVINGS PLAN

The Company sponsors a 401(k) retirement savings plan for all eligible employees as defined by the Plan. The participants may contribute a percentage of their salary not to exceed certain Internal Revenue Code limits. The Company is required to match 25% of the employee's contribution up to 4% of their salary. The Company may also make a discretionary contribution to the Plan. For the period ended December 31, 2011, the Company's required matching contributions was approximately $20,300, and there were no discretionary contributions.

NOTE I - RELATED PARTY TRANSACTIONS

The Company participates in Student Financial Aid (SFA) under the Title IV programs administered by the U.S. Department of Education pursuant to the Higher Education Act of 1965, as amended (HEA). The Company must comply with the regulations promulgated under the HEA. Those regulations require that all related party transactions be disclosed, regardless of their materiality to the financial statements.

The Company pays a management fee to Pinnacle Venture Investments, LLC ("PVI"), which is owned by the shareholders of the Company, for management services performed by employees of PVI. Management fees charged to operations from PVI were $220,000 for the period ended December 31, 2011.

In addition, from time to time, the Company will forward and receive monies for operating purposes with PVI. On December 20, 2011, the Company and PVI entered into a promissory note for the entire outstanding balance owed to the Company. The promissory note is due, including interest at 4.25% on December 19, 2012. The promissory note is secured by real estate owned by the members of PVI. As of December 31, 2011, the outstanding balance of the note receivable was $822,555.

The revolving line of credit (Note F) is guaranteed by the shareholders of the Company.

This information is required by the U.S. Department of Education and is presented for purposes of additional analysis and is not a required part of the basic financial statements.

NOTE J - 90/10 CALCULATION

The Company derives a substantial portion of its revenues from Student Financial Aid (SFA) received by its students under the Title IV programs administered by the U.S. Department of Education pursuant to the Higher Education Act of 1965, as amended (HEA). To continue to participate in the SFA programs, the Company must comply with the regulations promulgated under the HEA. The regulations restrict the proportion of cash receipts for tuition and fees from eligible programs to not more than 90 percent from the Title IV programs. The failure of the Company to meet the 90 percent limitation for two consecutive years will result in the loss of the Company's ability to participate in SFA programs. This information is required by the U.S. Department of Education and is presented for purposes of additional analysis and is not a required part of the basic financial statements. For the period January 1, 2011through December 31, 2011, the Company had the following 90/10 percentage.

OPE ID #	02613000	01040500
Adjusted Student Title IV Revenue		
Subsidized Loan	$ 457,375	$ 5,768,436
Unsubsidized Loan up to pre-ECASLA Loan Limits	542,330	5,933,825
Plus Loan	60,365	463,822
Federal Pell Grant	586,972	7,413,095
FSEOG (subject to matching reduction)	13,745	118,029
Academic Competitiveness Grant	1,000	23,531
SMART	0	0
TEACH Grant	0	0
Federal Work Study Applied to Tuition and Fees (subject to matching reduction)	0	0
Student Title IV Revenue	1,661,786	19,720,738
Revenue Adjustment	(1,539)	(19,784)
Adjusted Student Title IV Revenue	$ 1,660,247	$ 19,700,954
Adjusted Student Non-Title IV Revenue		
Grant funds for the student from non-Federal public agencies or private sources independent of the institution.	$ 0	$ 0
Funds provided for the student under a contractual arrangement with a Federal, State, or local government agency for the purpose of providing job training to low-income individuals.	3,456	67,360
Institutional scholarships disbursed to the student	0	0
Prepaid tuition	0	0
Amount of Unsubsidized Loan Over the pre-ECASLA Loan Limits	73,252	1,098,390
Student payments	215,925	1,720,326
Student Non-Title IV Revenue	292,633	2,886,076
Revenue Adjustment	(50,388)	(188,126)
Adjusted Student Non-Title IV Revenue	$ 242,245	$ 2,697,950
Revenue From Other Sources		
Activities conducted by the institution that are necessary for education and training	$ 22,604	$ 15,297
Funds paid to the institution by, or on behalf of, students for education and training in qualified non-Title IV eligible programs	0	936,305
The Net Present Value (NPV) of institutional loans disbursed to students	0	0
Revenue from Other Sources	$ 22,604	$ 951,602
Adjusted Student Title IV Revenue	$ 1,660,247	$ 19,700,954
Adjusted Student Title IV Revenue + Adjusted Student Non-Title IV Revenue + Revenue from Other Sources	$ 1,925,095	$ 23,350,506
	86.24%	84.37%

NOTE K - REGULATORY

The Company participates in Student Financial Aid (SFA) under the Title IV Programs administered by the U.S. Department of Education (DOE) pursuant to the Higher Education Act of 1965, as amended (HEA). Political and budgetary concerns can significantly affect the Title IV Programs and Congress must reauthorize the HEA approximately every six years. The Company must demonstrate its compliance with the HEA and the regulations promulgated thereunder to the DOE on an ongoing basis.

To participate in the Title IV programs, an institution is subject to extensive regulation and periodic reviews by the federal and state governmental agencies and accrediting bodies involved. An institution must be authorized to offer its programs of instruction by the relevant agencies of the state in which it is located, accredited by an accrediting agency recognized by the DOE and certified as eligible by the DOE. On a periodic basis, an institution must be re-approved by these agencies to continue to receive Title IV funds. As of December 31, 2011, the Company was properly authorized by the regulatory agencies involved and no regulatory reviews were being conducted by the respective agencies.

Regulations have been established which impose limitations on institutions whose former students default on the repayment of their federally guaranteed or funded student loans above specific rates (cohort default rate). An institution whose cohort default rate equals or exceeds 25% for three consecutive years will no longer be eligible to participate in the Federal Family Educational Loan program, Federal Direct Loan program or the Pell program. An institution whose cohort default rate exceeds 40% may have its eligibility to participate in the Title IV Programs limited, suspended or terminated by the DOE. The Company's most recent official cohort default rates, published by the U.S. Department of Education are as follows:

OPE ID # 02613000	6.2%
OPE ID # 01040500	8.8%

Under the federal regulations mentioned above, the DOE calculates the institution's composite score based on a three factor financial responsibility ratio. An institution which does not meet the DOE's minimum composite score of 1.5 can demonstrate financial responsibility by meeting the "zone alternative" or posting a letter of credit in favor of the DOE. The "zone alternative" includes a delayed method of cash funding for Title IV aid, and the providing of additional information to the DOE, upon request. As of December 31, 2011, the Company had a composite score equal to 1.5 out of a possible score of 3.0.

NOTE L - PRIOR PERIOD ADJUSTMENTS

The Company's financial statements as of January 31, 2011 contained the following misstatements: (1) overstatement of deferred tax assets by $213,500, (2) understatement of accounts payable by $333,217 and (3) understatement of deferred rent by $473,127. Retained earnings as of February 1, 2011 has been reduced by $1,019,844 to correct the aggregate effect of the misstatements. Had the misstatements not been made, income before provision for income taxes would have been decreased by $364,872 and net income would have decreased by $578,372 for the year ended January 31, 2011.

NOTE M - SUBSEQUENT EVENT

The Company was named as defendants in a civil action lawsuit, filed by former employees, alleging the Company violated the Federal False Claims Act, 31 U.S.C. §§ 3729 *et seq.*, dating back to 2008. The Company denied and continues to deny the allegations or that they are liable or owe any damages. Nonetheless, without admitting or conceding any liability or damages whatsoever and to avoid the delay, uncertainty, inconvenience and expense of protracted litigation of the civil action, on February 28, 2012, the Company entered into a Settlement Agreement that requires the Company pay $1,000,000. As a result, $1,000,000 was included in accrued expenses as of December 31, 2011 and reported as settlement fee on the Statement of Income for the period ended December 31, 2011.

McClintock
& Associates, P.C.

Certified Public Accountants & Consultants

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Shareholders
Manufacturers Technical Institutes, Inc.
Overland Park, Kansas

We have audited the financial statements of Manufacturers Technical Institutes, Inc. as of and for the eleven months ended December 31, 2011, and have issued our report thereon dated June 5, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit, we considered Manufacturers Technical Institutes, Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Manufacturers Technical Institutes, Inc.'s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Manufacturers Technical Institutes, Inc.'s internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Company's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We consider the deficiencies described below to be material weaknesses.

The Company's financial reporting process did not have controls in place to ensure that liabilities for services provided were recorded during the period for when the services were rendered. In addition, the Company's financial reporting process did not have controls in place to ensure the proper accounting treatment in accordance with accounting principles generally accepted in the United States of America related to recording rent expense on a straight-line basis and the removal of deferred tax assets as a result of being approved as an S-Corporation. The lack of these financial reporting controls resulted in prior period adjustments to be made to the financial statements.

1370 Washington Pike • Bridgeville, PA 15017 • (412) 257-5980 • (412) 257-2549 Fax
www.mcclintockcpa.com

Management's response to the findings identified above is as follows:

- Management was aware that historically the marketing expenses for the final month of the audit period were not accrued. However, as this occurred each year, the income statement properly reflected twelve months of expenses, and any adjustments were deemed immaterial. During the current audit period, the expenses requiring accrual for the final month were material. Management decided to record the adjustment in the current period in order to properly reflect accrued liabilities and advertising expense for the audit period. The prior period adjustment was required to remove the expenses that should have been applied to the year ending January 31, 2011.
- Management hired a new auditing firm with extensive experience in the post-secondary school industry to help provide guidance regarding the application of generally accepted accounting principles. Management has obtained a schedule that calculates deferred rent and will be maintaining the schedule going forward.
- The change from a C-Corporation to an S-Corporation is an isolated incident. Management mistakenly believed that the deferred taxes should remain in place through the final date that the C-Corporation status applied instead of the approval date of the S-Corporation election. Management will work with their new auditing firm when unusual situations such as this arise in the future.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether Manufacturers Technical Institutes, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Manufacturers Technical Institutes, Inc. d/b/a Pinnacle Career Institute's response to the findings identified in our audit is provided above. We did not audit Manufacturers Technical Institutes, Inc. d/b/a Pinnacle Career Institute's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of management and the U.S. Department of Education and is not intended to be and should not be used by anyone other than these specified parties.

McClintock & Associates, P.C.

Pittsburgh, Pennsylvania
June 5, 2012

Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

Statement may be in an attached document.

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

1001 E. 101st Terrace, Suite 320
Kansas City, MO 64131
816-268-3400

Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

Refer to Catalog - Pages 48-49

If applicable, provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

See Attachment

130030

State of Missouri

Coordinating Board for Higher Education

Certificate to Operate

This is to Attest That: Pinnacle Career Institute

Located At: 1000 East 101st Terrace, Suite 325
Kansas City, MO 64131

Is Now Certified to Operate Pursuant to Section 173.600 Through 173.618, RSMo.

Issued On: June 25, 2012

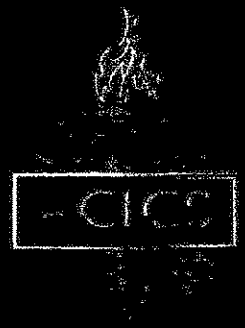
Expiration Date: June 30, 2013

For the Coordinating Board for Higher Education

DHE 0057-00

Identification Number

Accrediting Council for Independent Colleges and Schools



Pinnacle Career Institute
Kansas City, MO

This institution has been granted accreditation through the indicated date, with all the rights, honors, and privileges, in testimony of institutional compliance with the criteria of the Council.

December 31, 2014

Albert C. Gray, Ph.D., Executive Director and CEO

Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

FY - 2010 - 4.5

FY - 2009 - 8.8

FY- 2008 - 6.7

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization,

Alberto

Program	Degree Type	Average Debt per Program	
Medical Assistant	Certificate	$	10,240.00
Personal Trainer	Certificate	$	8,304.00
Wind Turbine Technician	Certificate	$	10,535.00
Health Information Technician	Associate of Occupational Studies	$	12,283.00
Medical Billing and Coding	Associate of Occupational Studies	$	15,619.00
Personal Trainer	Associate of Occupational Studies	$	10,146.00

AVERAGE DEBT

Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

2008 Cohart - 73%

2009 Cohart - 69%

SIGNATURE

Applicant School Chief Executive Officer

Jeffrey C. Freeman	CEO
Name	Title
	May 29, 2013
Signature	Date

If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.

A registration fee of $2,000 is due and payable to the State of Iowa upon registration approval.

START HERE GO FURTHER FEDERAL STUDENT AID

School Default Rates 2-Year FY 2010, 2009, and 2008

RETURN TO RESULTS

Record 1 of 1

OPE ID	School	Type	Control	PRGMS		FY2010	FY2009	FY2008
010405	Pinnacle Career Institute 1001 E. 101st Terrace Kansas City MO 64131-3367	Associate's Degree	Proprietary	Both (FFEL/FDL)	**Default Rate**	4.5	8.8	6.7
					No. in Default	46	66	28
					No. in Repay	1012	742	416
					Enrollment figures	2285	1603	788
					Percentage Calculation	44.3	46.3	52.8

ENROLLMENT: To provide context for the Cohort Default Rate (CDR) data we include enrollment data (students enrolled at any time during the year) and a corresponding percentage (borrowers entering repayment divided by that enrollment figure). While there is no direct relationship between the timing of when a borrower entered repayment (October 1 through September 30) and any particular enrollment year, for the purpose of these data, we have chosen to use the academic year ending on the June 30 prior to the beginning of the cohort year (e.g., FY 2008 CDR Year will use 2006-2007 enrollment).

Current Date : 04/18/2013

RETURN TO RESULTS

ies NATIONAL CENTER FOR EDUCATION STATISTICS

COLLEGENavigator

Pinnacle Career Institute-South Kansas City

1001 E. 101st Terrace, Suite 325, Kansas City, Missouri 64131-3367

General information:	(816) 331-5700
Website:	pcitraining.edu
Type:	2-year, Private for-profit
Awards offered:	One but less than two years certificate Associate's degree
Campus setting:	City: Large
Campus housing:	No
Student population:	1,105 (all undergraduate)
Student-to-faculty ratio:	27 to 1

View Full Map

IPEDS ID: 177302
OPE ID: 01040500

⊕ GENERAL INFORMATION

⊕ TUITION, FEES, AND ESTIMATED STUDENT EXPENSES

⊕ FINANCIAL AID

⊕ NET PRICE

⊕ ENROLLMENT

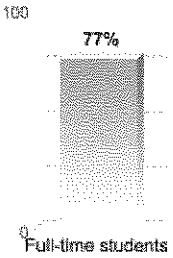
⊕ ADMISSIONS

⊖ RETENTION AND GRADUATION RATES

FIRST-TO-SECOND YEAR RETENTION RATES

Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall.

RETENTION RATES FOR FIRST-TIME STUDENTS



Percentage of Students Who Began Their Studies in Fall 2010 and Returned in Fall 2011

OVERALL GRADUATION RATE AND TRANSFER-OUT RATE

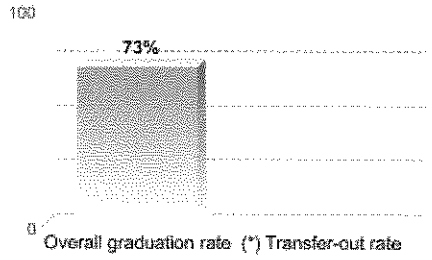
The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as **full-time, first-time degree- or certificate-seeking students** to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.

Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate. **At this institution, 100 percent of entering students were counted as "full-time, first-time" in 2011.**

OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN FALL 2008

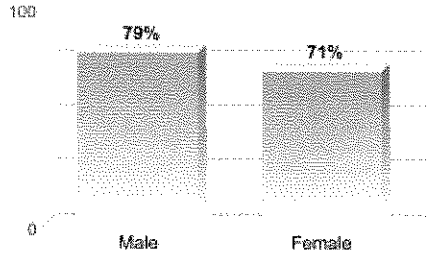
OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN FALL 2008



Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program

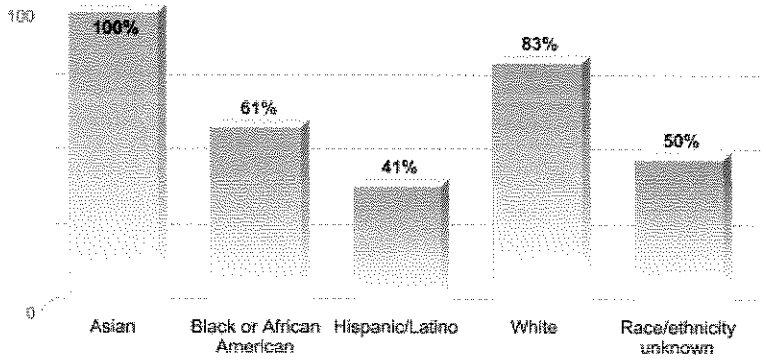
- (*) Not all institutions report transfer-out rates.

OVERALL GRADUATION RATE BY GENDER



Percentage of Full-time, First-time Students Who Began Their Studies in Fall 2008 and Graduated Within 150% of "Normal Time" to Completion for Their Program

OVERALL GRADUATION RATE BY RACE/ETHNICITY

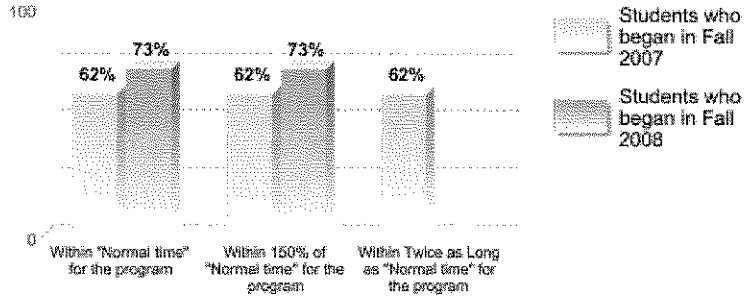


Percentage of Full-time, First-time Students Who Began Their Studies in Fall 2008 and Graduated Within 150% of "Normal Time" to Completion for Their Program

GRADUATION RATES BY TIME TO COMPLETION

Graduation rates can be measured over different lengths of time. "Normal time" is the typical amount of time it takes full-time students to complete their program. For example, the "normal" amount of time for many associate's degree programs is 2 years. Not all students complete within the normal time, so graduation rates are measured by other lengths of time as well, including "150% of normal time" (e.g., 3 years for a 2-year program) and "200% of normal time," or twice as long as the normal time (e.g., 4 years for a 2-year program).

GRADUATION RATES FOR STUDENTS WHO BEGAN THEIR PROGRAM IN FALL 2007 OR FALL 2008, BY TIME TO COMPLETION



Student Right-To-Know Information

Drug-Free Workplace

Purpose

Student and employee safety is of paramount concern to the Board of Directors of Manufacturer's Technical Institute, Inc. Employees under the influence of alcohol, drugs, or controlled substances are at serious risk to themselves, to students, and to other employees. Therefore, the Board of Directors shall not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of alcohol/drugs by an on-duty employee.

This instruction establishes the Corporate Policy and the procedures to be adhered to by all Manufacturers Technical Institute of Kansas, Inc. Corporate staff, management personnel, and employees in support of and in compliance with the Drug Free Workplace Act as enacted into law on November 18, 1988.

Policy

Any employee/student who violates this policy will be subject to disciplinary action, which may include employment termination or student expulsion.

Each employee/student of Manufacturers Technical Institute, Inc. is hereby notified that as a condition of employment or enrollment, they must abide by the terms of this policy, and will notify the Chief Executive Officer of any criminal drug violations occurring in or on the premises of this school.

Such notification must be made by the employee to the Chief Executive Officer as soon as possible.

Definitions

As applicable to this provision:

1. Controlled Substance—A controlled substance as defined in schedule I through V of Section 2020 of the Controlled Substance Act (21 U.S.C. 8120 and as further defined in Regulation 21, CFR 1308.15 and the Narcotic Drug Act).
2. Conviction —A finding of guilt, to include a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of Federal or State criminal drug statutes.
3. Criminal Drug Statue—A Federal or Non-Federal criminal statute involving the manufacturing, distribution, dispensing, possession, or use of any controlled substance.
4. Drug Free Workplace—A site for the performance of work done at which employees/students of Manufacturers Technical Institute, Inc. are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.
5. Employee—Any Employee of Manufacturers Technical Institute, Inc. directly engaged in the performance of work at any of the Manufacturers Technical Institute, Inc. divisions.

Statement

The potential dangers of illegal substance abuse in the workplace cannot be overemphasized. The unlawful use, manufacture, distribution, dispersion, or possession of a controlled substance represents a severe health hazard to the individual and to the lives of those to which the offender affiliates. The effects of the use of a controlled substance on the user and those in association with or otherwise in contact with are widely publicized. It is therefore the policy of Manufacturers Technical Institute, Inc. that a Drug-Free Workplace will be maintained at all Manufacturers Technical Institute, Inc. facilities.

Procedures

1. The unlawful manufacture, distribution, dispersion or possession, or use of a controlled substance in the workplace is enacted law, is strictly prohibited, is a criminal offense, and will be enforced by Manufacturers Technical Institute, Inc.

Employees/students found to have engaged or are engaging in such activities shall be subject to disciplinary action to include termination or expulsion and notification of said offenses to the State and Local Law Enforcement Agencies.

2. As a condition of employment/enrollment each prospective person shall acknowledge the conditions and provisions of the Drug Free Workplace Act and certify that they are not engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance. Falsification shall result in immediate termination or expulsion and the reporting of said offense to the appropriate Law Enforcement Agency.
3. Each employee/student shall further acknowledge that, as a condition of employment/enrollment, they will abide by the terms of this statement and will report the occurrence of any criminal drug statue conviction of a violation occurring in the workplace within five (5) days following said conviction. As with the foregoing, falsification or failure to report said offenses will result in immediate termination/expulsion and the appropriate Law Enforcement Agency will be notified.

Responsibilities

A Drug-Free Workplace environment shall be the concerted effort of the Corporate Officers with the overall administration of the program vested in the Director of Operations who shall, through the Corporate Officers, establish a corporate posture and implement said programs at each contract facility and disseminates the corporate policies, in conjunction with the Drug Free Workplace Act.

1. Establish contact with Federal, State and Local Health, Law enforcement and other appropriate agencies to determine the availability of the drug abuse assistance, counseling and rehabilitation programs in the immediate area and disseminate said to all Manufactures Technical Institute of Kansas, Inc. employees and students.
2. Report the occurrences of any criminal drug stature conviction for a violation occurring in the workplace within ten (10) days of notice following said conviction to the Chief Executive Officer.

After receipt of the above notification, the company will take appropriate disciplinary action, which may include termination or a requirement that the employee/student participate satisfactorily in a drug abuse assistance or rehabilitation program and complete said program and any recommended aftercare or follow up that the rehabilitation institution recommends. The employee/student needs to provide the employer with a drug-free release.

Each employee/student will attend a company drug-free awareness program at which employees/students will be informed about the dangers of drug abuse in the workplace, available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees/students for drug abuse violations occurring in the workplace.

The Board of Directors recognizes that employees/students who have a drug abuse problem would be encouraged to seek professional assistance. An employee/student who requests assistance shall be referred to a treatment facility or agency in the Community if such facility or agency is available. Request for assistance will be held confidential with the exception of the legal requirements that must be followed.

When it is evident that an employee/student has consumed alcoholic beverages or illegal drugs off school property, the staff member or student will not be allowed on school property while under the influence. Employees/students who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The Board of Directors hereby commits itself to a continuing good faith effort to maintain a drug-free workplace. This policy shall be communicated

SOUTH KANSAS CITY/ ONLINE CAMPUSES

1001 E. 101st Terrace, Ste. 325
Kansas City, MO 64131

2012 STUDENT RIGHT TO KNOW AND CAMPUS SECURITY REPORT

PINNACLE CAREER INSTITUTE

Pinnacle Career Institute is committed to providing members of the campus community and visitors with the safest and most secure environment possible.

Each year, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Pinnacle Career Institute makes available the Annual Campus Safety and Crime Report. This report is published to inform the students, faculty, staff and citizens of our crime statistics, policies, procedures and general safety on the campus at Pinnacle Career Institute. Additional copies of this report may be obtained by contacting the office at 816-331-5700.

In 1990, the federal "Crime Awareness and Campus Security Act" was enacted requiring universities and colleges to:

Provide timely notice to the campus on crimes that are considered threats to safety. Publish and distribute annual campus security report that contains the most recent calendar year and the two preceding calendar years of campus crime statistics, policy statements and program descriptions, and procedures to be followed in sex offenses. Inform prospective students and employees about the report.

In 1998, this act became known as the "Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, through oversight of the Department of Education.

This report describes security practices and procedures at Pinnacle Career Institute for the most recent calendar year the two preceding calendar years. Each year the college disseminates information on the status of campus security to all current students and employees. Upon request, the report will be provided to persons who request a copy.

The 2008 edition of the Campus Safety and Crime Report lists yearly statistics for the crimes of murder, sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle thefts, and "hate crime" offenses, as well as statistics for arrests and disciplinary referrals for alcohol, drug and weapon violations. These crimes are defined in this report.

The administrative section of Pinnacle Career Institute has prepared this report using internal crime reports and other statistical data information provided by the Kansas City, Missouri Police

Department. Please take time to review the information in the report and if you have questions please do not hesitate to contact us.

2012 STUDENT RIGHT TO KNOW AND CAMPUS SECURITY REPORT

PINNACLE CAREER INSTITUTE

The passage of the Campus Security and Crime Awareness Act in 1990 requires all institutions of post secondary education using Federal Financial Aid to publish crime statistics and statements regarding their crime reporting policies and programs. The purpose of this act is to help inform the student body and staff of any crime or danger that they may encounter while on Institute property. The security and access to Pinnacle Career Institute campus facilities is at all times controlled by the Directors of both day and evening programs. The campus facilities are open from 7:45am each morning until 10:30pm each evening. There are certain key staff and faculty members who have access to the campus facilities during outside business hours for their individual departments.

Pinnacle Career Institute is located within the city limits of Kansas City, MO; therefore all crimes of any nature will be reported to the Kansas City, MO police department. In addition to the report made to the KCMO police department, any student or staff member, while in or on Pinnacle Career Institute spaces, property or functions, involved in any way, as a witness or as a victim, in crimes dealing with murder, rape, robbery, possession, liquor law violations or drug abuse violations shall report, same to the proper authority at Pinnacle Career Institute to comply with the federal government's requirement of reporting campus crime. During the hours 8:30am to 5:30pm, Monday through Thursday, the proper authority of reporting crimes is the Director of Education and for the evening programs, the coordinator of the appropriate program. Regardless of when the crime is perpetrated it should be immediately reported to the Kansas City Police department and to the Institute authority as soon as possible. Upon receipt of a written incident report from a victim or witness, the Director of Education will determine if it necessary to conduct an internal investigation or rely on the police report. Incident report forms may be obtained from the Director of Education.

This policy is issued to each student on the first day of class and all present staff members on October 1, of each year. All new staff members shall receive this on the first day of employment. Special emphasis should be placed on the theft of personal property such as books, supplies and depending on the program, any parts that are issued and test equipment. Students and staff should be reminded that any type of theft will not be tolerated. Staff members should warn students when the staff sees situations that encourage theft and try to correct this as soon as possible.

The following statistics provided in compliance with the Jeanne Clergy Disclosure of Campus Security Policy and Campus Crime Statistics Act, are for your information. Statistics are compiled and released annually. They include all reports of the following offenses received by the Kansas City Police Department as well as from college officials with significant responsibility for student and campus activities.

Crimes Reported by Pinnacle Career Officials

Offense Type	Number of Arrests		
	2009	2010	2011
a. Liquor law violations	0	0	0
b. Drug law violations	0	0	0
c. Weapon Law violations	0	0	0

Offense Type	Number of Disciplinary Actions/ Judicial Referrals		
	2009	2010	2011
a. Liquor law violations	0	0	0
b. Drug law violations	0	0	0
c. Weapon Law Violations	0	0	0

Hate Crimes (by prejudices)			
	2009	2010	2011
a. Race	0	0	0
b. Gender	0	0	0
c. Religion	0	0	0
d. Sexual Orientation	0	0	0
e. Ethnicity	0	0	0
f. Disability	0	0	0

Criminal Offenses – Non-police

Offense Type	Total occurrences		
	2009	2010	2011
a. Murder/non-negligent Manslaughter	0	0	0
b. Forcible sex offenses (including forcible rape)	0	0	0
c. Non-forcible sex offenses	0	0	0
d. Robbery	0	0	0
e. Assault	0	0	0
f. Burglary	0	0	0
g. Motor vehicle theft	0	0	0
h. Arson	0	0	0
i. Negligent Manslaughter	0	0	0
j. Larceny			

Crimes Reported by Kansas City Police Department

Offense Type	Number of Arrests		
	2009	2010	2011
a. Liquor law violations	0	0	0
b. Drug law violations	0	0	0
c. Weapon Law violations	0	0	0

Offense Type	Number of Disciplinary Actions/ Judicial Referrals		
	2009	2010	2011
a. Liquor law violations	0	0	0
b. Drug law violations	0	0	0
c. Weapon Law Violations	0	0	0

Hate Crimes (by prejudices)			
	2009	2010	2011
a. Race	0	0	0
b. Gender	0	0	0
c. Religion	0	0	0
d. Sexual Orientation	0	0	0
e. Ethnicity	0	0	0
f. Disability	0	0	0

Criminal Offenses – Non-police

Offense Type	Total occurrences		
	2009	2010	2011
a. Murder/non-negligent Manslaughter	0	0	0
b. Forcible sex offenses (including forcible rape)	0	0	0
c. Non-forcible sex offenses	0	0	0
d. Robbery	0	0	0
e. Assault	0	0	1
f. Burglary	0	1	0
g. Motor vehicle theft	0	1	1
h. Arson	0	0	0
i. Negligent Manslaughter	0	0	0
j. Larceny-theft	0	2	0
k. Intimidation	0	0	0
l. Destruction/damage/vandalism of property	0	0	0
m Simple Assault	0	0	0

Statistics concerning the number of arrests for the crimes of liquor law violations, drug abuse violations and weapons possessions or use is zero in all instances. Pinnacle Career Institute will enforce all local, state and federal laws concerning the sale or use of alcoholic beverages and the sale, use, or possession of drugs on institute property or institute facilities.

CAMPUS SEXUAL OFFENSE POLICY STATEMENT

Pinnacle Career Institute strongly denounces sexual offenses, forcible or non-forcible in any form and advocates the immediate reporting of any incident to the Executive Director or Director of Education.
Pinnacle Career Institute will offer their assistance within its resources to victims of sexual offenses.
Confidentially will be maintained to the extent provided by rules, regulations and legislation.
Individuals, groups and organizations that desire information on programs that address sexual offenses, forcible or non-forcible and how to prevent such incidents should contact the Kansas City, MO Police Department.
Victims of sex-related crimes off campus should contact their local police department. Pinnacle Career Institute will gladly assist the individual in contacting the appropriate agency.
The office of Student Services will assist student victims of sex-related crimes with changes in their academic scheduling and living arrangements, as is reasonable within the school's control.
All disciplinary procedures are the responsibility of the Executive Director or Director of Education.
Within the guidelines of the student conduct procedures, the accuser and the accused shall be informed of the school's final determination and any sanctions concerning the alleged incident.
The school may upon final determination and confirmation of an alleged infraction (forcible or non-forcible), impose sanctions ranging from counseling to expulsion.
Any student needing counseling, mental health or others services relating to victims of sex offenses may contact the Student Services for a listing of various agencies that will provide sexual assault programs and services.

Registered Sex Offender Information

The Missouri Sex Offender Registry can be accessed through the Missouri State Highway Patrol's website. Registered sex offenders throughout the state are posted along with their name, address, date of birth and a photo to identify the offender. Information about the offense is also available.

www.MSHP.DPS.MISSOURI.GOV

Please feel free to call the hotline number if you have questions about the offenders in your area.

1-888-767-6747

Telephone numbers for information on registered sex offenders by county are:

Jackson County sexual offender's data is 816-524-4302.
Platte County sexual offender's data is 816-858-2424.
Cass County sexual offender's data is 816-380-5200.
Clay County sexual offender's data is 816-792-7614.

To search for offenders anywhere in the United States, try searching the National Sex Offender Registry at: **www.nsopr.gov**

Sexual Harassment Policy

Pinnacle Career Institute uses information, education and guidance to increase awareness of the problem of sexual harassment. It is the policy of the Pinnacle Career Institute in accord with providing a positive, discrimination-free environment, that sexual harassment in the work place or the educational environment is unacceptable conduct. Sexual harassment is subject to discipline, up to and including separation from the institution.
Sexual harassment is defined for this policy as either:

Unwelcome sexual advances or requests for sexual activity by a campus employee in position of power or authority to a campus employee or a member of the student body.

Other unwelcome verbal or physical conduct of a sexual nature by a campus employee or a member of the student body to a campus employee or a member of the student body. This happens when:

Submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions.

The purpose or effect of such conduct is to interfere unreasonably with the work or academic performance of the person being harassed.

The purpose or effect of such conduct to a reasonable person is to create an intimidating, hostile or offensive environment.

Timely Warning Policy
In addition to yearly statistics provided in this booklet Pinnacle Career Institute will make periodic reports, or Crime Alerts, to the campus community of recent crimes that may affect the quality of life in the campus area. These reports may include crime prevention recommendations and are intended to raise awareness regarding criminal activity so that the community can increase or implement personal safety strategies.

Your Role in Preventing Crime
A high percentage of campus crimes are incidents of opportunity. Often, faculty, staff and students unknowingly contribute to crimes of opportunity by placing themselves or their property at risk. Prevention efforts can be effective in reducing the opportunities for criminal activity. You play a key role in crime prevention efforts. Be cautious, careful, and alert to your own safety and protective of your possessions and college property.
In addition to preventing crime, considerable effort is devoted to crime intervention.

Prevention Tips

Do not hesitate to call police when confronted.
When parking, remove valuables from view and lock your vehicle.
Engrave your valuables with your driver's license number and record serial numbers.
Make copies of credit cards and other valuables in your wallet.
Report all losses to the appropriate staff member immediately.
Stay in control. Do not allow the abuse of alcohol or other substances to put you at risk.

Do not leave personal property unattended.
Be aware of your surroundings and what is going on around you.
Do not hesitate to report suspicious individuals or activity to the appropriate staff member.

Pinnacle Career currently does not have any safety or crime prevention programs at the campus. This is currently under review and these programs may be implemented at a later date. The school is located in a private building along with other tenants and the building does have security cameras as well as security guards that patrol the immediate area.

Military Deployment Policy

When a student receives deployment orders when enrolled in a term, that student should follow the Military Deployment Policy Procedure to ensure appropriate documentation of status and re-entry. Once a student receives deployment orders and wishes to withdraw from school, the student should follow these steps:

1. Notify his/her Director of Education immediately
2. Submit a formal request to withdraw based on Military Deployment (Military Deployment Request Form)
3. Provide a copy of travel orders (deployment papers) at the time the formal request is made if at all possible, but prior to deployment,
4. Fax, mail or email copy of the orders is acceptable.

A student who needs to withdraw in the first seven (7) days of a term will be cancelled, a full refund will be issued and no tuition credit granted. For students eligible for a military tuition waiver (by following the steps above) Pinnacle Career Institute will:

- Forgive tuition owed for the term if payment has not been received, or issue tuition credit for the student to return and take the course(s) within 90 days of returning from deployment. A necessary refund will be made to the appropriate party as determined by the Finance Office.
- Expunge the student record of registration for the current term while leaving all other student records intact.

When the student returns to Pinnacle Career Institute after completion of the deployment covered by the above referenced documents submitted at the time of the withdrawal, the student must:

1. Notify the Director of Education who will assist the student with registration into the appropriate classes.
2. **Must** enroll within 90 days of return from deployment,
3. Will have all transfer credits previously awarded continued to be honored.
4. Will continue in the previously enrolled program as long as the student resume his/her program within 12 months from the original term end date and the program/courses are available. Students who are deployed for longer than 12 months may retain previous transfer credits awarded but must enter into the degree program that is in effect in the catalog at the time of his/her return.

Servicemembers Opportunity Colleges (SOC)

The Servicemembers Opportunities Colleges (SOC) is a consortium of national higher education associations that function in cooperation with the Department of Defense (DoD) and the Military Service including National Guard and the Coast Guard to help meet voluntary higher education needs of service members.

Military Deployment Policy

Pinnacle Career Institute has been designated as a SOC institution committed to servicing the educational needs of service members and their families. As a member of the SOC Consortium, PCI commits itself to support and comply with the SOC Principles and Criteria.

A PCI student who receives military orders to deploy and/or to travel with service related orders during scheduled class times may request an Attendance Exception through their appropriate campus Director of Education office. Attendance Exceptions are only available for those students whose military orders are of a short duration (less than 7 days within any module). The student should request the exception in writing and attach documentation verifying the reason for the absence because of military responsibilities. This request is submitted to the Director of Education who will then forward the request to the Chief Academic Officer for approval. Appropriate documentation consists of copy of the military orders or letter indicating that the student must travel for military training. The letter or orders must be signed by an officer and include the dates that the student will be out of class.

If an Attendance Exception is granted, the student must complete all work required within the module for which the exception has been approved within two weeks of their return. No further exceptions will be granted related to the submittal of late work.

A student deployed for an extended period of time that results in their absence exceeding the attendance exception will be withdrawn from the institution. Students who are withdrawn because of military deployment and who are able to provide proper documentation will only be charged for the classes that are attempted within the term and Return to Title IV Policy will apply. Within one year of the student's withdrawal, the student may re-enter the program at the same tuition cost and fees that was in place at the time of the withdrawal. No other additional fees, other than any previously unpaid balance from the original enrollment, will apply. If the program they originally enrolled in is no longer available, the student may elect to enroll in a substantially equivalent program.

Military students who are deployed and are currently completing their externship will be given credit for the hours that they have completed in their externship prior to their deployment. In certain instances a military student may request an exception to apply specific hours which may be program related toward the required externship hours. Such a request would need to be filed with and approved by the Chief Academic Officer.

Any questions or concerns regarding this policy should be referred to the Director of Education at the campus level or to the System Administration Chief Academic Officer of PCI.

Pinnacle Career Institute Duty to Report Child Abuse Policy

Purpose:

Pinnacle Career Institute et al. (PCI) provides educational opportunities for all people. While it is unusual for children to participate in these educational opportunities, PCI understands the importance of a safe environment for children and the role the proper reporting of potential issues in creating that environment. The purpose of this policy is to outline the responsibility of PCI employees for reporting of suspected child abuse.

Definitions

Child means a person under the age of eighteen years old.
Mandatory Reporter means a person who in the scope of his or her professional or employment opportunities examines, attends, counsels, or treats a child and who is a PCI employee.
Physical Abuse means any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as a result of the omissions of a person responsible for the care of that child. Common indicators could include but are not limited to unusual or unexplained burns, bruises, or fractures.
Sexual abuse means the commission of a sexual offense with or to a child as a result of the omissions of a person responsible for the care of that child. The commission of a sexual offense includes any sexual offense with or to a person under the age of 18 years. Sexual abuse includes but is not limited to lascivious acts with a child, indecent exposure, assault with the intent to commit sexual abuse, indecent contact with a child, incest, and sexual exploitation.

Policy Statement

Any employee, who in the course of employment suspects physical or sexual abuse of a child, is required to report the police. Any student or visitor who suspects physical or sexual abuse of a child on PCI property or relating to a program or activity should provide a report to the police. The report should be made as soon as possible. There should be no retaliation against a person a good faith report of physical or sexual abuse of a child under this policy.

1.) By telephone
   - NKC: (816) 274-6013
   - LAW: (785) 830-7400
   - SKC: (816) 234-5000
   - OL: (816) 234-5000
2.) In person: nearest police station

The report to the police should include all of the relevant facts known to the person who is making the report including:

1.) the child's contact information, and/or description:
2.) the name and/or description of the person suspected of the abuse;
3.)) the person/reporter's name and contact information;
4.) the time, date, and location of the suspected abuse; and
5.) description of the suspected abuse, with all relevant information, and any supporting evidence

Online Faculty Roster – June 2013

Instructor Name	Program	Degree	Address	Phone Number
Aguiar, Bryan	Business Administration	DBA, Business/ MBA, Business/ MEd, Curriculum and Instruction/ BS, Business/ AS, Accounting/ AOS, Logistics Management	510 Ane Ave, Lowell, AR 72745	816-866-5630
Joseph, Karina	Business Administration	MPS, Human Resource Management/ BS, Community and Human Services	97-11 Horace Harding Expressway, Suite 14N, Corona, NY 11368	347-589-2431
Shah, Robin	Business Administration	MBA, Business/ BS, Accounting	27589 N. 61st Place, Scottsdale, AZ 85266	602-359-6710
Tucker, Larry	Business Administration	MBA, Business/ MS, GAC/ BS, Psychology/ AA, General Education	Parkway Towers, Suite 103, 4545 Wornall Road, Kansas City, MO 64111	816-853-7042
Dajani, Fadi	General Education	MCRIM, Information Technology/ MBA, Business/ BBA, Accounting	19004 W. 97th Terr, Lenexa, KS 66220	913-461-7839
Barrell, James	Information Technology	MS, Computer Science/ BS, Computer Science/ BBA, Business	3344 E. Pierson Rd, Flint, MI 48506	810-736-4574
Pearlman, Alicia	Information Technology	MBA, Finance/ BA, Accounting	3349 Green Oaks Dr, West Bloomfield, MI 48324	248-961-3231
Pruitt, Robert	Dental Assisting	BS, Management, U. of Phoenix;AA Business, U. of Phoenix	1205 NW Long Dr. Grain Valley, MO 64029	816-728-9166
Leistner, Charles	Medical Assistant	B.S.Ed, Exercise Physiology, CSCS, NRCMA, ACLS, BLS Instructor	776 E 1485 Rd, Lawrence Ks 66046	785-594-3226
Hinks, Leslie	Medical Assistant	BSN, ASN, ACLS, PALS, BLS, HAZMAT	9727 Colony Place, Overland Park, Ks 66131	404-372-3417
Glover, Niyah	Medical Assistant	MA Psychology (Currently working on) University of the Rockies/ BA Psychology Ashford University/ Registered Medical Assistant Georgia Medical Institute	486 Luke Court, Jonesboro, GA 30238	770-873-0236

Smith, Edwin	Medical Assistant	AAS Nursing Cuyahoga Community College/ BS Health Science Stevens-Henager Coollege/ AS Medical Assistant Keiser University/ BA Elementary Education Corlins University	910 E 131st St, Cleveland, OH 44108	216-268-2478 216-952-0295
Montalto, Lynette	Medical Assistant	B.A-Everest University Online – Higher Education	6438 W. 81st Place, Burbank, IL 60459	708-768-2306
Flippin, Jennifer	Medical Billing & Coding	CPC- American Academy of Professional Coders; AOS- Pinnacle Career Institute, Medical Billing and Coding	8880 Ward Parkway, KCMO 64114	816-268-3400
Roberts, Rose	Medical Billing & Coding	B.S.- Health Administration, University of Phoenix	901 E. 104th St., KCMO 64131	816-943-9600
Patti Lynne	Medical Billing & Coding	Certified Professional Coder through the American Academy of Professional Coders Certificate, American Association of Medical Assistants	2522 Linden Way # B, Palm springs, Ca. 92264	760-904-8475
Bernal, Nuvia	Medical Billing & Coding	AA, Fresno City College, Fresno, CA--Liberal Arts	5676 E. Florence, Fresno, CA 93727	559-907-0706
Looney, Pami	Medical Billing & Coding	AA, Liberal Arts, Johnson County Community College, Overland Park KS	1219 NW Ashley Lane, Grain Valley, MO 64029	816-838-3141
Ashraf, Shazia	Medical Billing & Coding/ Health Information Technology	A.S. Santa Barbara City College--HIT, MS California State University --Administration, BS Walden University -- Business Administration	4440 Montril Way, Sacramento, CA 95823	916-612-8724
Bufkin, Samuel	Medical Billing & Coding/ Health Information Technology	M.S. Health Leadership/ B.S. Health Care Management/ A.A.S, Health Information Technician	3490 Barkers Mill Road, Clarksville, TN 37042	931-302-6120
Gay, Lisa	Medical Billing & Coding/ Health Information Technology	BS East Carolina University - Health Information Mgmt/ AA Lenoir Community College - Associate in Arts	710 Lake Shore Dr., Goldsboro, NC 27534	516-804-9660
Knighton, Michelle	Medical Billing & Coding/ Health Information Technology	M.B.A, Business Administration/ BA, Health Information Management	32206 Tangent Drive, Tangent OR 97389	541-760-0096
Reynoso, Tina	Medical Billing & Coding/ Health Information Technology	Masters: Leadership for Healthcare Professionals/ BA, Professional Communications/ AA: Medical Records	15041 Butternut Lane, Burnsville, MN 55306	952-240-3951

Baisden, Shannon	Personal Trainer	MA University of the Pacific - Sport Sciences/ BA University of California Davis - Exercise Science	4362 Warwick Blvd., Kansas City, MO 64111	913-645-5675
Borg, Karen	Personal Trainer	MS, Missouri State University--Counseling/ BS Missouri State University--Education	1810 Fredrickson Cr., Olathe, KS 66061	417 894 1738
Cates, Tricia	Personal Trainer	B.A., Drury University- Exercise Physiology and Global Diversity	1204 Wiltshire Boulevard, Raymore, MO 64083	913-593-8643
Chapman, Denise D.	Personal Trainer	M.S, Central Missouri State University- Exercise and Sport Science/ B.S, Central Missouri State University- Fitness Wellness	4215 Conway Court, College Station, TX 77845	979-575-1748
Diacono, Andrea	Personal Trainer	D.P.T., University of Kansas Medical Center - Physical Therapy/ BS, University of Charleston--Biology BS, University of Charleston--Sports Medicine	8144 Halsey St Lenexa, KS 66215	913-375-8925
Moilanen, Matthew	Personal Trainer	BSE, University of Kansas--Sports Science	7914 Canterbury Praire Village, KS 66208	785-760-2276
Ringleb-Krutilek, Stacie	Personal Trainer	M.A, Sam Houston State University- Kinesiology/ B.S, Upper Iowa University- Sports Science and Recreation	1209 Humphrey Lane, El Campo, TX 77437	512-699-4405
Simon, Mitch	Personal Trainer	DC, Cleveland Chiropractic Institute--Chiropractic/ BS, University of Southern California--Exercise Science	7312 E 130th Grandview, MO 64030	816-810-9722
Urkoski, Jill	Personal Trainer	M.Ed., University of Nebraska- Educational Administration/ B.S.E., University of Nebraska- Athletic Training	907 Alma Dr. Lawrence, KS 66049	785-218-5605
Weber, Dustin	Personal Trainer	DC, Clevand Chiropractic College--Chiropractor, ME, Wichita State University--Physical Ed-Exercise Science/ BA, Wichita State-- Biological Sciences	9537 E. 57th Terr Kansas City, MO 64133	316-655-4753
Ware, Charles	Personal Trainer	Doctorate of Health Education A.T. Still University/ MS Physical Education/ Exercise & Sport Science University of Central Missouti/ BS Physical Education Central Missouri State University	9989 Lorian St, Las Vegas, NV 89183	816-739-6459
Komm, Michelle	Personal Trainer/ Medical Assistant	DC, Cleveland Chiropractic Institute--Chiropractor/ BSE, University of Kansas-Sport Science	6910 West 1124th St #1105, Overland Park, KS 66209	816-309-6156

Weatherly, Lyn	GS100/General Education	MA, Webster University--Teaching, BA University of Kansas City--Elementary Education	18124 Talon Dr., Holt, MO 64048	816 320-2432
liams, Sue	GS100/General Education	Central Missouri State University/ BS, Home Ec. In Business-Foods and Nutrition, Illinois State University/ BS, Elementary Ed., University of Missouri Kansas City/ MA, Curriculum and Instruction	9211 N. Flora, Kansas City, MO 64155	816-420-9368
Rolf, Anna	GS100/General Education	Specialist, University of Missouri--Elementary School Administration/ MED, University of Missouri--Curriculum and Instruction/ BSED, University of Missouri-Columbia--Early Childhood Education	11909 Manor Rd, Leawood, KS 66209	816-810-0872
Bartee, Bentley	Wind Turbine Technician	MS Technology- Management Project Management/ BS Professional Aeronautics/ Minor Aviation Safety & Aviation Safety Certificate	404 Charleston Cove, Jonesboro, AR 72404	312-402-6848
Knowles, Steven	Wind Turbine Technician	AA Tech. Ed./ BS Agg	12141 Hadley Street, Parker, CO 80134	12141 Hadley Street Parker, CO 80134
Walters, Larry	Wind Turbine Technician	BS Tech. Management	1088 Gray Hawk Dr., Lawton, OK 73505	816-261-1297
Bagette, Mike	Wind Turbine Technician	BA Business Administration and Psychology Univ. of Maryland	14224 Cottonwood Drive, Olathe KS 66062	913-744-1767
Williams, Kelly	Wind Turbine Technician	Electronics Institute for Electronics and micro processor technology/ attending Kaplan University for Computer Programming	9508 NW 60th Parkville, MO 64152	816-437-1899
Hall, John	Wind Turbine Technician	US Dept of Labor – OSHA Authorized Construction & General, Rocky Mountain Education - HAZWOPER, Cole-Miller Safety Consultants - Asbestos Awareness, Miser Occupational – Lead-Based Paint Inspection,	630 East 115th Terrace, KC, MO 64131	720-435-9995

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

Pinnacle Career Institute has a detailed plan for implementing distance education instruction, which includes the rationale for the development of the curriculum and determination of the course/program objectives and content as well as the assessment of student learning. This plan includes a detailed structure of development and review led by faculty representative of all campuses across the organization and overseen by the Chief Academic Officer.

Pinnacle Career Institute utilizes a phased process for the development and update of all programs. Below is a chart that describes in greater detail the process for curriculum development and approval of new programs within the Pinnacle Career Institute system.

Curriculum Design at Pinnacle Career Institute

Phase I – Evaluation

- Initial ideas for new programs are gathered
- Proposed programs are examined to see if they fit the institutional mission
- Proposed programs are evaluated for market need and demand and employment opportunities
- All proposed programs are compared to determine which are to be pursued

Phase II – Research

- Evaluation of industry needs, certifications
- Review of competing/existing programs
- Contact with industry subject matter expert (SME)
- Creation of initial program curriculum
- Creation and initial meeting of Advisory Board Committee (ABC)
- Enrollment and Financial models are created

Phase III – Decision

- With all information in-hand, decision to commit to program is made with final approval through the PCI Board of Directors

Phase IV – Program Design

- Based on ABC, SME, and Faculty input, final program curriculum is created
- Draft of course syllabi completed
    - Course descriptions and objectives created
    - Texts and resources selected
    - Objectives, readings, and general assignments allocated by week
- Program information is submitted to the Chief Academic Officer for review and approval.
- Program is submitted to the State

- After State approval, program is submitted to accrediting body

Phase V – Course creation

- Timeline of course offering created
- Course competencies and performance objectives reviewed
- Course drafts created by SME/Faculty and Instructional Design Team
    - Assignments selected to match objectives
    - Additional instructional materials identified
        - Publisher's materials
        - 3rd party materials
        - In-house developed materials
- Course Reviewed by SME/Faculty/Instructional Design Team
- Corrects/Updates/Changes made

Phase VI – Course Updates

- Comments from students/faculty/ABC/staff gathered as class is offered
- Changes in text and instructional materials noted
- Comments/Changes evaluated
- Corrects/Updates/Changes made

Debbie Fajen

From: Jean Lascoe
Sent: Wednesday, May 08, 2013 10:59 AM
To: Debbie Fajen
Subject: RE: externships sites in Iowas

This is what I came up with for graduates. Please let me know if I missed anyone. Thank you.

Student	Grad Date	Program	Externship Site Information						
Appelquist, William	12/5/2010	Personal Trainer	Fitness Express	563-386-2348	109 E 50th St	Davenport	IA	52806	Internship/Externship
Harrelson, Tobias	3/13/2011	Personal Trainer	7 Flag's Fitness & Racquet Club	515-278-8888	2100 NW 100th Street	Clive	IA	50325	Internship/Externship
Kirk, Angela R	10/7/2012	HIT	Shellsburg Family Practice	319-436-2040	400 Canton St	Shellsburg	IA	52332	Internship/Externship
Murphy, Mindy	10/7/2012	Medical Assistant	Family Practice Clinic	712-298-2936	3201 1st St	Emmetsburg	IA	50536	Internship/Externship
Terry, Nathaniel S	1/13/2013	Personal Trainer	River Plaza Athletic Club		10 West 4th Street	Waterloo	IA	50701	Internship/Externship

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From: Debbie Fajen [mailto:dfajen@pcitraining.edu]
Sent: Wednesday, May 08, 2013 10:49 AM
To: Jean Lascoe
Subject: externships sites in Iowas

Jean,

I need to have a list of sites that been used by our MA&PT&HIT programs in the state of Iowa. I am working on our application for them and they want me to provide them with a list of these sites . I will need to update them as we continue to have new sites within their state as well after we are approved.

Can you help with this please?

Thank you!

Debbie Fajen
System Registrar

Pinnacle Career Institute

program costs less the military benefit amount and any other federal grants and/or scholarships not to exceed the direct cost of tuition, fees, books, and other institutional charges.

Scholarship application and required documents are to be provided to the financial aid coordinator prior to the planned term of attendance. This scholarship must be applied for annually and if a student withdraws and re-enters, they must re-apply.

Legacy Scholarship

The Legacy Scholarship is a scholarship dedicated to assisting immediate family members of PCI students/ alumni. Immediate family members (spouses, children, siblings and parents) of current PCI students or graduates will receive a $1000 Legacy Scholarship to be used toward tuition at PCI. The graduate family member must have graduated within 10 years of the immediate family member applying for this scholarship and application must be made prior to the beginning of the program.

PCI Agency Benefits and Matching Grants

For students sponsored by Federal, State and local governmental, and non-profit training and rehabilitation agencies (i.e. CAP and Displaced Workers under Workforce Development, Vocational Rehabilitation including Veteran's Rehabilitation and The Services for the Blind), Pinnacle Career Institute makes available a limited number of matching grants.

Agency matching grants are made to facilitate career studies for individuals who meet PCI's admissions requirements and are sponsored by governmental and non-profit organizations dedicated to sponsoring education and training for economically, physically, or socially disadvantaged clients.

Current students may not directly apply for PCI's agency matching grants. Rather, the decision to award an agency matching grant is made by the Campus Director as a result of Agency Representatives and staff recommendations and or by the request of the sponsoring agency to make such a grant. The number of grants varies depending upon outside agency sponsorship and the availability of budgeted funds. Application must be made prior to the beginning of the program and applied for annually. If a student withdraws and re-enters, a new application must be completed.

The matching grant given by Pinnacle Career institute is determined by the following: Tuition charges less the ITA (Individual Training Authorization) certification and any other federal grants and/or scholarships not to exceed the direct cost of tuition, fees, and institutional charges.

TUITION FEES AND POLICIES

1. **Student's Right to Cancel:** Student shall have the right to cancel this Agreement for any reason by submitting written notice of cancellation to an officer or director of the school. This notice may be personally delivered to the officer or director or mailed either certified or registered, returned receipt requested. If personally delivered, the date of cancellation shall be the date of receipt of the notice; if mailed as stated above, the date of cancellation shall be the date of the postmark of the notice.
2. **Termination by the School:** Pinnacle Career Institute may, at its sole discretion, terminate any student if the student:
   - Falsifies his/her educational status certification on the Application for Admission;
   - Fails to adhere to the attendance requirements as stated in the catalog or course syllabus;
   - Maliciously destroys or damages any property of the school (the student may be held liable for the cost of repair and/or replacement of the damaged property);

- Demonstrates behavior disruptive of normal classroom discipline;
- Fails to maintain satisfactory progress as specified in this catalog;
- Fails to pay the program costs as agreed in writing;
- Fails to finalize or complete an Academic Improvement Plan;
- Engages in unlawful or improper conduct (including, without limitation, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property) or conduct contrary to the best interest of the school, or any conduct that reflects discredit upon the school or its reputation, as determined by the school at its sole discretion.
- Engages in unprofessional conduct to such an extent as to be determined to consistently impair the welfare or educational opportunities of others in the Pinnacle Career Institute community.

The date of termination shall be the actual date that the Student is notified or the postmark of any notification of termination which is mailed to the Student by certified or registered mail, return receipt requested. **REINSTATEMENT OF THE STUDENT WILL REQUIRE WRITTEN APPROVAL OF THE SCHOOL.**

3. Tuition may be either paid in full upon enrollment or complete payment must be accounted for on the Student Tuition Funding Worksheet.

4. All tuition payments are to be made in accordance with the terms of the Enrollment Agreement and the Retail Installment Contract, if applicable. Special circumstances that may warrant other payment terms are granted only at the discretion of the institution.

5. Any student delinquent in the payment of any sum owed to the institution may be blocked from class until satisfactory arrangement has been made with the institution. If satisfactory arrangements are not made, the student may be administratively withdrawn and a refund calculation applied.

6. In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement and listed in the Student Finance section of the catalog.

7. For a first-time student entering the institution, attendance is counted on the 15th calendar day after the start of their first class. Any student in attendance will be considered to have entered the institution and tuition will be charged.

Cancellation Policy

The institution will refund advance payments of the student's tuition in accordance with the following policy for newly enrolled students to PCI.

Rejection of Application by Institution: All monies which were paid by the student to the institution shall be refunded in full if the student's Enrollment Agreement is rejected by the institution.
Five (5) Business Days: All monies which were paid by the student to the institution shall be refunded in full if the student requests cancellation of this agreement within five (5) business days of signing it.
Prior to Commencement of First Course: A student who cancels this agreement after five (5) business days of signing it, but prior to commencement of the first course, shall be entitled to a refund of all monies paid to the institution.

Tuition and Fees

See catalog addendum for current tuition and fees. If missing, notify the institution. The institution may, at any time and from time to time at its discretion, increase the tuition of the program and current pricing will be reflected within the Tuition Catalog Addendum. The price of the program remains the same throughout the program for the student as reflected within their Enrollment Agreement. A

student, who ceases attending Pinnacle Career Institute, officially or unofficially withdraws prior to completion of their program, and re-enters into the program will be charged the current tuition price at the time of their re-entry.

Exception to this rule applies to military students deployed on active duty or for long term training. Upon return, reinstatement to program shall be at the rate of initial enrollment agreement. Military students that are being deployed should notify the Director of Education as soon as possible and provide copies of the deployment papers or military orders.

Course Repeats

For any course(s) that are repeated, students will be required to pay applicable tuition and fees.

General Tuition Refund Policy

The intent of Pinnacle Career Institute's refund policy for terminations is to ensure a fair and equitable settlement between the institution and the student. This policy complies with all state, federal, and accreditation standards.

Tuition is charged by an academic term which consists of a twelve week period of instruction. For modular based curriculum, the term consists of (3) three four-week classes of instruction.

The date that a student officially withdraws from the institution or the date a student is officially terminated by the institution becomes the Date of School Determination (DOSD) and is the date that is used to calculate refunds.

An unofficial withdrawal means the student stopped attending for 14 consecutive days without official notification. If a student unofficially withdraws from school, the 14th calendar day after the student's last date of attendance becomes the DOSD and the last date of attendance is used to determine the amount of refund. The 14 day period does not include scheduled breaks of 5 days or more.

Lab fees are non-re-fundable and will be deducted prior to the calculation policy. For those who received Title IV funds please refer to the Title IV Tuition refund policy which determines the amount of Title IV funds required to be refunded prior to the General Tuition Refund Policy.

Book and Material Return Policy – Ground and Flex-Ed Courses

A return of course materials may be made if:

- A copy of the voucher or sales receipt that was included in the original shipment is provided;
- The materials are received within 21 days of the receipt on the voucher or sales receipt;
- The materials are in mint, re-sealable condition, wrapped items or sealed CD's can only be returned if the plastic or seal is not opened.

Electronics, special ordered items and imprinted merchandise are sold on a non-returnable basis except clothing may be returned for a different size. Clothing may be returned for exchange if:

- A copy of the voucher or sales receipt that was included in the original shipment is provided;
- The clothing is received by PCI within 14 days of the receipt on the voucher or sales receipt;
- The clothing is in mint, resalable condition;
- A note stating the size the student wishes to receive.

If these requirements are met, the student should return the materials to the campus bookstore.

Book and Material Return Policy – Online Education Courses

A return of course materials may be made if:

- A copy of the voucher or sales receipt that was included in the original shipment is provided;
- The materials are received within 21 days of the receipt on the voucher or sales receipt;
- The materials are in mint, re-sealable condition, wrapped items or sealed CD's can only be returned if the plastic or seal is

not opened.

If these requirements are met, the student should return the materials to Bookstore Returns Department, 550 Smith Street, Farmingdale, NY 11735.

Electronics, special ordered items and imprinted merchandise are sold on a non-returnable basis except clothing may be returned for a different size. Clothing may be returned for exchange if:

- A copy of the voucher or sales receipt that was included in the original shipment is provided;
- The clothing is received by the Bookstore Returns Department within 14 days of the receipt on the voucher or sales receipt;
- The clothing is in mint, resalable condition;
- A note stating the size the student wishes to receive.

If these requirements are met, please return the materials to Bookstore Returns Department, 550 Smith Street, Farmingdale, NY 11735.

Please return the items by UPS, FedEx, registered mail, or some other method by which the shipment can be tracked. We will not issue a credit for any item that does not meet the Returns Policy. Please make sure that all of the requirements and conditions of the Returns Policy have been met before delivering any item to PCI or the Bookstore Returns Department. Upon receipt and in the event these requirements are met; PCI will process the return. If all of the above requirements are not met, a credit will not be issued and the items will be discarded. Shipping charges are non-refundable. Students are responsible for the cost of shipping of returning all materials.

If course materials, electronics or imprinted merchandise arrives damaged, they may be exchanged. Upon receipt of the damaged item, please use the "Contact Us" page on the top right corner of the site and a free mailing label to return the damaged merchandise will be sent to the student.

For any questions or further information, please use the "Contact Us" page on the top right corner of the student portal or speak with a Student Success Coordinator.

Table 4: Tuition Refund Schedule

Based on Each Academic Term:	
1-14 calendar days from the first day of class	95%
15-28 calendar days from the first day of class	75%
29-40 calendar days from the first day of class	50%
Beyond the 40th calendar day from the first day of class	None

If any monies are due to Federal Title IV funds, to the student, or other agency, the money will be returned within 45 days of the DOSD.

For students entering into Pinnacle Career Institute for their first class, please refer to the cancellation policy in regards to when tuition is charged.

Any credit balance remaining of less than $25.00 will require a written request by the student before it will be issued by the school. A balance due of less than $20.00 will be reduced to zero by the school to close the student's account.

Return to Title IV Policy

For students who terminate and received Title IV funds, the institution is required by federal statute to recalculate federal financial aid eligibility for these students; a determination must be made to determine the amount of Title IV aid that was earned by the student. If the amount disbursed to the student was greater than the amount the student earned, unearned funds have to be returned. Up through 60% of the enrollment period or term, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After 60% of the enrollment period or term has been completed, the student has earned 100% of the Title IV funds that have been disbursed.

In calculating the amount of Title IV funds earned, the school will use the following

Federal Title IV funds formula: Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. This percentage is also the percentage earned.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. The requirements of Title IV program refunds when the student withdraws are separate from any refund policy that the institution may have. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution. The school may also charge the student for any Title IV program funds that the student was required to return.

If a student earned more aid than was disbursed to their student account, the institution would owe the student a post-withdrawal disbursement which must be paid to the student's account within 180 days of the student's withdrawal. If the post-withdrawal disbursement includes federal student loan funds, the school must get the borrower's permission before it can disburse. The student may choose to decline some or all of the loan funds. The school is authorized to use all or a portion of the post-withdrawal grant funds for tuition, fees, books, and supplies.

There are some Title IV Funds that recipients were scheduled to receive that cannot be disbursed as post-withdrawal disbursements because of other eligibility requirements. For example, if the student is a first-time, first year, undergraduate student and has not completed at least the first 30 calendar days of the program prior to withdrawal, no Direct Loan funds can be disbursed.

If a refund is required, funds are allocated in the following order: Direct Unsubsidized Stafford Loans (other than PLUS loans); Direct Subsidized Stafford Loans; Direct Parent (PLUS) loans; Federal Pell Grants for which a Return of funds is required; Federal Supplemental Opportunity Grants for which a Return of funds is required.

Other Agency Return Policies

If a student is terminated or withdraws from school prior to completing the program, Pinnacle Career Institute will follow the return policies for any third-party agency funding the student may have received.

Student Civil Rights Complaint/Grievance Procedure as to Discrimination

Nondiscrimination Policy

Pinnacle Career Institute is committed to a policy of nondiscrimination on the basis of sex, race, color, marital status, national origin, disability, or religion in their admissions policies, educational programs, activities, and employment as specified by federal and state laws.

These laws include Title VI of the Civil Rights Act of 1964, hereinafter referred to as **Title VI**, the Americans with Disabilities Act, hereinafter referred to as **ADA**, Section 504 of the Rehabilitation Act of 1973, hereinafter referred to as **Section 504**, and Title IX of the Education Amendments of 1972, hereinafter referred to as **Title IX**.

Inquiries, complaints and grievances, academic and nonacademic, regarding Title VI, Section 504, ADA, and Title IX may be addressed to:

Chief Academic Officer
Pinnacle Career Institute
8880 Ward Parkway, Suite 200
Kansas City, MO 64114
Telephone: 816-331-5700

The faculty and staff of the school recognize that at times problems, grievances, and complaints may arise. Therefore, the school has established a step-by-step procedure to help resolve civil rights complaints and grievances in all situations whether their origins are academic