

Medical Management Corporation: 06/90 to 5-91

Drive to different sites and perform CT scans, consulting with radiologist on appropriate CT exam for patient, explaining exam to patient, getting consent forms signed and starting IVs.

EDUCATION:

DMACC – 08/04 to 05/06

Indian Hills Community College – 08/87 to 05/90

University of Northern Iowa 08/86 to 05/87

DEGREE: AAS in Radiography Technologist

CERTIFICATES: AART (R), (CT)

1964 Courtland Drive, Des Moines, IA 50315

515-689-7792

PROFESSIONAL EXPERIENCE

Des Moines, IA **Vatterott College**
 8/2010-Present *Adjunct Instructor, Business and Communications*

Des Moines, IA **A'Laure Marketing and Creative Services**
 12/99-Present *Owner/Marketing, Advertising and Promotional Products Consultant*

Provide a variety of research, marketing, sales support and advertising specialty services for multiple clients simultaneously. Project work, directly with clients and through sub-contract collaboration, has been performed for Freestyle Public Relations, UncommonQuest Marketing, Matt Allen Enterprises, Meredith Corporation- Parent's Magazine® toy brand in collaboration with On-Purpos Brand Development, Des Moines Freelance Pros, DSX Logistics, Pocket Pen® brand, Greater Des Moines YMCA, Downtown Des Moines Alliance, Zigabytes, For Good Magazine, Norwood, Neil Enterprises, Clarin Seating, Neely Manufacturing and others.

Services include:

- **Marketing planning**-marketing analysis and strategy development for clients with \$100k to \$750k budgets.
- **Copy writing**-advertising, catalog, website, editorial, promotional copy and newsletter writing.
- **Creative direction and implementation**- creative direction and management of website, ad, tradeshow, and print material design according to marketing plan through in-house graphic staff and outside graphic designers.
- **Project management**-coordination of photography, graphic design, printing and media vendors. Management of print and on-line catalogs from initial layout through distribution.
- **Sales support and customer relations**-direct mail communication to customers and through print and on-line publications. Sales team and key account micro marketing and sales support including program development.
- **Trade show planning** - trade show promotion, booth space selection, display and signage design.
- **Research and development**-develop and conduct interviews and surveys, interpret and apply primary research findings. Conduct competitive analysis and perform secondary research through trade associations, Hoovers and LexisNexis. Research and develop new products including sampling and sourcing, creating specifications and analyzing price structures to determine optimal gross sales and bottom line profitability.

Des Moines, IA **Riverfront and South Suburban YMCA of Des Moines**
 12/99-Present *Fitness Instructor and Wellness Coach*

Worked at the Riverfront YMCA as a Fitness Instructor teaching group Body Sculpting classes for four years. After taking a break from teaching to go back to school at Drake, began working for the South Suburban YMCA as a Wellness Coach. Currently still working part-time evenings and weekends as a Wellness Coach. I work directly with clients by appointment or on a walk-in basis. Wellness coaches assess the fitness goals of clients and any health risks or challenges and then advise the clients in many areas, as well as providing hands-on training.

Services include:

- **Body Circumference Measurement and Composition Testing**- Perform Body Composition test and measure clients to and continue to measure circumference and composition every four to six weeks to track progress.
- **Weight and Cardio Machine Training** -Instruct clients on proper form, technique and program for machines.
- **Goal and Health Assessment**-Take clients through questionnaire about health background and medical concerns in order to properly assist client in selecting activities to accomplish their fitness and weight loss goals.
- **Wellness Consulting**-Discuss with and direct clients to nutrition resources and discuss and assist clients in selecting a mix of cardio and strength training options that suits their goals, interests and lifestyle.
- **On-going Support**-Encourage and schedule follow up appointments with clients to track progress and to evaluate and revise program as needed on an on-going basis (also to encourage and cheerlead!)

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Corydon, IA
12/99-2004**Neely Manufacturing Company**
Director of Marketing and Product Development

- **Marketing planning and implementation-** developed strategy and executed marketing plan including creation of budgets and schedules and management of advertising, direct mail, product development and catalog projects. Selected, directed and coordinated outside graphic design, photography, printing and media providers. Wrote advertising, catalog, website, editorial, promotional, newsletter and case study copy.
- **Public and key account relations-** communication through industry publications and directly with customers via telephone and e-mail and face-to-face at meetings and trade shows. Worked with president to propose products and pricing for distributor programs and communicated directly with 19 accounts to developed preferred vendor programs and exclusive promotions.
- **Trade show planning-** assisted with show promotion, selection of booth space and samples and design of display.
- **Product development-** competitive analysis and secondary market research through trade associations. Established relationships with three new import manufacturers, negotiated pricing, coordinated sampling and recommended initial production orders. Established sample program including criteria for artwork selection, sample tags and letters and development of inventory plan.

Des Moines, IA
1991-2000**Air-Tex Corporation** (Division of Norwood the leading supplier of Promotional items in the US)
Marketing and Product Development
(1995-2000 Dir. of Marketing & Product development; 1993-1995 Designer; 1991-1993 Asst. designer)

- **Marketing planning and implementation-** planned and administered a three-quarter million dollar marketing and advertising budget. Creative direction and coordination of in-house graphic design staff and outside photography, printing and media. Wrote advertising, catalog, website, editorial, promotional and newsletter copy. Management of print and on-line catalogs from initial layout through distribution.
- **Public and key account relations-** communicated directly to customers and through client industry publications. Assisted in the development of key account marketing programs and communications.
- **Trade show planning-** developed trade show plan including promotion, coordination, selection of booth space and samples, display design and signage for trade shows.
- **Product development** -line development including research, sampling, product education and catalog presentation. Designed eight of the top ten selling products, representing \$2 million sales. Worked with accounting, manufacturing, importing, sales and management to forecast volume and determine pricing for over 200 products, representing \$20 million sales, ensuring optimal gross sales and bottom line profitability.
- **Research and business development-** competitive analysis and secondary market research through trade associations. Primary research through sales call reports and customer survey development and analysis. Traveled extensively throughout the United States, Asia and Mexico for vendor negotiation, product research and development, trade show representation, customer meetings and to assist with one merger and two acquisitions.

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EDUCATIONAL BACKGROUND

Des Moines, IA May 21,2009 May 21, 2009	Iowa Insurance Division (Testing conducted with Pearson Vue) Iowa Life Insurance, Passed Exam for Iowa Licensing Iowa Accident and Health or Sickness, Passed Exam for Iowa Licensing
Des Moines, IA 2004-2006	Drake University, College of Journalism and Mass Communication Bachelors Degree in Advertising Management with marketing concentration
Ankeny, IA 1987-1988	Des Moines Area Community College Associates Degree in Liberal Studies with marketing and design emphasis
Ames, IA 1985-1987	Iowa State University Completed 50 credit hours, earning 30 credits in product design and fashion illustration
Des Moines, IA 1981 - 1985	Roosevelt High School and Central Academy Diploma and completion of two-year Central Academy clothing design program

COMPUTER SKILLS AND EXPERIENCE

- Proficient in MS Office: Outlook, Word, Excel, PowerPoint and Publisher.
- Proficient in use of ACTI for database management.
- Trained to use with some experience in MS Office: Access and Front Page.
- Some training and experience with In Design, Acrobat Professional and Dreamweaver.

PUBLISHED FEATURE AND SIDE BAR ARTICLES

- For Good magazine, Fall 2007, *'Building the Home Together Project'*
- Corporate Logo magazine, November 2006, *"The Basics of Good Trade Show Promotions"*
- Promotional Products Business (PPB) magazine, March 2003, *"Banners Make Your Event Look Bigger"*
- Identity Marketing magazine, 2003, *"Show and Sell"*
- PPB magazine, May 2001, *"Banners: A Cause for Celebration"*
- PPB magazine, February 2000, *'Shape of Things to Come'*
- Previous editorial contributions and interviews also appearing Promo Marketing, Uniform, Stitches, Counselor and Color Chip magazines.

PROFESSIONAL ASSOCIATIONS/MEMBERSHIPS

- Freelance Pros
- Advertising Specialty Institute (ASI)
- Promotional Products Association International (PPAI)
- American Marketing Association (AMA)
- American Advertising Federation (AAF)
- Color Marketing Group (CMG)

REFERENCES

- Lynn Ward, Sales/Customer Service Manager, Advantage Industries, 515-280-3343
- Julie West, Owner, Westworks, 515-967-8169
- Ben Prasad, Sales Executive, DSX Logistics, 847-910-7981
- Manoly Insisienmay, National Accounts, ADP, 515-875-2405
- Edward Olaby, IT Technician, Drake University, 515-271-2875

Additional professional references available upon request.

IYHAB F. HASAN

70 Marshall Drive
Waukeé, Iowa 50263

Phone: (515) 987-1910

Email: ih966@msn.com

PROFILE

- Positive mentor with excellent leadership and interpersonal communication skills
- Highly innovative problem solver with demonstrated creativity
- Exceptional commitment to quality with strong negotiation and persuasion skills
- Quick to learn new skills and accountabilities and able to adapt to new situations

EDUCATION

Iowa State University, Ames, Iowa
B.S., Mechanical Engineering, August 1999

COMPUTER SKILLS

Microsoft Office Suite, HVAC Elite, AutoCAD, Trane TRACE 700

PROFESSIONAL EXPERIENCE

Vatterott College, Des Moines, Iowa

HVAC Program Director/Instructor. January 2008 – Present

- Instruct HVAC/R courses at various levels in accordance with HVAC/R curriculum, assess student performance, and maintain and report accurate student grade records
- Design and implement curriculum changes to ensure program current and relevant, including incorporation of engineering principles and outside speakers and fieldtrips
- Advise and tutor students needing academic or program assistance to achieve success
- Enhance HVAC/R industry knowledge through professional memberships, networking with industry professionals, and studying industry developments
- Assist with budget preparation and adherence to annual budget goals

Brilco, Inc., Des Moines, Iowa

Mechanical/Sales Engineer. June 2006 – October 2007

- Negotiated with outside contractors and engineers to include company represented products as part of engineering specifications and represented products as part of each project design
- Recruited product manufacturers for company to represent and provide more complete offering and to support increased sales
- Calculated product pricing and ensure accuracy of all company approval and pricing bids
- Mentored fellow employees about products represented and company practices
- Issued and monitored product approval letters and submittals

Brewer Engineering Consultants, PLC, Ankeny, Iowa

Mechanical Consulting Engineer. March 2004 – August 2005 (part-time); August 2005 – February 2006 (full-time)

- Designed HVAC, plumbing, and duct work systems for commercial buildings, multi-family housing, and clinics
- Analyzed load calculations and selected appropriate equipment for commercial projects
- Reviewed and approved construction submittals for conformance with construction documents and applied local and national code requirements
- Represented company and project design and construction meetings and participated in on-site visits to ensure design aligned with site specifications

Construction and Remodeling Sales, Des Moines, Iowa

Sales Consultant. January 2002 – August 2005

- Consulted with prospective clients to recommend home remodeling solutions
- Coached and mentored new sales personnel regarding company product and sales practices
- Drafted and presented client contracts including facilitation of negotiation discussions
- Consistently demonstrated successful sales skills while marketing company product offerings with close ratios averaging 40%
- Consistently one of company's top salesmen

KJWW Engineering Consultants, P.C., Urbandale, Iowa
Mechanical Engineer. April 2000 – November 2001

- Designed HVAC, fire protection, plumbing systems, and duct work for commercial projects including: hospitals, universities, and treatment plants
- Utilized Elite and Microsoft Excel software to perform load and fan static calculations
- Recommended appropriate heating and cooling units based on design load calculations and code requirements

**PROFESSIONAL
MEMBERSHIP**

Member, The American Society of Heating, Refrigerating and Air-Conditioning Engineers,
ASHRAE

Norm J. Hoffman, SPHR

14715 Harrison Street
Indianola, Iowa 50125
(515) 314-9835
norm@yourownhrpro.com

Professional Summary

A successful, dynamic and enthusiastic trainer and human resources professional. Results oriented with a history of initiating and developing effective solutions. Expert in providing leadership strategy, conflict resolution, business communications, policy implementation, employee and organizational development, and creating effective solutions to client needs.

Primary Areas of Expertise

- Business and leadership strategy
- Organizational change
- Leadership coaching
- Human capital planning and strategy, including recruitment and selection
- Acquisitions and mergers (integration strategy, due diligence)
- Human resource policy and practice
- Employee relations and communications
- Training and development
- Compensation and benefits
- Strong analytical and communications skills

Professional Experience

Your Own HR-Pro, LLC 2009 – present

Principal Member

- Provide human resources, risk management, strategy, compensation, training, and leadership development consulting services to small and mid-sized organizations.

Vatterott College 2009 – present

Adjunct Instructor (part-time)

- Teach business communication, human relations, and critical thinking classes.

RSM McGladrey Inc, Des Moines, IA 2005 - 2008

Human Resources Manager

- Partnered with Des Moines location leaders to create a human resources strategy and culture that resulted in being named as a "Best Place to Work in Central Iowa" three years running.
- Provided human resources leadership for a start-up office in Omaha that has grown to \$5 million revenue and 35 employees in two years.
- Provided human resources leadership and services for Des Moines, Mason City and Omaha offices.
- Partnered with senior leadership team to assess needs and development plans for employees and leaders throughout the economic unit that resulted in improved communications and leadership skills for performance advisors.
- Worked with economic unit leaders to identify key drivers of employee engagement, and develop and implement action plans to meet the organizations strategic goal of attracting, developing and retaining top talent.

Employee and Family Resources, Des Moines, IA 2004 - 2005

Workplace Services Consultant

- Helped client organizations to achieve higher productivity through consultation and support.
- Develop and deliver training workshops to build knowledge and skills in areas such as essential supervisor skills, drug and alcohol, preventing harassment, teambuilding, conflict management, and effective communications.

Hoffman and Associates, Indianola, IA

Consultant/Sole Proprietor

2002 - 2004

- Provided human resources risk management, strategy, compensation, training, and development consulting services to small and mid-sized organizations.

Praxair Distribution, Inc., Ankeny, IA

Human Resources Manager

1989 - 2002

- Provided full range of human resources leadership and services to 650+ employees.
- Worked with senior team to implement business and leadership strategy.
- Developed and delivered training programs resulting in a more productive workforce.
- Developed and implemented human resource strategies
- Work with managers to develop recruitment and selection best practices resulting in better quality hires.

National Employee Services Manager

- Lead the development and implementation of employee compensation and benefits programs and systems for newly formed subsidiary with 3,000 U.S. based employees.
- Provided leadership to provide HR generalist services to central divisions.
- Involved in development and implementation of human resources strategy and practices for all U.S. employees of new subsidiary.

Director of Human Resources for GenEx (Praxair subsidiary)

- Partnered with senior leadership to achieve the organizational objective of a culture of empowerment and total quality management.
- Developed, implemented, and administered human resources policies and practices for rapidly growing 700 employee subsidiary of Praxair.
- Developed and delivered training, resulting in a more effective workforce.

Professional Certifications/Affiliations/Civic Organizations

- Certified as Senior Human Resources Professional (SPHR) by the Human Resources Certification Institute

Have served on:

- Johnston Library Board of Directors, Johnston, IA
- United Way Action Committee, Ankeny, IA
- Creative Community Options Board of Directors, Ankeny, IA
- Warren County Izaak Walton League Board of Directors, Indianola, IA

Educational Background

Iowa State University, Ames, IA – Master of Science in Industrial Psychology, 1989

North Dakota State University, Fargo, ND – Bachelor of Science in Psychology, 1985

TODD A. JANSEN

3112 NW 15th Street
Ankeny, IA 50023
(515) 964-8319-Home
(319) 321-4937- Cell
jansentodd@yahoo.com

Education

Kirkwood Community College, AA Degree, Paralegal / Legal Assistant, 2002
United States Air Force Aerospace Medical Services Specialist Course (Medical Assisting), 1999
Des Moines Area Community College, EMT-B Certificate, 1995

Professional Experience

Vatterott College, Des Moines, IA-Adjunct Instructor (Medical Assisting) August 2012 to Present.

Duties: Teach classes, give exams, supervise students in lab, tutor students, grade assignments and papers, other work assigned.

Urbandale Family Physicians and Walk In- Clinic, Urbandale, IA-Clinical Assistant II Jan. 2012 to Present

Duties: Room patients, take vitals, exposed to and used medical terminology on a daily basis, draw blood, use and utilize Electronic Medical Records (EMR's) and other computer applications on a daily basis, give injections, assist with exams.

Hy-Vee, Windsor Heights, IA-Frozen Food Clerk: April 2011- Jan. 2012

Duties: Help customers, stock freezer, unload truck, other work assigned.

Broadlawns Medical Center, Des Moines, IA- Medical Assistant / EMT: November 2008- March 2011

Duties: Room patients, take vitals, exposed to and used medical terminology on a daily basis, draw blood, used and utilized Electronic Medical Records (EMR's) and other computer applications on a daily basis, give injections, assist with exams.

Unemployed-Stay at Home Dad: 2007-2008

Unity Clinic, Wilton, IA- Medical Assistant : Jan. 2005 to March 2006

Duties: Room patients, take vitals, exposed to and used medical terminology on a daily basis, draw blood, used and utilized Electronic Medical Records (EMR's) and other computer applications on a daily basis, give injections, assist with exams.

Memberships

American Association of Medical Assistants (AAMA)

Other Experience

Iowa Air National Guard (USAF), 1998-2005, E-5 (Staff Sergeant)

Language Skills

Spanish (speak, read & write)

German (speak)

Austin Karas

Wind Energy Program Instructor

518 North 10th Ave - Winterset, IA 50273

aukar07@gmail.com - (712) 779-0564

Work Experience

Wind Energy Program Instructor

Vatterott College - Des Moines, IA

July 2012 to Present

SAP Service Site Planner/Interim Lead Technician

Central Plains, & Caney River

October 2009 to July 2012

Vestas Americas Wind Technology, Smoky Hills, Central Plains, & Caney River

Wind Turbine Technician (Service Technician II)

Smoky Hills Wind Farm

2007 to 2009

Vestas Americas Wind Technology, Smoky Hills Wind Farm.

Wind Turbine Technician/Intern

Maple Ridge Wind Farm

June 2006 to August 2006

Vestas Americas Wind Technology, Maple Ridge Wind Farm.

Education

Bachelor of Science in Technical Management

DeVry University - Kansas City, KS

2009 to 2012

Associate in Applied Science in Wind Energy and Turbine Technology

Iowa Lakes Community College - Estherville, IA

2005 to 2007

WALTER MIRO

WORK EXPERIENCE

Vatterott College

May 2011-Present

- Instructor in Medical Assistant Program
- Lectured in classes such as: health sciences, ethics, and pharmacology
- Taught students necessary lab skills

APPS Paramedical Services

November 2010-September 2011

- Hired as Certified Medical Assistant and performed life insurance physicals
- Used different skills such as: performing measurements, running labs, and completing blood draws

Prison Health Services

November 2009-November 2010

- Hired as Certified Medical Assistant and provided patient care
- Performed different services such as: urine analyses; checking vitals, EKGs, and blood sugars; performing phlebotomies; and administering TB tests
- Performed medical data entry

Windsor Heights Fire Department

May 2005-June 2011

- Hired as EMT Basic Medic and provided city wide and mutual aid based care as needed
- Utilized different skills needed in emergencies such as: immobilization; splints; assessments of vitals, airway, breathing, EKGs, etc.; administering oxygen and IVs

EDUCATION

Kaplan University

A.A. in Medical Assisting 2008

Iowa State University

B.A. 1984

PROFESSIONAL CERTIFICATIONS

Certified Medical Assisting Certification (AAMA) # 240586 2008

EMT Basic Certification # B-11-313-20 2003

SKILLS

Effectively able to multitask and perform job related responsibilities

Ability to provide patient care in emergency and non-threatening life situations

Ability to communicate and work with other medical professionals

Diane PanKonie

930 School St #75 | Des Moines, IA 32256 | (904) 386-4006 | marden661@gmail.com

Professional Profile

Self-motivated maintenance/technical professional and customer service manager with relevant years of supervisory-level experience. Organized and detail oriented individual who exemplifies professionalism, and an ability to manage multiple projects and tasks at any given moment. Demonstrated history of successful technical execution and demonstrated operations management, while ensuring high-quality customer relations and facilitating effective team communication. Highlighted leadership qualities and the ability to train and manage individuals from varying backgrounds, while promoting team values. Driven partner with desire for increased responsibility and professional growth while leveraging my extensive technical and management experiences.

Skills Summary

- ◆ Technical Knowledge
- ◆ Issue Resolution
- ◆ Staff Development
- ◆ Maintenance Operations
- ◆ Business Administration
- ◆ Logistics/Inventory Control
- ◆ Customer Service
- ◆ Team Leader
- ◆ Professional Attitude

Business Management and Maintenance Operations - Duties & Responsibilities

- § Lead through example with consistent work ethic, attitude, and professionalism, performing technical maintenance tasks, overseeing business operations, and ensuring efficient organization administration
- § Collaborate in all phases of strategic planning with other members of management team, including inventory control, sales strategies, procurement, issue resolution, customer service, and industry competition
- § Provide continuous assessment of key markets, potential clients, and capital utilization, while furnishing oversight and guidance regarding effective maintenance policies/procedures, equipment management, and technical trends
- § Perform needs-based and situational assessments of policies and procedures to improve operational efficiency, manage and reduce costs, and promote both employee and client satisfaction
- § Identify and utilize talent among team members with focused training efforts, targeted professional recruitment, and the promotion of a performance-based work environment that leverages individual talents for group benefit
- § Develop and supervise support staff to aid in effective sales, marketing, and maintenance service operations, delegating important tasks and assignments while providing timely follow-up to ensure task completion
- § Ensure effective execution of all administrative, HR, and logistical aspects of firm management, while analyzing and presenting important and timely information to executive staff, stakeholders, and other relevant parties
- § Address key client and management queries and resolve them in an expedited manner, promoting sustained revenue growth through client retention, referral generation, and the leveraging of cross-sales opportunities
- § Create and implement firm maintenance and repair protocols while tracking performance versus internal and external benchmarks, focusing on both revenue generation as well as cost control
- § Maintain a strong working knowledge of products, services, techniques, and relevant tools, including equipment, repair logs, product usage, general technical conditions, and other relevant information
- § Act as a liaison between clients, vendors, manufacturing representatives, sales and support staff, and other management partners to facilitate information flow and drive operational efficiency

Professional Experience

- § Vatterott College, Wind Energy Program Director (Des Moines, IA) 11/2012-Current
- § Windingen, Mechanical Technician - Wind Turbines (Various Locations) 7/2010- 11/2012
- § Vestas America US, Mechanical Technician - Wind Turbines (Various Locations) 7/2008 - 2/2010
- § Freetech Plastics Inc., Customer Service Manager (Fremont, CA) 4/2008- 7/2008
- § Fusion Design Dental Ceramics, Dental Lab Technician (Bakersfield, CA) 4/2007- 4/2008
- § Bakersfield Harley Davidson, Parts Advisor (Bakersfield, CA) 6/2006 - 4/2007
- § WellPoint Dental, Customer Care Representative (Camarillo, CA) 3/2006 - 6/2006

§ Shine & Pretty Inc., Office Manager (Camarillo, CA) 7/2005 - 3/2006
§ Sofa's Etc., Store Manager (Ventura, CA) 5/2004 - 7/2005
§ NDIC, CFO (Santa Barbara, CA) 8/2003 - 5/2005
§ US Air Force, Aerospace Ground Maintenance Technician (Abilene, TX) 12/1999 - 7/2003

Education

§ US Air Force - Wichita Fall, TX 12/1999 - 7/2003
B.S. - Mechanical Engineering Aerospace Ground Maintenance and Repair
§ Laney Junior College - Oakland, CA 8/1993 - 6/1995
Took college courses in various subjects including Accounting

Technical Experience and Certification

Vestas Wind Turbine Mechanical Repair - V90, V80, and V82 Turbines - upgrades, maintenance, gearbox change-outs, and issue troubleshooting • Various GE Wind Turbines • Dental Device Design and Production • Diesel and Turbine Engines • Auxiliary Power Units • Certification in Handling, Storage, and Disposal of Hazardous Chemicals Used in Aircraft Flight Line Equipment • OSHA 30

Christopher Reha

206 Meyer Ct.
Van Meter IA 50261
515-210-7721
cdrvmfd@hotmail.com

Objective

To secure a position with a company that will utilize my many skills, knowledge and enthusiasm.

Professional Profile

Program Director

- Doubled the program size in short period of time.
- Attained many educational tools via donations & purchases.
- Built relationships with many companies in the industry.
- Built a recruitment program for High Schools students.
- Placed a number of students in industry jobs.
- Work to attain an excellent educational team.
- Maintain a safe, disciplined, structured learning environment

Diesel Mechanic Instructor

- Give students a great educational opportunity
- Use many different teaching methods to deliver a better understanding
- Help students have opportunity to grow and gain employment
- Maintain a structured, real world shop environment

Fire Fighter Instructor

- Instruct Fire Fighters in basic fire fighting skills
- Teach Fire Fighters self rescue skills
- Achieve a point of discipline and respect in becoming a Fire Fighter
- Assure that students gain an understanding of life & property preservation
- Promote Fire Fighter safety and fitness

CPR Instructor

- Instruct students of CPR and First Aid
- Teach use of AED & BLS
- Instruct Fire Fighters, EMS personnel and public

Fire Fighter

- Practice preservation of property
- Use life savings skills
- Public Education on fire safety
- Training Officer
- Maintenance Officer
- Participate in many community functions

Work History

2009-Present, Instructor, Iowa Fire Service Training Bureau, Ames IA
2008-Present, Program Director, Vatterott Education Centers, Des Moines, IA
2006-Present, Fire Fighter-First Responder, City of Van Meter, Van Meter, IA
2006-Present, Instructor, American Heart Association
2002-2008, Sales & Service Consultant, Qwest Communications, Des Moines, IA

2000-2001, Tech/Asst. Service Manager, O'Halloran International, Altoona, IA
2000-2000, Service Manager, Kenworth of Carroll, Carroll, IA
1991-2000, Product Support Mgr/ Technician, Interstate Detroit Diesel, Des Moines, IA

Education

Numerous certifications in Diesel Mechanic Industry

1990-1992, Des Moines Community College, Ankeny, IA

- Associate of Applied Sciences in Diesel Mechanics

References

References are available on request.

Robin K. Risbeck
4673 Lakewood Drive
Norwalk, IA 50211
515-953-6980

OBJECTIVE

I am seeking a position that will allow me use to my skills and abilities developed through teaching.

EDUCATIONAL BACKGROUND

Bachelor of Arts
Elementary Education Major
Mathematics Minor and Middle School Endorsement
University of Northern Iowa, Cedar Falls, Iowa

Master of Arts
Mathematics for Elementary and Middle School Grades
University of Northern Iowa, Cedar Falls, Iowa

WORK EXPERIENCE

VATTEROTT COLLEGE, DES MOINES, IOWA

September 2009 to Present

- Accepted position as Director of Education, November 2002
- Responsible for faculty leadership, current course syllabi, and accurate academic records
- Interview potential instructors and oversee new hires
- Conduct classroom observations and faculty in-service each phase
- Lead retention team, career services and registrar departments
- Schedule meetings with students with attendance or academic issues

VATTEROTT COLLEGE, DES MOINES, IOWA

September 2009 to Present

- Accepted position as adjunct general education instructor
- AGE 215 Technical Math Class
- Math 099 Remedial Math Class
- AGE 107 Skills for Successful Communication

GRANDVIEW UNIVERSITY, DES MOINES, IOWA

August – October 2009 Fall Term, Session One

- Accepted position as adjunct mathematics instructor
- MATH 111 Intermediate Algebra

ST. THERESA SCHOOL, DES MOINES, IOWA

August 2003 to June 2009

- Accepted position as middle school math teacher for sixth, seventh, and eighth grade
- Implemented L to J strategy for learning
- Contributed to faith formation retreats for middle school students
- Planned exploratory activities each quarter
- Scheduled student success meeting with parents and student
- Supervised a student teacher from Grandview College January 2007 to February 2007
- Attended the Fall 2005 Middle School Conference in Philadelphia
- Taught accelerated algebra course fall semester 2004

UPPER IOWA UNIVERSITY, DES MOINES, IOWA

March 2003 to March 2004

- Accepted position as adjunct instructor
- EDU 212 Teaching Math and Science

NORWALK SCHOOL, WAUKEE SCHOOL, and SE POLK SCHOOL DISTRICTS

August 2002 to May 2003

- Substitute teacher for grades kindergarten through high school

BLESSED SACRAMENT SCHOOL, WATERLOO, IOWA

August 1994 to May 2002

- Accepted position as junior high teacher for seventh and eighth grades
- Teaching responsibilities included eighth grade mathematics, accelerated algebra, seventh grade language arts including reading and spelling, religion, social studies, art, guidance and human growth
- Implemented a junior high business visit day with area businesses
- Taught lessons with connections to today's world such as a problem solving approach in math class, current events and community speakers in social studies and writing or speaking contests in language arts class
- Participated as safety patrol sponsor, textbook review committee person, unit leader, speech contest coach, and coordinated school fund raisers
- Mentored a UNI education student in my classroom almost every semester

R.C. WILLETT COMPANY, CEDAR FALLS, IOWA

May 1994 to August 1994

- Responsible for all duties in the office
- Returned as summer employee to assist in the office, 1995 to 2000

UNIVERSITY OF NORTHERN IOWA MATHEMATICS DEPARTMENT, CEDAR FALLS, IOWA

August 1989 to May 1993

- Supervised mathematics lab
- Assisted professors with course material
- Accepted position as graduate assistant, August 1991
- Taught university course 80:030, Mathematics for Elementary Teachers
- Teaching responsibilities included daily lesson plans, weekly quizzes, unit tests and final grades

PROFESSIONAL TRAINING

L TO J STRATEGIES FOR CONTINUOUS LEARNING

Heartland AEA, July 2004

THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE, FRANKLIN COVEY

Cedar Valley Catholic Education, August 1999

SCHOOL COMMITTEES

Building Leadership Team, 2004 to 2009

coordinated building goals and staff development goals

East End Middle School Math Teacher Committee, 2008 to 2009

discussed concerns regarding eighth grade transition to high school

Marketing Committee for Blessed Sacrament School, 1995 to 2002

co-chair of public relations committee, co-editor of Grandparent Newsletter

Blessed Sacrament Long Term Strategic Planning for Education, 1997 to 1998

participated in long term goal setting for the school

Creative Endeavors Committee, 1996 to 1997

participated in writing grant for Artist in Residence through Iowa Arts Council

David L. Smith
3448 Hwy 65/69
Carlisle, Iowa, 50047
515-287-2714

Experience

Vatterott College

Instructor: Electrical and Hvac.

June, 2012 to present.

Des Moines Register Media:

Dec. 1999-Nov.2010

Facility Manager

Responsible for all of maintenance, remodels, moves for 360,000sq. Ft of office space and production facility. Compliance with all Government regulations and reporting, Tier 11, air quality, and waste water management, recycling operations, contracts and compliance.

Supervised staff of 30 which include, security, plant operations, facility techs., custodial staff both in-house and contracted services, print shop, and mail room staff.

Responsible for performance evaluations, hiring of new staff.

Completed many large remodels construction projects. Obtained bids from contractors, obtained necessary permits, oversaw all phases of the construction process. Work with architects and government officials for satisfactory completion of projects.

Member of Gannett Corp. committee to combine all custodial operations to one national account. Implemented cost savings results across the corporation.

Obtained bids, for new chillers, air compressors, emergency generators and computer back up cooling for both facilities. Managed all construction projects.

Chairman of safety committee and actively assured safety compliance for all staff.

Obtained bids for cleaning and removal of all printing equipment at the downtown location after new production facility start up. Also removal of equipment from various smaller papers we acquired.

Responsible for a 3.2 million –dollar yearly budget for maintenance repairs, utilities, and new projects.

Worked with representatives from various realty companies to establish various office locations throughout the state.

Responsible for various leases and repairs of outlying offices.

Central Ia. Health Sys. (Methodist, Lutheran & Blank Hospitals) Dec. 1987- Dec. 1999 Des Moines, Iowa

Manager of Plant Operations/ Maintenance.

Managed day to day operations of the facilities of 3 hospital totaling 1150 bed and twenty plus clinics.

Staff allocation, managed annual budgets of 3.6 million

Coordinated and oversaw various contractors for r projects, repairs, and ongoing maintenance.

Provided leadership for successful inspections by various government agencies, State inspections, JCAHO. and other authorities.

Developed and managed 3 specialized teams with 11 staff members to provide service to all CIHS locations, interior finishes, electronic repairs, and surgery equipment. Teams were very successful.

Participation member of various hospital committees including Safety, Environment of Care, and Joint Commission Compliance.

Negotiated new combined contract for elevator maintenance resulting in an annual savings of \$69,000.

Assisted subordinates and supervisors in identifying and resolving problems.

Demonstrated effective leadership and encouraged team concepts.

Instrumental in Performance Improvement, identifying projects resulting in \$45 million of contracted services and reductions and elimination.

Firestone Tire and Rubber (now Bridgestone.)

Electrician and Maintenance foreman.

Supervised staff of various skilled craftsmen to provide continuous flow of production for the plant. Electrician skilled on repairs of many types of equipment required for tire production.

United States Postal service.

MPE technician

Maintained all equipment associated with the distribution of packaged mail providing uninterrupted service.

International Brotherhood of Electrical Workers Local 347

Completed 4 year commercial journeyman apprenticeship. Electrical const. foreman on various projects including apartments, restaurants, and various other commercial projects. Supervised crews on construction on coal fired power house in southern Iowa.

Education

Iowa State University

- Major in Electrical Engineering; Minor in Industrial Relations

Des Moines Area Community College Associates Degree in Accounting

- Major in Accounting
- Grade point Avg. 4.0
- Dean's list
- Presidents list, Carrying 20+ hour and working full time.

University of Oklahoma

- Training in Facilities management organization Certificate of completion

Iowa State University

- Dnr solid waste incinerator operator license
- Life Safety Code for health Care facilities.

Landis and Staefa

- Building controls and building automation.

BOMA (Building Owners Managers Association)

- System Maintenance Administrator, System Maintenance Technician. Certificates

National Education Center

- Two year course in electronics and associated areas. Certificate of completion

Translogic

- Trouble shooting and repair of Translogic tube systems.

IBEW Electrical Apprenticeship

- Journeyman commercial electrician. Four year apprenticeship with classroom and training in the field of commercial electrician. Journeyman certificate and diploma

DMACC

- High and Low pressure boiler operation and maintenance Certificate

Ongoing various short courses in Facilities management and construction practices.

Licenses:

- State of Iowa Master Plumber, Master HVACs, and Master Hydronics (boilers) Licenses

- City of Des Moines Journeyman Electrician License
- City of Des Moines Power Engineer 1st Class License
- State of Iowa DNR Solid Waste incinerator license
- Federal Communication Commission Extra Class Amateur Radio License.

References

Marc McCoy

President ABC Metals and Recycling

515-249-5655

Kevin Johnson

Manager press and production Des Moines Register Media

515-471-3505

Rick Mayer

Manager press room Des Moines Register Media

515-471-3513

DAVID SCOTT SMITH

3400 THOMPSON AVE
DES MOINES, IOWA 50317
dasmith@gmail.com
(515) 266-4142

OBJECTIVE

To obtain a position within the teaching field that will assist students in jump starting their career in the computer industry.

EDUCATION

Telecommunications Technology, AAS

August 2008 – May 2009

Des Moines Area Community College, West Des Moines, Iowa
GPA 3.26/4.0

Primary studies focused on fundamentals of AC and DC electronics, telecommunications infrastructure management, system design and engineering. These primary concepts are based upon the delivery, provisioning, installation and repair for residential and business customers using copper wire, fiber optics, and various DSL and video telecommunication technologies.

Computer Systems and Network Technology, AOS

September 2003 – June 2005

Vatterott Education Centers, Des Moines, Iowa
GPA 3.96/4.0

2005 Student of the Year

2003 Admissions Achievement Award

Primary studies focused on customer service, communication skills including technical writing and presentations, team dynamics, and electronics. To reinforce these primary studies, learning about Operating Systems, PC hardware, configuration and troubleshooting skills were taught. The use of software management, maintenance, and troubleshooting were reinforced as well as networking principles, administration, and security.

EXPERIENCE

Vatterott Education Centers

May 2010 – Present

Des Moines, Iowa

Provided college level instruction to students in computer hardware and software according to CompTIA A+ guidelines

Free Lance Contractor

July 2009 – Present

Des Moines, Iowa

Provided support for hardware and software problems for local residential and business customers as manager of a local computer repair shop, HLC Computers. Services performed ranged from diagnosing failed components, routine maintenance, product upgrades, as well as training on product use and configuration.

Mediacom Communications Corporation

July 2003 – July 2009

Des Moines, Iowa

NOC Operator

Responsibilities included but were not limited to assessing tickets generated through the Remedy ticketing system, creating infrastructure change tickets, monitoring network for failed or down circuits and devices, adequately troubleshooting, documenting and pinpointing issues before forwarding on to other internal and external groups for continued troubleshooting or resolution.

Vatterott Education Centers

Des Moines, Iowa

August 2005 – August 2006

Help Desk

Responsibilities included but were but not limited to responding to daily requests for assistance with PC issues throughout college campus from students, instructors, and school administration. Maintaining up-to-date software for anti-virus, spyware detection, and system software, and software students were using within the classroom environment. Also provided instruction to students upon absence of instructor(s) within the Schools Computer Technology and Information Systems programs.

PREVIOUS EXPERIENCE BEFORE

Manpower

Des Moines, Iowa

January 2002 – July 2003

Technical Support Representative

Responsibilities include but not limited to customer service for Internet connectivity troubleshooting, training, providing support to Tier 1 and 2, and Business support groups for Mediacom Communications.

AWARDS and CERTIFICATIONS

CompTIA – A+ Hardware and Software Certification

Jones/NCTI – Certificates earned:

- ***Understanding Broadband Technology***
- ***Broadband Cable Overview***
- ***Computers and Broadband Modems***
- ***High-Speed Data Customer Support***
- ***Advanced High-Speed Data Customer Support***
- ***Understanding Voice and Data Networks***
- ***Effective Supervision***
- ***Operation Center Technical Support 1***
- ***Operation Center Technical Support 2***

Carl Tarantino
4100 SE 25th Street
Des Moines, IA 50320-2651
iowacarl@yahoo.com
(515) 283-9932

Education: Major: B. S. in Business Administration
Minors: Computer Information Systems, and
Industrial Technologies
Colorado State University, Fort Collins

Summary of Qualifications

- Well developed communication, and interpersonal skills
- Excellent computer skills - experienced with applications, networking, and operating systems on PCs & Macintosh; programmed on PCs, mini-s, and mainframes
- Speak to audiences comfortably as a Certified Toastmaster
- Outstanding editing and writing skills
- Strong analytical, results-minded problem-solver
- Detail-oriented and able to research options
- Independent, adaptive, and innovative worker with high initiative
- Able to multi-task and learn quickly to meet deadlines and achieve results

Subject Matter Expert: Microsoft's Excel on both platforms

Industry Experience: Insurance, Investments (previously licensed with Series 63 and Series 6), Business Services, Financial, Governmental, Healthcare, Manufacturing, Retail Sales, Software Development, Telecommunications, Utilities, and Call Centers

Experience Overview:

Instructor at Vatterott College May 2012 – present
Teach various computer related courses in a classroom and computer lab setting including Microsoft Operating Systems, Advanced Operating Systems, Networking, Security, and how to use Office Suite software

Project Coordinator at Interstate Battery March 2012 – present
Identify opportunities for improvements in the RAD and commercial sales departments; analyze needs, processes, data, and results; design procedures and reports; support project manager with tasks, goals, and implementing project plans; maintain schedules; resolve both technical and personnel issues; create documentation; provide training and mentoring

Managing Consultant at Serving First Consulting June 1997 – present
Business liaison managing accounts and projects to fulfill client requirements and meet contract specifications Responsibilities: analyzed and solved problems, planned for clients future business needs, met with prospective clients. **Roles:** project manager, project coordinator, business analyst, application developer, technical writer, desktop support leader, technical advisor, trainer, and sub-contract coordinator for clients such as:

- Bureau of Reclamation (U.S. Department of the Interior),
- BFS North American (Bridgestone-Firestone),
- CDS Global (Hearst Consolidated Publications),
- Colorado Memory Systems,
- Hewlett-Packard,

Keith Wendl
714 Sycamore Drive
Norwalk, IA 50211
e-mail: Keith.Wendl@ricoh-usa.com
phone: (515) 205-6047

Professional Experience

Instructor, Vatterott College, Des Moines, IA, October 2009 – Present

- Teach both Business Communication & Successful Communication Skills to twenty students throughout ten-week phases.
- Earned the respect of program directors to be consistent general education instructor each phase.

Major Account Executive, IKON Office Solutions, Ames, IA, Sept. 2000-Mar. 2005, Jan. 2008 - Present

Educate professionals at major accounts through appointments and seminars.
Continuously learning new technology applications and solutions.

- Generated \$1.1 million in FY10, earned \$7,700 bonus 4 of 5 previous quarters.
- Earned the highest monthly equipment quota in IA of 35 reps, FY09, FY10, FY11.
- First rep to sell premiere color, 90 ppm Ricoh System, R900 in two-state area, FY09.
- Finished FY04 No. 1 sales rep. in Account Executive 3-4 category, two-state area.
- 145% of plan for FY04.
- IKON Ames top sales producer for FY01 - FY03.

Sales Manager, IKON Office Solutions, Des Moines, IA, Mar. 2005 – Dec. 2007

Recruited, hired and managed eight sales reps for 34-county area in Central Iowa.

- Finished FY07 100% of plan. Only manager of six to achieve 100%.
- Increased revenue by 20% from FY06 to FY07.

Zone Manager, The Des Moines Register, Urbandale, IA, Aug. 1998-Aug. 2000

Managed \$1.8 million annual payroll for sales and operational results generated by four managers, eight assistants and 102 carriers who delivered 144 paper routes. Leadership maintained lowest turnover rate among the five metro zones.

- Executed an integrated marketing communications plan aimed at increasing annual sales from \$3.1 million to a circulation growth of \$3.4 million.
- Promoted from District Manager to Zone Manager after one year.
- Earned a \$5,000 salary adjustment after the first quarter of performance and a \$10,000 raise after one year.

Account Executive, IKON Office Solutions, Waterloo, IA, Aug. 1995 - Mar. 1998

Taught people how to maximize current and future results generated from digital printing equipment.

- Finished FY97 No. 1 sales rep. in Waterloo branch office.

Education & Training

University of Northern Iowa

Master of Arts Degree, Graduation: Summer 2002, GPA: 3.76

Communications and Training Technology program

Bachelor of Arts Degree, Graduation: Fall 1994, GPA: 3.11

Major: Public Relations

Minor: Journalism

- IKON University Professional Selling, Core 1-4

Andrew Wooten

515-401-7666

327 E Porter Ave, Des Moines Iowa 50315

wootenal@ihs.org

Professional Profile

I have over 17 years experience in Medical Office Management. I am seeking an opportunity in a clinical setting to provide overall management.

- Account Receivable Management
- Account Receivable Recovery
- Budgeting
- Collections
- Medical Office Coding and Billing
- Personnel Supervision
- Employee Scheduling
- Employee Selection/Interview
- Effective Communication Skills
- Safety/Risk Management
- Supply Ordering

Professional Experience

Iowa Health Systems

December 2007-present

Front Office Supervisor/Satellite Registration Manager

Achievements:

- Re-organization of Front Desk/Scheduling
- Building Effective Provider Schedules
- Noticeable decrease in Accounts Receivable

Responsibilities:

- Supervision of all front office and billing staff
- Managed Accounts Receivable
- Scheduling of all front-office employees
- Hiring of new employees
- Collections
- Providing registration support for satellite areas
- Implementing new insurance verification and tracking products

Hy-Vee

July 2009-January 2011

Cash Accounts

Responsible for all nightly cash reconciliation.

Vatterott College, Des Moines, Iowa 50321

November 2006-December 2007 full time

December 2007-June 2008 part time

Current: December 2011-present

CMA Instructor

Achievements:

- Teaching Strategies
-

- Working knowledge of the medical office environment
- Re-organizing curriculum for student enhancement

Responsibilities:

- Instructed student in the functions of front office skills
- Student advising/disciplinary actions
- Testing
- Mentoring
- Evaluations

Account Temps, Des Moines, Iowa
November 2005-July 2006
Wells Fargo Temporary Employee

Achievements:

- Escrow efficiency
- Data Entry

Responsibilities:

- Paying escrow taxes
- Auditing year end bonuses
- Delivering loan applications

Sharkey-Issaquena Community Hospital
September 2002-October 2005
Office Manager

Achievements:

- Noticeable Decrease in Accounts Receivable
- Implementing an Order Entry System
- Re-Organization of Outpatient Admissions
- Increasing sales for Long-term care and Swingbed

Responsibilities:

- Supervised all staff including front office, billing, transcription and medical records
- Acted as a liaison between the hospital and the community
- Scheduling of staff
- Budgeting
- Medicare cost reporting

Delta Care Rural Health Clinic
July 2000-September 2002
Office Manager

Achievements:

- Noticeable Decrease in Accounts Receivable
-

- Profitability after 7 years deficit
- Quality Assurance
- President of Sharkey County Health Network

Responsibilities:

- Supervised all staff including front office and nursing staff
- Completed all aspects of daily billing and cash accounting
- Scheduling of staff
- Preparing monthly financial reports for accountants

Humphreys County Memorial Hospital
September 1995-July 2000
Office Manager for Rural Health Clinics

Achievements:

- Establishing and organizing Rural Health Clinics
- Providing a referral base to local community hospital
- Founding member of Humphreys County Health Network

Responsibilities:

- Supervised all staff including front office, billing, medical records, and nursing departments
- Performs routine daily billing for patient accounts
- Acted as a liaison between the hospital and the community
- Scheduling of staff
- Budgeting
- Medicare cost reporting
- Medicare credit balance

Education

Delta State University, Cleveland, Mississippi
Bachelors Degree Business Administration(Management)
December 2004

References

References are available upon request.

Exhibit 7

Prevention & Resources

Drug and alcohol abuse education programs are offered by local community agencies. The school will post information about such education programs at the Financial Aid Office.

While care must be taken to ensure that a person is not wrongly accused of drug use, it is recommended that anyone who notes danger signals in either a student or employee contact the Campus Director's Office. If it is determined by the Campus Director that a student or employee is in need of assistance to overcome a drug problem, he/she may be counseled on the need to seek assistance. Records of such counseling will remain confidential.

In certain instances, students and employees may be referred to counseling and/or a substance abuse help center. If such a referral is made, continued enrollment or employment is contingent upon attendance and successful completion of any prescribed counseling or treatment. Students or employees who are seeking treatment for a substance abuse problem may contact the

Campus Director's Office. Confidentiality will be maintained. In addition, students or employees who believe they have a substance abuse problem may find sources of treatment or advice by referring to the Retention Office.

There are also national organizations that may be contacted for help, such as:

- The Alcoholism and Drug Abuse Hotline 1-800-ALCOHOL
- The Cocaine Hotline 1-800-NODRUGS
- The National Institute on Drug Abuse Treatment Referral Hotline 1-800-662-HELP
- Al Anon for Families of Alcoholics 1-800-344-2666

Students and employees must notify the Campus Director, in writing, within five days of being convicted of a criminal drug statute at the school. Disciplinary action will occur within 30 days of receipt of the written notification and may range from a letter of admonishment to termination from enrollment or employment at the school.

Legal Sanctions

Legal sanctions under local, state, and federal laws may include:

- Suspension, revocation, or denial of a driver's license
- Loss of eligibility for federal financial aid or other federal benefits
- Property seizure
- Mandated community service
- Felony conviction may result in 20-50 years hard labor without benefit of parole
- Monetary fines

In addition to local and state authorities, the federal government has four agencies (the Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation, and the U.S. Coast Guard) engaged in combating illicit drugs. One should be aware that:

- It is a crime to hold someone else's illicit drugs
- It is a crime to sell fake "dope"
- It is a crime for being in a house where people are using illicit drugs
- It is a crime if drugs are in your locker, car, purse, or house

Drug & Alcohol Abuse Policy

Prevention & Resources
Signs & Symptoms
Sanctions

Alcohol & Drug Policy

The U.S. Department of Education requires institutions of higher education to implement a drug prevention program for students and employees. Vatterott is committed to maintaining a drug-free school and workplace for its students and employees.

The policies of Vatterott are stated below:

1. Vatterott prohibits the unlawful possession, use or distribution of illicit drugs or alcohol by students and employees on its property or as part of any of its activities.
2. Reporting to or remaining at work/school impaired by or under the influence of alcohol or illicit drugs is prohibited.
3. Students/Employee will be referred to the services of the National Council on Alcoholism and Drug Abuse for counseling and rehabilitation on an individual referral basis. Literature is available upon request.
4. Disciplinary action for violation of the alcohol and drug policy by students and employees on Vatterott property or as part of any of its activities will be based on the seriousness of the situation and may include up to suspension or dismissal from school/employment.
5. Vatterott will contact the appropriate Local, State or Federal law enforcement authorities regarding an infraction of the law.

Signs & Symptoms

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even small amounts of alcohol can significantly impair the judgment, reaction time and coordination needed to safely operate equipment or drive a car.

Signs and symptoms of abuse include: dulled mental processes, lack of coordination, slowed reaction time, poor judgment and reduced inhibitions.

Low to moderate doses of alcohol increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death.

Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Marijuana

All forms of marijuana have negative physical and mental effects. Research also shows that people do not retain knowledge when they are "high". Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana also can produce paranoia and psychosis.

Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

Long-term users of marijuana may develop tolerance levels requiring more and more marijuana to achieve the same "high".

Inhalants

Inhalants are mood-altering substances that are voluntarily inhaled. Because they are common products, inhalants often are a young person's first attempt at "getting high".

Inhaling solvents allows the substance to reach the bloodstream very quickly. The immediate negative effects of inhalants include: nausea, sneezing, coughing, nosebleeds, fatigue, poor coordination and loss of appetite.

Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or depressing the central nervous system to the point that breathing stops.

Cocaine

Cocaine is the most potent stimulant of organic origin and the most widely used of the stimulants. Cocaine is a powerfully addictive drug leading to physical and psychological dependence.

Signs and symptoms of use include: dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, seizures, anxiety, mood swings and difficulty in concentration.

The immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. In addition, cocaine use can lead to death by cardiac arrest or respiratory failure.

Chronic use can ulcerate the mucous membrane of the nose. Using contaminated equipment to inject cocaine, or any other substance, can transmit HIV and cause HIV/AIDS, hepatitis and other diseases.

Other Stimulants

Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Methamphetamine or crank is one of the fastest growing drugs of abuse. These drugs create less intense and less expensive cocaine-like effects in the body.

Signs and symptoms of use include: impaired concentration, impaired mental functioning and swings between apathy and alertness.

In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. Also, injection using contaminated needles may result in needle-related diseases such as AIDS and hepatitis.

Depressants

A depressant is a drug that depresses the central nervous system, resulting in sedation and a decrease in bodily activity. Depressants, taken as prescribed by physicians, can be beneficial for the relief of anxiety, irritability, stress and tension.

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause: slurred speech, staggered walk, altered perception, respiratory depression, coma and death.

The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks.

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed.

Depressants are known as: barbiturates, downers and tranquilizers, such as Valium, Librium, Equanil, Serax, Tranxene and Zanax.

Hallucinogens

Hallucinogenic drugs distort the senses and often produce hallucinations—experiences that depart from reality.

Phencyclidine (PCP) interrupts the function of the neurocortex, the section of the brain that controls the intellect and keeps instincts

in check, because the drug blocks pain receptors. Violent PCP episodes may result in self-inflicted injuries.

Signs and symptoms of use include: impaired concentration, confusion and agitation, muscle rigidity and profuse sweating.

Lysergic acid (LSD), mescaline and psilocybin also are hallucinogens that cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

Narcotics

Narcotic analgesics are the most effective compounds used for pain relief. Narcotic analgesics include Opium, Opiates (morphine, codeine, percodan, heroin and dilaudid) and Opioids (synthetic substitutes such as vicodin, darvon, demerol and methadone).

Narcotics initially produce a feeling of euphoria that is often followed by: drowsiness, nausea and vomiting, constricted pupils, watery eyes and itching, low and shallow breathing, clammy skin, impaired respiration, convulsions, coma, possible death,

Narcotics can be smoked or eaten, injected, taken orally or smoked, inhaled, injected or smoked, such as heroin.

Tolerance to narcotics develops rapidly and addiction is likely. The use of contaminated syringes may result in diseases such as HIV/AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

Alcohol & Drug Policy

The U.S. Department of Education requires institutions of higher education to implement a drug prevention program for students and employees. Vatterott is committed to maintaining a drug-free school and workplace for its students and employees.

The policies of Vatterott are stated below:

1. Vatterott prohibits the unlawful possession, use or distribution of illicit drugs or alcohol by students and employees on its property or as part of any of its activities.
2. Reporting to or remaining at work/school impaired by or under the influence of alcohol or illicit drugs is prohibited.
3. Students/Employee will be referred to the services of the National Council on Alcoholism and Drug Abuse for counseling and rehabilitation on an individual referral basis. Literature is available upon request.
4. Disciplinary action for violation of the alcohol and drug policy by students and employees on Vatterott property or as part of any of its activities will be based on the seriousness of the situation and may include up to suspension or dismissal from school/employment.
5. Vatterott will contact the appropriate Local, State or Federal law enforcement authorities regarding an infraction of the law.

Certification of Receipt

This certifies that I have received the Drug Prevention Program Brochure.

Signature

Printed Name

Student ID Number

Date

Exhibit 8

Student Information & Services

What is a disability?

An individual is considered to have a disability if he or she:

- Has a physical or mental impairment that substantially limits one or more major life activities; or
- Has a record of such an impairment; or
- Is regarded as having such impairment.

A qualified individual with a disability is defined as an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

Campus Security

Vatterott College publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Financial Aid office during regular business hours.

Vatterott College will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Vatterott College reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Drug-Free Environment

As a matter of policy, Vatterott College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any institution activity.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense.

Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the institution's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Financial Aid Office.

Student Records Access and Release

Vatterott College has established a policy for the release of and access to records containing information about a student.

Each student enrolled at Vatterott College shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

Exhibit 9

agency, in accordance with the reporting procedures set out below. Prompt reporting will assure timely warning notifications on-campus and timely disclosure of crime statistics.

Possession, Use and Sale of Alcoholic Beverages or Illegal Drugs; Enforcement of State Underage Drinking Laws and State Drug Laws

As a matter of policy, Vatterott College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property or at any College activity. Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law also will be referred to the appropriate law enforcement authorities. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal.

Students or employees also may be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information regarding the College's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the College's Financial Aid Office.

Sex Offenses and Offenders

All students and employees have the right to learn and work in an environment free from sexual harassment. Vatterott College prohibits sexual harassment by employees and students, and will not tolerate any such conduct in any form.

The College has developed and implemented procedures to follow when a sex offense occurs. If any individual is a victim of a sexual assault occurring at the College, his or her first priority should be to locate a place of safety. He or she next should obtain any necessary medical treatment. The College strongly advocates that subsequent to securing safety and medical care, any victim of sexual assault should report the incident immediately to the College's Director of Education or Campus Director. Employees also may contact their Department Manager, Campus Director or Corporate Director of Human Resources. Time is a critical factor for evidence collection and preservation. In addition to providing information regarding assistance resources and options for action available to the victim, the College will inform victims of sex offenses of their right to report the matter directly to local law enforcement agencies, and the College (if requested) will assist the victim in notifying such agencies.

The College will promptly investigate all reported sex offenses in as confidential a manner as the College deems reasonably possible. Upon completing such an investigation, a College official will notify the accused and the accuser that the College will conduct a disciplinary hearing to determine appropriate action. Before a disciplinary hearing is held, the accused and the accuser are informed of their rights to have others present at the proceeding. The accused and the accuser shall be informed of the College's final determination and any sanction that may be imposed against the accused following the completion of a disciplinary hearing concerning the sex offense. Sanctions that may be imposed against a student or employee that the College determines to have violated the College's sex offense policy may include, without limitation, suspension or expulsion from the College or termination of employment. In addition, the College may change a victim's academic situation after a reported sex offense, if the change is requested by the victim and is reasonably available.

Exhibit 10

SECOND JOBS & OTHER OUTSIDE EMPLOYMENT POLICY

Anyone employed in a full-time position at Vatterott is expected to consider that position with Vatterott his or her primary employment. Second jobs or other outside employment may not interfere with your job duties at Vatterott; and, any work or function connected with a second job or other outside activity may not be performed on company time.

Full-time and part-time Vatterott employees may work at second jobs or other outside employment, which do not interfere with their ability to perform their job duties at Vatterott. Under no circumstances, however, are Vatterott employees allowed to accept second jobs or other outside employment with Vatterott competitors and/or that would pose a conflict of interest.

If you have or are thinking of taking a second job, you must notify the Human Resources Department immediately. The Human Resources Department will discuss the opportunity with you to ensure it will not interfere with your responsibilities at Vatterott or pose a conflict of interest.

Vatterott will withhold and/or withdraw its approval whenever it reasonably concludes that such a second job or other outside employment interferes with the employee's job performance or poses a conflict of interest.

Violation of this policy subjects an employee to immediate disciplinary action up to and including termination.

SECURITY

Security is the responsibility of all Vatterott employees. Security safeguards are necessary to help protect you, your property and the property of the Company.

To guard against theft of your personal belongings, be sure to keep your wallet, purse and/or other valuables in a safe place. The Company will not assume responsibility for the loss of such property.

To safeguard the property of our employees, customers/students, and visitors, and to help promote our drug-free policy, we reserve the right to question employees and all other persons entering and leaving our premises and inspecting any packages, drawers, handbags, briefcases, and carrying cases as may be necessary at times. The Company reserves the right to search an employee's personal property. As an employee, you are expected to reasonably comply with any investigation.

SMOKING POLICY

Vatterott provides a smoke-free work environment. The Company complies with all applicable federal, state and local regulations regarding smoking in the workplace. Smoking is permitted only in specially designated areas and only during break and meal times. This policy applies to all employees and visitors while on Company premises. You are expected to exercise common courtesy and respect the needs and sensitivities of your co-workers with regard to the smoking policy. Smokers are expected to keep smoking areas clean, free of fire hazards, and not abuse break and work rules.

SUBSTANCE ABUSE CONTROL POLICY

Vatterott recognizes its responsibility to provide a safe, drug-free work environment. Our business culture, driven by a commitment to excellence in all areas and staffed by dedicated

Employee Handbook

professionals, simply has no room for, and is incompatible with, substance abuse in any form. We are particularly interested in our employees' safety, health, and job performance and the reputation of the Company and its employees in the community. To this end, we will take all appropriate steps to ensure a drug-free workplace. We ask for your help in this endeavor – please notify management if you become aware of any alcohol or drug-related activity in violation of this Policy.

Vatterott has adopted this Substance Abuse Control Policy for its employees based in the United States for the purpose of creating and maintaining a safe, healthy, productive and drug-free work environment. Vatterott prohibits the following:

- Reporting to work under the influence of alcohol or illegal drugs or substances, including the illegal use of prescription drugs.
- The illegal use, sale, manufacture, distribution or possession of drugs while on Company business or premises and while operating vehicles on Company business.
- The use, sale, possession, transfer or purchase of alcoholic beverages on Company premises or while performing Company business, except in connection with Company authorized events.
- The use, sale, possession, transfer, purchase or storage of alcoholic beverages or drugs in automobiles or any other vehicle parked on Company premises.
- Working under the influence of prescription or nonprescription drugs that could impair judgment or motor functions and place persons or property in jeopardy.

In accordance with the Drug Free Workplace Act of 1988, any employee convicted of a criminal drug statute violation must advise the Company within five days of the conviction.

As a condition of hiring, candidates may be required to take a pre-employment drug test. No candidates will commence work until the results of the test are known. Candidates who test positive for illegal drugs, or who are suspected of adulteration or tampering with a specimen, will not be hired.

Vatterott may require employees to submit to random testing for drug and/or alcohol use as a continuing condition of employment. An employee who refuses to submit to drug and/or alcohol testing, who tampers with or otherwise interferes with a requested drug testing, or who tests positive will be subject to discipline, up to and including termination of employment.

Furthermore, Vatterott reserves the right to send current employees to complete drug testing and/or to inspect their offices, desks and storage areas in the situation of reasonable suspicion. Employees testing positive for illegal drugs, suspected of tampering or otherwise interfering with a requested drug testing, or refusing to cooperate with or complete requested drug testing, are subject to disciplinary action including termination from employment.

Violation of this policy will subject employees to disciplinary action including termination from employment. In addition, violation may result in local, state, and /or federal criminal charges.

Legal sanctions under local, state, and federal laws may include:

- Suspension, revocation, or denial of a driver's license.
- Loss of eligibility for federal financial aid or other federal benefits.
- Property seizure.
- Mandated community service.
- Monetary fines.

- Felony conviction that may result in imprisonment without benefit of parole.

While care must be taken to ensure that a person is not wrongly accused of drug use, it is recommended that anyone who notes danger signals contact his or her Campus Director or the corporate Human Resources office. The Campus Director and Human Resources representative will take appropriate steps to determine the action which is to be taken.

POST-ACCIDENT DRUG & ALCOHOL TESTING POLICY

Vatterott Educational Centers, INC recognizes that our employees are our most valuable assets and the most important contributors to our continued growth and success. Vatterott Educational Centers, INC is firmly committed to safety, to doing everything possible to prevent workplace accidents, and to providing a safe working environment for all of our employees. To further this commitment, we have developed and instituted a mandatory Post-Accident Drug and Alcohol Testing Policy. The policy applies to, in accordance with applicable laws, all employees involved in work-related accidents and injuries. This policy also reinforces our intolerance of illegal drug and alcohol use, and working under the influence of alcohol or non-prescribed illegal substances.

This is a zero tolerance policy. Any employee who tests positive for alcohol or any of the illegal substances on the controlled substance list will be immediately terminated. In addition, any employee who refuses to submit to the testing procedure, or who intentionally delays the reporting of a work-related injury or illness in order to avoid the drug testing process, will be immediately terminated.

Vatterott's goal is to provide a safe working environment for all employees, protecting employees and company property, in order to continue our dedication to the highest quality standards and continued growth.

Controlled Substance List

- Alcohol
- Amphetamines (speed, pep pills)
- Barbiturates (depressants)
- Benzodiazepines (valium)
- Cannabinoids (marijuana)
- Cocaine (including crack)
- Methadone (morphine)
- Methaqualone (Quaaludes)
- Opiates (heroin)
- Phencyclidine (PCP)
- Propoxyphene (Darvon)

Any employee involved in a work-related accident must inform a supervisor immediately. Whether medical attention is required or not the employee in a work related accident will go to an approved medical clinic and provide a urine and breath sample as soon as possible following the accident. When applicable, urine and breath tests will be performed in conjunction with the necessary medical treatment. Vatterott Educational Centers, INC will send the samples to the Medical Review Officer contracted by Accident Fund. The Medical Review

Officer will release the test results to the Human Resources Director at Vatterott Educational Centers, INC; and, in turn, the Human Resources Manager is required to release the test results to Vatterott Educational Centers, INC workers' compensation insurance carrier.

SUGGESTIONS

We encourage all employees to bring forward their suggestions and good ideas about how our company can be made a better place to work, our products improved, and our services enhanced. When you see an opportunity for improvement, please talk it over with your immediate manager. He or she can help bring your idea to the attention of the people in the company who will be responsible for possibly implementing it.

All suggestions are valued and listened to. When a suggestion from an employee has particular merit, we provide for special recognition of the individual(s) who had the idea.

TRANSFERS

Transfer from one position to another may be required or requested from time to time. Such transfers (up, down, or laterally) will be made with possible adjustment in pay. Transfers for more than 30 days may be considered permanent transfers. In the unlikely event that you are permanently transferred for Vatterott's benefit to a lower position, your wage will remain the same. If you are permanently transferred to a lower position because there is no work in your department, or performance related, your wage may be reduced to suit the job to which you are transferred.

UNAUTHORIZED RECORDING, TAPING OR FILMING

OTHER THAN IN THE ORDINARY COURSE OF BUSINESS, VATTEROTT FORBIDS THE RECORDING OF ANY SCENE, CONVERSATION, TRANSACTION, FUNCTION AND/OR ACTIVITY BY TAPE RECORDER, CAMERA, VIDEO CAMERA, FILMING, ETC., INVOLVING VATTEROTT PROPERTY, OFFICIALS, EMPLOYEES, VENDORS AND/OR STUDENTS WITHOUT THE EXPRESS WRITTEN CONSENT OF HUMAN RESOURCES.

POSSESSION ON VATTEROTT PREMISES AND/OR DURING WORKING HOURS OF ANY ELECTRONIC RECORDING DEVICE, INCLUDING BUT NOT LIMITED TO A TAPE RECORDER, CAMERA, VIDEO CAMERA, OTHER ELECTRONIC/FILMING DEVICE, WITHOUT THE EXPRESS WRITTEN CONSENT OF HUMAN RESOURCES IS ALSO FORBIDDEN.

THE PURPOSE OF THIS POLICY IS TO ELIMINATE NOT ONLY CONCERNS REGARDING PRIVACY OR THE INFRINGEMENT OF COPYRIGHT AND OTHER PROTECTED INTERESTS, BUT ALSO A CHILLING EFFECT ON THE EXPRESSION OF VIEWS THAT MAY EXIST WHEN AN INDIVIDUAL IS CONCERNED THAT HIS OR HER CONVERSATION WITH ANOTHER IS BEING SECRETLY RECORDED. THE LATTER CONCERN, IN PARTICULAR, CAN INHIBIT SPONTANEOUS AND HONEST DIALOGUE SPECIFICALLY WHEN SENSITIVE OR CONFIDENTIAL MATTERS ARE BEING DISCUSSED.

VIOLATION OF THIS POLICY WILL RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE TERMINATION FROM EMPLOYMENT.

VIDEOTAPING FOR QA PURPOSES

THE ABOVE POLICY NOTWITHSTANDING, VATTEROTT MAY OCCASIONALLY VIDEOTAPE EMPLOYEES INTERACTING WITH PROSPECTIVE STUDENTS DURING THE ADMISSIONS PROCESS AND MAY ALSO VIDEOTAPE CLASSROOM INSTRUCTION. THIS AUTHORIZED VIDEOTAPING WILL BE DONE FOR

Exhibit 11

agency, in accordance with the reporting procedures set out below. Prompt reporting will assure timely warning notifications on-campus and timely disclosure of crime statistics.

Possession, Use and Sale of Alcoholic Beverages or Illegal Drugs; Enforcement of State Underage Drinking Laws and State Drug Laws

As a matter of policy, Vatterott College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property or at any College activity. Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law also will be referred to the appropriate law enforcement authorities. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal.

Students or employees also may be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information regarding the College's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the College's Financial Aid Office.

Sex Offenses and Offenders

All students and employees have the right to learn and work in an environment free from sexual harassment. Vatterott College prohibits sexual harassment by employees and students, and will not tolerate any such conduct in any form.

The College has developed and implemented procedures to follow when a sex offense occurs. If any individual is a victim of a sexual assault occurring at the College, his or her first priority should be to locate a place of safety. He or she next should obtain any necessary medical treatment. The College strongly advocates that subsequent to securing safety and medical care, any victim of sexual assault should report the incident immediately to the College's Director of Education or Campus Director. Employees also may contact their Department Manager, Campus Director or Corporate Director of Human Resources. Time is a critical factor for evidence collection and preservation. In addition to providing information regarding assistance resources and options for action available to the victim, the College will inform victims of sex offenses of their right to report the matter directly to local law enforcement agencies, and the College (if requested) will assist the victim in notifying such agencies.

The College will promptly investigate all reported sex offenses in as confidential a manner as the College deems reasonably possible. Upon completing such an investigation, a College official will notify the accused and the accuser that the College will conduct a disciplinary hearing to determine appropriate action. Before a disciplinary hearing is held, the accused and the accuser are informed of their rights to have others present at the proceeding. The accused and the accuser shall be informed of the College's final determination and any sanction that may be imposed against the accused following the completion of a disciplinary hearing concerning the sex offense. Sanctions that may be imposed against a student or employee that the College determines to have violated the College's sex offense policy may include, without limitation, suspension or expulsion from the College or termination of employment. In addition, the College may change a victim's academic situation after a reported sex offense, if the change is requested by the victim and is reasonably available.

Though on-campus counseling and mental health services are not available to victims of sex offenses, College officials are able to provide information regarding off-campus counseling, mental health facilities and other services. The United States Department of Justice Violence Against Women Office website at <http://www.ovw.usdoj.gov/> also provides useful information relating to victim's rights and available assistance.

The College conducts an annual sexual assault program intended to aid in the prevention of sex offenses. This program entails the distribution and review of the College's current Campus Catalog (which contains policies and information on the prohibition of sexual harassment), and the promotion of rape awareness, including acquaintance rape and other forcible and non-forcible sex offenses. The College does not have any other formal crime prevention educational programs.

Finally, in accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amended the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the College is providing the following link to the Federal Bureau of Investigation's *National Sex Offender Public Website*, which provides law enforcement information provided by each State concerning registered sex offenders:

<http://www.fbi.gov/hq/cid/cac/registry.htm>

Note, the information provided through the link above should be used only for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of Registry information for purposes of intimidating or harassing another is prohibited and any willful violation shall be punishable as a Class 1 misdemeanor.

II. REPORTING CRIMES OR EMERGENCIES OCCURRING ON CAMPUS

All Community members, students, faculty, staff, and visitors are strongly encouraged to report immediately any crime, emergency or other public safety concern to the College's Safety and Security Office and the appropriate local law enforcement agency. Any such crimes or concerns may be reported to the following personnel at the College:

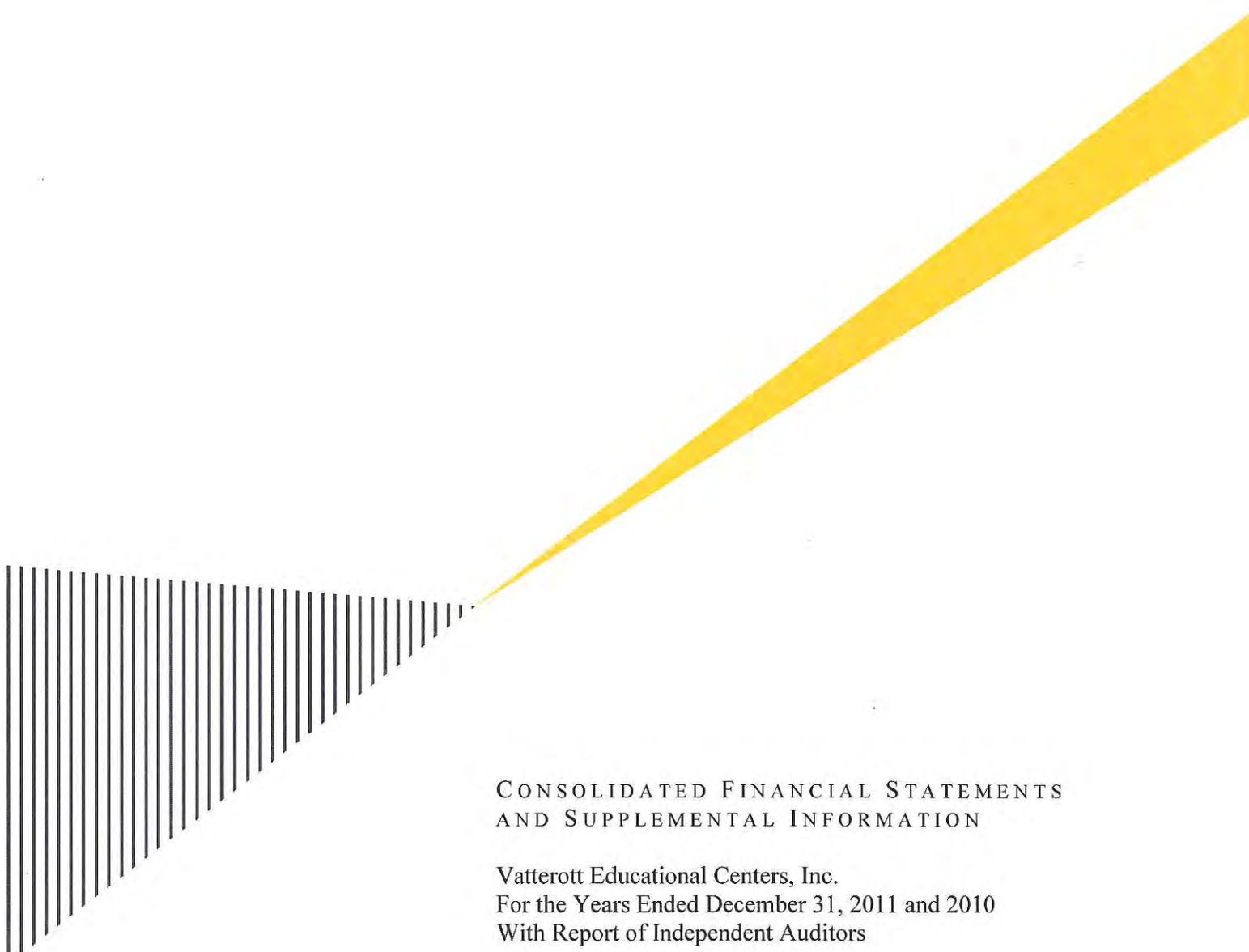
Campus Security – Securitas	See Receptionist
Regional Director – Rick Riekob	(314) 458-2941
Campus Director of Education – Keith Nordmann	(515) 309-9000

The College does not have procedures for voluntary, confidential reporting of crime. All reports will be investigated and all violations of the law will be referred to law enforcement agencies.

III. EMERGENCY ACTION PLAN

The College's Emergency Action Plan (the "Plan") establishes and delineates the procedures that the College will use to communicate with faculty, staff, students and the general public during an emergency, as well as the evacuation procedures members of the campus community should follow in the event of an emergency. The Plan sets out general emergency and evacuation procedures, as well as procedures for specific emergency events (e.g., fire, earthquake, bomb threat). The Plan is published in an easy-to-use, flip-chart form that is available in public spaces throughout the College. All faculty, staff and students are

Exhibit 12



CONSOLIDATED FINANCIAL STATEMENTS
AND SUPPLEMENTAL INFORMATION

Vatterott Educational Centers, Inc.
For the Years Ended December 31, 2011 and 2010
With Report of Independent Auditors

Ernst & Young LLP



Vatterott Educational Centers, Inc.

Consolidated Financial Statements and Supplemental Information

For the Years Ended December 31, 2011 and 2010

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Report of Independent Auditors

The Board of Directors
Vatterott Educational Centers, Inc.

We have audited the accompanying consolidated balance sheets of Vatterott Educational Centers, Inc. (the Company) as of December 31, 2011 and 2010, and the related consolidated statements of income, changes in stockholders' equity, and cash flows for the years 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 audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States 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 of material misstatement. We were not engaged to perform an audit of the Company's internal control over financial reporting. Our audits included consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the consolidated financial position of Vatterott Educational Centers, Inc. at December 31, 2011 and 2010, and the consolidated results of its operations and its cash flows for the years then ended, in conformity with U.S. generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated April 9, 2012, on our consideration of the Company'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 that 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.

Our audits were conducted for the purpose of forming an opinion on the basic consolidated financial statements as a whole. The accompanying supplemental information, which includes the calculation of Title IV 90/10 revenue test, related party transactions, and combining statement of income before income taxes required by the U.S. Department of Education, are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as whole.

Ernst & Young LLP

April 9, 2012

Vatterott Educational Centers, Inc.

Consolidated Balance Sheets

	December 31	
	2011	2010
Assets		
Current assets:		
Cash	\$ 5,061,151	\$ 37,301,388
Accounts receivable, net	42,980,783	23,959,651
Inventories	1,211,381	1,462,905
Deferred income taxes	1,878,441	1,167,286
Income taxes refundable	777,929	872,427
Prepaid expenses	2,874,184	2,916,449
Due from Holdings	3,700,000	—
Total current assets	<u>58,483,869</u>	<u>67,680,106</u>
Property and equipment, net	33,834,135	32,446,240
Goodwill	266,201,139	266,201,139
Other intangible assets, net	64,319,463	64,343,970
Due from Holdings	18,457,055	—
Total assets	<u>\$ 441,295,661</u>	<u>\$ 430,671,455</u>
Liabilities and stockholders' equity		
Current liabilities:		
Accounts payable	\$ 1,623,882	\$ 2,301,513
Accrued expenses	12,752,071	10,874,300
Current portion of capital lease obligations	1,678,152	1,635,423
Deferred tuition revenue	19,374,396	24,140,856
Total current liabilities	<u>35,428,501</u>	<u>38,952,092</u>
Deferred income taxes	50,091,388	47,240,708
Due to Holdings	—	3,999,690
Capital lease obligations, net of current portion	2,069,382	2,737,150
Deferred rent obligation	5,438,825	5,967,205
Other long-term liabilities	5,938,497	4,935,616
Total Liabilities	<u>98,966,593</u>	<u>103,832,461</u>
Stockholders' equity:		
Common stock, \$10 par value, 3,000 shares authorized, 51 shares issued and outstanding	510	510
Additional paid-in capital	304,804,974	304,193,308
Retained earnings	37,523,584	22,645,176
Total stockholders' equity	<u>342,329,068</u>	<u>326,838,994</u>
Total liabilities and stockholders' equity	<u>\$ 441,295,661</u>	<u>\$ 430,671,455</u>

See accompanying notes.

Vatterott Educational Centers, Inc.

Consolidated Statements of Income

	Year Ended December 31	
	2011	2010
Revenues	\$ 153,552,902	\$ 182,168,751
Costs and expenses:		
Instructional and educational support	67,537,809	69,618,016
Selling and promotional	19,741,650	22,393,611
General and administrative	40,872,940	52,300,823
Total costs and expenses	128,152,399	144,312,450
Income from operations	25,400,503	37,856,301
Other (expense) income :		
Interest expense	(281,847)	(321,254)
Interest income	5,994	5,070
Stock compensation expense	(611,666)	(586,362)
	(887,519)	(902,546)
Income before income taxes	24,512,984	36,953,755
Income tax provision	9,634,576	14,894,472
Net income	\$ 14,878,408	\$ 22,059,283

See accompanying notes.

Vatterott Educational Centers, Inc.

Consolidated Statements of Changes in Stockholders' Equity

Year Ended December 31, 2011 and 2010

	Common Stock Shares	Amount	Additional Paid-In Capital	Retained Earnings	Total
Balance at December 31, 2009	51	\$ 510	\$ 303,606,946	\$ 585,893	\$ 304,193,349
Net income	-	-	-	22,059,283	22,059,283
Stock compensation expense	-	-	586,362	-	586,362
Balance at December 31, 2010	51	510	304,193,308	22,645,176	326,838,994
Net income	-	-	-	14,878,408	14,878,408
Stock compensation expense	-	-	611,666	-	611,666
Balance at December 31, 2011	51	\$ 510	\$ 304,804,974	\$ 37,523,584	\$ 342,329,068

See accompanying notes.

Vatterott Educational Centers, Inc.

Consolidated Statements of Cash Flows

	Year Ended December 31	
	2011	2010
Operating activities		
Net income	\$ 14,878,408	\$ 22,059,283
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation and amortization	8,075,508	20,147,010
Deferred income taxes	2,139,525	(841,916)
Stock-based compensation	611,666	586,362
Changes in operating assets and liabilities:		
Accounts receivable	(19,021,132)	(12,665,313)
Inventories	251,524	(90,038)
Prepaid expenses	42,265	(194,655)
Income taxes refundable	94,498	3,090,972
Accounts payable	(677,631)	673,238
Accrued expenses and other liabilities	829,252	1,942,756
Deferred tuition revenue	(4,766,460)	13,404,421
Net cash provided by operating activities	<u>2,457,423</u>	<u>48,112,120</u>
Investing activities		
Acquisition of other intangible assets	-	(25,860)
Purchases of property and equipment	(6,696,862)	(7,197,033)
Net cash used in investing activities	<u>(6,696,862)</u>	<u>(7,222,893)</u>
Financing activities		
Intercompany advance to Holdings	(26,156,745)	(4,910,760)
Principal payments on capital lease obligations	(1,844,053)	(1,677,475)
Net cash used in financing activities	<u>(28,000,798)</u>	<u>(6,588,235)</u>
(Decrease) increase in cash	(32,240,237)	34,300,992
Cash at beginning of period	37,301,388	3,000,396
Cash at end of period	<u>\$ 5,061,151</u>	<u>\$ 37,301,388</u>
Supplemental disclosures of cash flow information		
Interest paid	<u>\$ 281,847</u>	<u>\$ 321,254</u>
Income taxes paid	<u>\$ 4,309,666</u>	<u>\$ 4,309,666</u>
Noncash investing and financing activities:		
Fixed assets acquired under capital leases	<u>\$ 1,219,014</u>	<u>\$ 1,325,459</u>
Fixed assets acquired with landlord construction allowances	<u>\$ 1,523,020</u>	<u>\$ 750,000</u>

See accompanying notes.

Vatterott Educational Centers, Inc.

Notes to Consolidated Financial Statements

December 31, 2011

1. Organization/Description of Business

Vatterott Educational Centers, Inc. (the Company) is an indirect wholly owned subsidiary of Vatterott Acquisition Company (VAC). The Company operates private career colleges that deliver high-quality vocational and technical training to a diverse student population in the postsecondary market. The Company is based in St. Louis, Missouri, and has educational branches under the following names: Vatterott College in Missouri, Illinois, Iowa, Kansas, Nebraska, Ohio, Oklahoma, Tennessee and Texas; Court Reporting Institute in Texas and Virginia; and L'Ecole Culinaire in Missouri and Tennessee. These institutions offer diploma and degree programs in allied health, computer technology, cosmetology, court reporting, culinary arts, and skilled trades.

As an educational institution, the Company is subject to licensure from various accrediting and state authorities and other regulatory requirements of the United States Department of Education (USDE).

2. Summary of Significant Accounting Policies

Principles of Consolidation

The consolidated financial statements include the accounts of the Company and its wholly owned subsidiaries. All intercompany transactions and balances have been eliminated in consolidation.

Cash and Cash Equivalents

The Company considers all highly liquid short-term investments purchased with an original maturity of three months or less to be cash equivalents.

Revenues, Accounts Receivable, and Deferred Tuition Revenue

The Company bills students for tuition at the beginning of their academic term and recognizes tuition as revenue on a straight-line basis over that academic term. If a student withdraws from school prior to the completion of the academic term, the Company refunds the portion of tuition paid that, pursuant to its refund policy and applicable federal and state law and accrediting agency standards, is not entitled to be retained. Academic terms are typically ten weeks in length, with start dates that vary by school and program.

Vatterott Educational Centers, Inc.

Notes to Consolidated Financial Statements (continued)

2. Summary of Significant Accounting Policies (continued)

The Company monitors payments and collections from students and establishes an allowance for doubtful accounts based on historical write-off experience. The Company writes off accounts receivable balances when a student graduates or withdraws from school unless a payment plan has been established with the student and the student is making payments. Payments from former students are recognized as recoveries when received.

The Company extends unsecured credit for tuition to a portion of students who are enrolled at its campuses. A substantial portion of the credit extended to students is repaid through the student's participation in various federal financial aid programs authorized by Title IV Programs. Concentrations of credit risk with respect to trade receivables are limited due to students' participation in Title IV Programs, the large number of students composing the Company's student base, and their geographic dispersion throughout the states in which the Company's campuses are located.

Inventories

Inventories consist primarily of books and are valued at average cost.

Property and Equipment

Property and equipment are stated at cost, less accumulated depreciation. Expenditures for maintenance and repairs that do not add to the value of the related assets or materially extend their original lives are expensed as incurred.

Depreciation of furniture, fixtures, and equipment is recognized using the straight-line method over the estimated useful lives of the assets ranging from three to seven years for new assets and two to four years for used assets. Leasehold improvements are amortized on a straight-line basis over the shorter of the economic useful life of the improvement or the term of the related leases. Buildings are amortized on a straight-line basis over twenty years.

Goodwill and Other Intangible Assets

Goodwill and other indefinite-lived assets are subject to impairment tests annually or more frequently if impairment indicators arise. The Company has completed its annual impairment test and determined that there was no impairment of goodwill or other indefinite-lived assets. Definite-lived intangible assets are amortized over their estimated useful lives.

Vatterott Educational Centers, Inc.

Notes to Consolidated Financial Statements (continued)

2. Summary of Significant Accounting Policies (continued)

Long-Lived Assets

Long-lived assets are reviewed for impairment whenever events and changes in business circumstances indicate that the carrying value of property, plant, and equipment may not be recoverable. Impairment losses are recognized based on fair value if expected cash flows of the related property and equipment are less than their carrying value.

Advertising

The Company expenses advertising costs as incurred, except for certain direct-response advertising that is amortized ratably over the effective period of the related publication. Advertising expense, which is included in selling and promotional costs and expenses, amounted to \$13,213,500 and \$16,050,800, for the years ended December 31, 2011 and 2010, respectively.

Income Taxes

Deferred income taxes reflect the net tax effects of temporary differences between the carrying amount of assets and liabilities for financial reporting purposes and the amounts used for income tax purposes, using enacted tax rates in effect for the year in which the differences are expected to reverse.

Fair Value of Financial Instruments

The carrying amounts of cash and cash equivalents, accounts receivable, accounts payable, and accrued expenses approximate fair value because of their short duration to maturity.

Operating Leases

The Company leases its campus buildings and corporate headquarters under noncancelable operating leases. The Company recognizes rent expense for each lease on the straight-line basis, aggregating all future minimum rent payments, including any predetermined fixed escalations of the minimum rentals, and allocating such amounts ratably over the period from the date the Company takes possession of the leased premises until the end of the noncancelable term of the lease.