National Personal Training Institute

AON Building
200 E. Randolph Street

Chicago, IL 60601 (312) 819-9590 - Branch

550 Warrenville Road
(at the Corporetum)

Lisle, IL 60532 (630) 663-0899 - Main

STUDENT CATALOG

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Certified as true and correct in content and policy: __________________
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**Institutional Philosophy:** To provide students with the most qualified instructors and a curriculum that will enable The National Personal Training Institute to provide the workplace with personal trainers of the highest caliber.

**Mission Statement:** The National Personal Training Institute is committed to providing a high standard of education to each student. The National Personal Training Institute seeks to prepare its students with the specialized training needed to enter the workforce and contribute to the community.

**Ownership:** The National Personal Training Institute is owned by AAA Americas, Inc, Eugene McIlvaine, CEO, and is headquartered at 2727 Philmont Ave, Huntingdon Valley, Pennsylvania.

**History:** The 600 hour Personal Training Program was developed by Mr. Eugene McIlvaine, who has been in the trade school business since December of 1980. Currently, Mr. McIlvaine operates schools in Pennsylvania, New Jersey, Delaware, Virginia, Alaska, Florida, Georgia, Arizona, Michigan and Colorado. Since 1997, his programs have been committed to health and fitness.

**NPTI is accredited by ACCSC (Accrediting Commission of Career Schools and Colleges).**

**Job Placement Assistance:** The National Personal Training Institute employs a full-time job placement advisor who maintains a current listing of available positions, seeks to locate potential employers, and assists graduates with placement. Every effort will be made to help graduates find suitable employment; however, the National Personal Training Institute cannot promise or guarantee employment to anyone.

**Admission Requirements:**
Must be 18 years of age or older → high school diploma or equivalency → physician’s certificate

The National Personal Training Institute does not discriminate against any applicant by race, gender, age or physical disability in accordance with federal and state guidelines.

All students must be 18 years of age and have a high-school diploma or equivalent. In addition, each student must provide a physician certificate showing that the student is physically able to lift, position and tolerate the bending, walking, and standing (for long periods of time) as required in this occupation. The admissions process begins with the student filling out and submitting an application for admissions along with the registration fee of $75.00. When application is accepted the completion and submission of all other admissions paperwork is required. Including an enrollment agreement, high school diploma or equivalent, proof of age and providing a physician certificate. Since testing by GED or receiving a HS diploma is based on a 10th grade reading level, the students have not shown any problems deciphering the information being taught to them. This is based on the multiple years of providing this education.

The admissions staff has the first telephone contact with the potential student. The student is informed at that time of the cost of registration. They are then made aware of the financial options available to them. An application form may be filled out at this time via the website or will be mailed to them. An appointment to meet with the Director/manager of the school to discuss payment options, tour the school and hold the interview is also scheduled. Should they choose to register they are informed about the orientation date.

At the time of the tour of the school the potential student is also informed as to how the program progresses as it pertains to the practical time. If the manager and student feel that this is the right program for them they may enroll at that time. A copy of the signed agreement is given to the student prior to ending the appointment. An enrollment agreement can also be signed at time of orientation and the student will receive a copy.
Evaluation of Prior Training/Advanced Standing: Student exemption will be considered at the discretion of the Director if a written request with a copy of transcript from a former school is submitted. Transfer of credits however, cannot be guaranteed. The director will evaluate and compare to the course offering.

Grading System: Students will be quizzed on a regular basis with a mid-term given at the half way point. The final testing procedure will be both written and practical.

Graduation Requirements: Students must satisfactorily complete a final written and a final practical exam and obtain a 70% cumulative grade for the course. Attendance (600 hours), homework and quizzes also must be satisfactory with a 70% grade. Tuition must be paid in full. After all requirements are met, students will receive a diploma.

Student Code of Conduct: Misconduct is considered to be in conflict with the educational objectives of the school and thus subject to dismissal. Misconduct is cheating, forgery, plagiarism, furnishing false information, alteration of school documents, disruption or obstruction of teaching or administration, physical abuse of any person on school premises, theft or damage to school premises and property of other students, and use of alcoholic beverages and/or illegal drugs on school property. Any sexual misconduct in class will not be tolerated.

Records: The school will maintain all academic records. Progress reports will be made available to the students throughout the course of study. Students have access to their personal files. All student records will be kept confidential. No student record will be copied or given out unless the student signs a Release of Student Records form for each request. Student's may obtain a copy of his/her transcript by either mailing a request with the student's name, completion date, signature and a statement requesting a copy of a transcript and/or diploma, along with a mailing address of where the copies should be sent. A request with the above information may also be submitted via fax to: 630-663-0899.

Definition of Clock Hours: One in-class hour equals fifty minutes of supervised instruction.

Holidays Observed, Classes will not be held on the following: New Year’s Eve, New Year's Day, Memorial Day, July 4th (week of), Labor Day, Thanksgiving Christmas Eve, Christmas Day.

Attendance: Students are required to attend all classes and scheduled activities. The school keeps records of attendance. Classes begin promptly, and students are expected to arrive on time. If a student is going to be late or absent for class, either a call or advance notice is expected. If a student misses three consecutive days of class without notice, a phone call will be made from the school. The unexplained absence of a student from school for more than 15 school days shall constitute notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

Completion Requirements: The maximum time frame to complete the program is 1.5 times the length of the program. This six month program must be completed in 9 months. If the program is not completed in 6 months then the student will have 1 month to complete their hours without penalty, if not they will be required to pay additional tuition of $10.00 per hour. Gym fees are only paid by the school for the time of original enrollment. The student is responsible to pay for gym fees, per month, for the next three months. If the maximum time frame is not met, the student is unable to receive a diploma and will be required to repay and repeat hours to graduate.

Leave of Absence: Any student who applies for a leave of absence must present a written statement to the director for approval. Acceptable causes are a death in the family, lengthy illness or catastrophic events. Students may return to class where they left off to resume their studies if that return is within a
six-month period. After a six-month length of absence, the student must be re-evaluated before returning to the program.

**Refunds:** Students must notify the director in writing of their intention to withdraw from the program. For purposes of cancellation the date shall be the last day of attendance.

All monies will be refunded if the applicant is not accepted by the school or if the student cancels within five (5) business days after signing the Enrollment Agreement or if the educational service is discontinued by the school.

Cancellation after the fifth (5th) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.

Cancellation after attendance has begun, but within the first 5% of the program will result in a refund of all monies paid, with the exception of the registration fee. The books can be returned a refund, if they are unmarked.

Cancellation after 5% but within 60% of the program will result in a refund prorated by days in class, minus the registration fee. The books can be returned a refund, if they are unmarked.

After 60% of the course has been completed, there will be no refund. The last date of attendance will be used for determining if a refund is due the student. Refunds will be made within thirty (30) days of termination or receipt of Cancellation Notice.

**Return of Title IV Funds:** If a student (parent/guardian in the case of a student under legal age) cancels his/her contract, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school’s Financial Aid Director/Owner in person. Should any aid be disbursed prior to the start of class, all funds will be returned in full to the appropriate agency.

The Financial Aid Department administers the Return to Title IV Funds Calculation (R2T4). A student withdrawal can include those students who officially or unofficially withdraw. Examples would be 1) a student who did not return from an approved or unapproved Leave of Absence, 2) those who were terminated from enrollment, 3) those who withdrew from the program and notified the school, 4) the school was notified by a second party due to circumstances beyond the student’s control. All R2T4 calculations are based on the students last date of attendance as provided by the students attendance records. The R2T4 determines the amount of aid that was earned. The R2T4 is based on the payment period. After the student has completed 60% of the payment period, no refund is due. The R2T4 is completed for all withdrawals to determine if the student is approved for a post withdrawal disbursement.

The calculation for the percent of completion of the payment period is as follows: School will determine the actual date the student started the payment period and the last date of attendance and will figure the scheduled clock hours within that period of time. The number of clock hours the student was schedule to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation. Students who owe an overpayment of Pell grants as a result of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty five (45) days of the earlier of 1) date the school sends the student notification of the over award 2) the date the school was required to notify the student of overpayment. Within thirty (30) days of determining that the student’s withdrawal created a repayment of all or part of the Pell
Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the student’s eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty-fifth (45th) day following notification from the school. The student will have the options of paying the overpayment in full or arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty-five (45) days allotted, the school will report this to NSLDS.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid students, repayment on Federal Loans begins 6 months from their last date of attendance. Students who took a full 180 day Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment.

The R2T4 does not dictate the school’s refund policy and is not based on the student’s education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the school’s Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges. If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student’s account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within forty-five (45) days of the date of determination, which is the last date of attendance.

Title IV Refunds are allocated in the following order:
1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of funds is required

If the school is allowed a post withdrawal disbursement, the school will advise the student or parent they have fourteen (14) calendar days from the date the school sent notification to accept a post withdrawal disbursement. A student who qualifies for a post withdrawal disbursement must meet the current award year requirements and time frames for late disbursements. A post withdrawal for Pell Grants of which the student is awarded will be disensed within forty-five (45) days of the date the school determined the student withdrew. Post withdrawal loan funds a student accepts will be made within one-hundred and eighty (180) days from the date the school determined the student withdrew.

If the school’s Institutional Refund Calculation indicates the student still owes the school, the debt to the school must be paid in full before the release of transcripts (unless your state law indicated otherwise).

The school’s responsibility in regard to the Return to Title IV funds are as follows:
1. To provide students with the information contained in the R2T4 Policy.
2. Identifying student who have withdrawn and will be affected by the R2T4 Policy.
3. Return all unearned Title IV Funds in compliance with The Department of Education requirements.

The student’s responsibilities in regard to the Return to Title IV funds are as follows:
1. Return unearned Title IV Funds that were disbursed to the student where in the student was deemed ineligible, based on the R2T4 calculation.
2. When possible, the student should notify the school in writing of official withdrawal.
3. If the student cancels their decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.
4. All requests to withdraw or cancel a request to withdraw must be delivered to the school's financial aid office.
5. Student borrowers of the Direct Stafford Loans are required to attend or complete online an Exit Interview before leaving school.

**Official Withdrawals** - Students must notify the director in writing of their intention to withdraw from the program. For purposes of cancellation the date shall be the last day of attendance.

**Unofficial Withdrawals**: Dismissal Policy-Students who fail to comply with attendance, academic requirements or the code of student conduct are subject to dismissal by the director. A review and conference with the director will be scheduled upon infraction. The unexplained absence of a student from school for more than 15 school days shall constitute notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

**Satisfactory Academic Progress**
Completion of Requirements and Incompletes: Required coursework missed by a student must be made up. The school advises students to obtain notes from classmates. The student is responsible to make the necessary arrangements with the instructor(s) for make-up work and examinations. This does not change the number of absences. Practical make-up time will be made under the supervision of the instructor. No student will receive a diploma or transcript until all outstanding assignments and requirements are completed, the mandatory class hours are completed, and all outstanding fees are paid in full.

To maintain satisfactory academic progress, a student must maintain a cumulative grade point average (GPA) of at least 2.0 (70%) or be subject to being placed on probation or being terminated. In addition, the student must maintain an adequate rate of progress toward successful completion of their respective program. The clock hours attempted cannot exceed one and one-half times (1.5) the hours required to complete a clock-hour program.

For determining satisfactory academic progress, each program is broken down into courses. At the end of 8 weeks the student’s GPA and rate of progress will be determined for the purpose of assessing SAP. Students will sign off as acknowledgement of receiving progress report information. For students that need additional assistance in their education tutoring sessions can be scheduled with the Director or instructor.

We believe that with the assessment process at mandated intervals the students have the opportunity to check their progress and work with the instructor and Director to correct any deficiencies that may have occurred prior to completion of the program. During the probationary period the instructor will work with the student to ensure the comprehension of any information needed or extra credit that can be obtained as well as to assist the student with setting up a schedule of make-up days to bring attendance current. To maintain satisfactory academic progress, a student must maintain a cumulative grade point average (GPA) of at least 2.0 (70%) or be subject to being placed on probation or being terminated. In addition, the student must maintain an adequate rate of
progress toward successful completion of their respective program. The clock hours attempted cannot exceed one and one-half times (1.5) the hours required to complete a clock-hour program.

For determining satisfactory academic progress, each program is broken down into courses. At the end of 8 weeks the student’s GPA and rate of progress will be determined for the purpose of assessing SAP. Students will sign off as acknowledgement of receiving progress report information. For students that need additional assistance in their education tutoring sessions can be scheduled with the Director or instructor.

**Student Services:** The student services offered at the school are provided through the instructor, DOE as well as the job placement coordinator of the school. The instructor provides the student with an up to date progress report to show the attendance and grading that has been achieved. It is the instructor that works with the student to evaluate the need to acquire more hours or higher grades on any given exam(s). The DOE assists in providing support for the student and/or instructor and to review the outcome of meetings to ensure satisfactory progress is being maintained. The DOE provides the students with the listing of placement options upon graduation. Should the student be from out of state, phone calls and Internet searches will be made to research possible employment assistance for the student, should it be desired by the student. Tutoring by an instructor can be completed at the request of the student by appointment. Students are also encouraged to form study groups as a majority are living in the same apartment building.

To further assist the student in obtaining placement the school provides a business section in the curriculum to review the interview procedures, resume building and attire that would be required at the interview.

**Student placement:** The school does not guarantee employment upon graduation. The school will, however, assist the student and provide contacts of interested employers to students requesting assistance in finding an in-field position. The job placement assistant, the instructors, and/or the director of the program provide these services. These services are reflected in the student handbook, the enrollment agreement and on any promotional or recruitment material.

The average student population is 20 students with a mix of 70% male and 30% female. At any given time we can have students age ranging from 20-60 years old. With the amount of students the coverage for the student services allows all students to meet with either the instructor or the DOE at any given time. The population does not overwhelm the staff or faculty. They are given one-on-one meetings should that be the desire of the student. All concerns are handled immediately so that they do not escalate.

For the job placement assistance, the student is given a list of organizations by the instructor or director of the positions available. The “Job Binfer” lists employers that are immediately seeking employees. Information on job availability is also posted on the NPTI website. At graduation the student is given a login and password.

The tutoring is completed by the student making an appointment with the individual instructor for a specific time and date.

The progress reports that support the student attendance and grade given are presented to the student at the end of each course. These are calculated by the manager.

Students/graduates are able to question the instructor regarding any employment strategies.
Advising of academic and attendance and is completed by the instructor or the Director of Education. Those are the individuals that best know the given situation of the student. The manager is the person responsible for insuring that the documentation and information being given to the instructor is correct. All of our instructors have been with the company for at least 2 years and have shown the ability to have the correct interaction and discipline needed to assist the students through the program.
Any services needed outside of the employees’ scope of knowledge are referred to outside professionals.

Student Complaints: Students with concerns, questions, complaints or conflicts with instructors or other students should contact the director at 630-663-0899 to discuss issues or they may contact the Illinois Board of Higher Education at any time.

Illinois Board of Higher Education 431 East Adams, 2nd Floor Springfield, Illinois 62701-1404
Phone: (217) 782-2551 Fax: (217) 782-8548 TTY: (888) 261-2881

Health and Hygiene: Students are to arrive to class in clean, comfortable attire (loose slacks or shorts, short sleeve shirts, and full shoes). Students must wear proper exercise attire and sneakers when working out in fitness center. Nails should be scrubbed clean and filed short. Perfume or cologne should be used minimally in order not to offend others or those allergic to scented products. Personal hygiene such as showering and hair grooming is a must before each class.

National Personal Training Institute Sexual Harassment Policy

I. STATEMENT OF COMPANY POLICY

This company is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any individual’s behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal or termination of training. Sexual harassment could also subject this company and, in some cases, an individual to substantial civil penalties.

The company's policy on sexual harassment is part of its overall affirmative action efforts pursuant to state and federal laws prohibiting discrimination based on age, race, color, religion, national origin, citizenship status, unfavorable discharge from the military, marital status, disability, and gender. Specifically, sexual harassment is prohibited by the Civil Rights Act of 1964, as amended in 1991, and the Illinois Human Rights Act.

Each individual of this company bears the responsibility to refrain from sexual harassment in the workplace. No individual -male or female- should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. Furthermore, it is the responsibility of all supervisors to make sure that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment must be eliminated. Instances of sexual harassment must be investigated in a prompt and effective manner.

All individuals of this company, particularly those in a supervisory or management capacity, are expected to become familiar with the contents of this Policy and to abide by the requirements it establishes.

II. DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, sexual harassment is defined as: Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when;
(1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.

(2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

(3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the Civil Rights Act of 1964, as amended in 1991.

One example of sexual harassment is where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity.

Other conduct commonly considered to be sexual harassment includes:

* Verbal: sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside their presence, of a sexual nature.

* Non-verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking", or "kissing" noises

* Visual: posters, signs, pin-ups or slogans of a sexual nature.

* Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or "reasonable man", depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as "honey", "darling", and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

"That's an attractive dress you have on."
"That's an attractive dress. It really looks good on you."
"That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment depending on the perceptions and values of the person to whom it is directed. To
avoid the possibility of offending an individual, it is best to follow a course of conduct above reproach, or to err on the side of caution.

III. RESPONSIBILITY OF INDIVIDUALS

Each individual has the responsibility to refrain from sexual harassment in the workplace.

An individual who sexually harasses a fellow individual is, of course, liable for his or her individual conduct.

The harassing individual will be subject to disciplinary action up to and including discharge in accord with the company's disciplinary policy and the terms of any applicable collective bargaining agreement.

IV. RESPONSIBILITY OF SUPERVISORS

Each supervisor is responsible for maintaining the workplace free from sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct.

The courts have found that organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with an organization, such as a customer, contractor, sales representative, or repair person).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline, or on the supervisor acting as an agent of the organization. As such, supervisors must act quickly and responsibly not only to minimize their own liability but also that of the company.

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint, with seriousness, take prompt action to investigate it, report it, and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an individual tells the supervisor about behavior that constitutes sexual harassment but does not want to make a formal complaint.

In addition, supervisors must ensure that no retaliation will result against an individual making a harassment complaint.
V. PROCEDURES FOR FILING A COMPLAINT OF SEXUAL HARASSMENT

A. INTERNAL

An individual who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor and to the offending individual. It is not necessary for the sexual harassment to be directed at the person making the complaint.

Each incident of sexual harassment should be documented or recorded. A note should be made of the date, time, place, what was said or done, and by whom. The documentation may be augmented by written records such as letters, notes, memos, and telephone messages.

No one making a complaint of sexual harassment will be retaliated against even if a complaint made in good faith is not substantiated. Any witness to an incident of sexual harassment is also protected from retaliation.

The process for making a complaint about sexual harassment falls into several stages.

1. DIRECT COMMUNICATION. If there is sexually harassing behavior in the workplace, the harassed individual should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

2. CONTACT SUPERVISORY PERSONNEL. At the same time direct communication is undertaken, or in the event the individual feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or management. If the harasser is the immediate supervisor, the problem should be reported to the next level of management.

3. FORMAL WRITTEN COMPLAINT. An individual may also report incidents of sexual harassment directly to management. Management will counsel the reporting individual and be available to assist with filing a formal complaint. The Company will fully investigate the complaint, and will advise the complainant and the alleged harasser of the results of the investigation.

B. EXTERNAL

The Company hopes that any incident of sexual harassment can be resolved through the internal process outlined above. All individuals, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within 180 days of the incident of sexual harassment. A charge with EEOC must be filed within 300 days of the incident.

The Illinois Department of Human Rights may be contacted as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICAGO</td>
<td>(312) 814-6200</td>
</tr>
<tr>
<td>CHICAGO TDD</td>
<td>(312) 263-1579</td>
</tr>
<tr>
<td>SPRINGFIELD</td>
<td>(217) 785-5100</td>
</tr>
<tr>
<td>SPRINGFIELD TDD</td>
<td>(217) 785-5125</td>
</tr>
<tr>
<td>MARION</td>
<td>(618) 993-7463</td>
</tr>
</tbody>
</table>
An individual who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC may file a retaliation charge with either of these agencies. The charges must be filed within 180 (IDHR) or 300 (EEOC) days of the retaliation.

An individual who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.

VI. FALSE AND FRIVOLOUS COMPLAINTS

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

EQUAL OPPORTUNITY ASSURANCE STATEMENT

It is the policy of National Personal Training Institute to prohibit discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, political affiliation or belief, and admitted immigrant authorized to work in the United States.

National Personal Training Institute complies with Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the bases of race, color and national origin;

National Personal Training Institute complies with The American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

National Personal Training Institute provides that persons with disabilities must be provided with reasonable accommodations and modification for their disabilities. The section also requires that individuals with disabilities be given services alongside (not segregated from) people without disabilities, unless the program or activity providing services performs an individualized assessment of a particular individual with a disability and concludes that the individual needs special, segregated services.

National Personal Training Institute is an “equal opportunity employer/program” and “auxiliary aides and services are available upon request to individuals with disabilities”.

Personal Training Program

Program Objective: The objective of this program is to train individuals in the art and science of personal training. The knowledge and skills acquired by the students will enable them to design and implement a safe and effective training program specific to each client. The student will also be able to do nutritional consultation.

Class Hours: Classes for the 600 Hour Personal Training Program are held Monday through Thursday with day classes from 9:30 a.m. to 2:30 p.m. and evening classes from 5:30 p.m. to 10:30 p.m. Saturday classes are also available, with specialty classes being held on Sundays.

Cost: The cost of the 600 Hour Personal Training Program is $6,900.00, which includes registration fee ($75.00), tuition ($6,471.00), textbooks ($179.00) and gym membership ($175).
Payment Options: $75.00 registration fee, $1,500.00 minimum deposit, monthly payments through completion of the program. There are also loan options available to qualified applicants.

ADMINISTRATION/ STAFF:

Eugene McIlvaine, Owner and CEO

Annette Ryan Briseno, Operations Director: Annette has been teaching for NPTI since 2002 and serves as the Director of Education. Annette received her Bachelor's degree in Physical Education with a minor in Nutrition from Western Illinois University, where she also received her Masters degree in Exercise Science. With over 15 years of experience, Annette has worked in a variety of settings within the fitness field including teaching at elementary, university, and postsecondary levels, personal training, instructing a variety of group fitness classes, cardiac rehabilitation, marathon training and corporate fitness. Annette is a Certified Strength and Conditioning Specialist through the National Strength and Conditioning Association (NSCA).

Marcia Davis, Director: Marcia has a Bachelor’s degree in Business Administration with a minor in Computer Science. Marcia has worked in the Financial Industry since 1995 and the Fitness industry since 2005. Marcia’s experience includes: Ensuring compliance of Federal and State regulations, Collections; weekly/monthly reports; Resolve customer/student conflicts, Set up/maintain student legal and credit files, Create system to process loan applications & payments, Maintain student accounts; remit payments to respective institutions. Marcia also manages wellness clinic, coordinate personal training sessions and health assessments.

Instructors:

Tracy Stone: Tracy received her Bachelor's degree in Health Promotion from Miami University of Ohio, where she also began her fitness career as a Group Exercise Instructor. Tracy received her Masters Degree in Applied Exercise Physiology from the University of Illinois at Chicago, where she enhanced her fitness experience and added on skills as a personal trainer. Tracy is a Certified Strength and Conditioning Specialist through the National Strength and Conditioning Association and she has over 15 years of experience in the fitness field to date.

Scott Byrdak: Accomplished fitness and business professional, Scott has over 15 years of experience in fitness training and wellness center management. He has proven ability to manage and motivate individuals through teamwork and leadership. Scott’s expertise and outstanding talent include creating individual, rehabilitative and quality of life exercise programs. Scott is also an accomplished strength and conditioning professional with over 15 years of experience in strength and conditioning. He is a Certified Strength and Conditioning Specialist (NSCA) with a passion for designing and implementing strength and conditioning programs for professional and amateur athletes that maximizes workout efficiency, improved performance, increase stamina and overall player development. He has developed strength and conditioning programs in conjunction with the Directors of Strength & Conditioning for professional/amateur sport organizations including MLB, NBA, NHL and NCAA. Previously Scott served as an adjunct professor at Lewis University’s within the Sport Management Department. Scott is an award-winning NOVA 7 finalist certified in various fitness disciplines with a formal education including a Bachelor of Science in Fitness Management and Master’s Degree in Education with Emphasis in Exercise Physiology.

Facilities & Safety: Programs are conducted at AON Building, 200 E. Randolph Street, Chicago, IL 60601 (branch campus) and 550 Warrenville Road, (at the Corporetum), Lisle, IL 60532 (main campus). All clubs have a variety equipment and many other amenities. Each class will accommodate up to 25 students. Teaching will be done through lecture, video, practical demonstration, and written material. Fire inspections are conducted as required by the State Fire Marshal and posted in the facility. Evacuation routes are mapped and posted on each floor of the facility.
**Equipment:**

- Assorted Anatomical Charts Assorted Training Videos
- Skeleton Assorted Free Weights
- Skinfold Calipers Weight Training Benches
- Tape Measure 12” Aerobic Steps
- Blood Pressure Cuff TV/VCR
- Stethoscope Exercise Mats
- Scale Heavy Equipment/Exercise Machine

**Student Resource Center/Library:** Hours of operation: Chicago - Monday – Thursday 8:30am-10pm and Saturdays - 9am-6pm. Lisle – Monday-Thursday - 8:30am-7pm and Saturdays – 9:30am-6pm.

**Program Outline for Personal Training:**

All hours are theory hours, unless otherwise noted.

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<td>Understanding the Human Body</td>
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<td>204</td>
<td>Practical Methodology of Training</td>
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<td>305</td>
<td>Advanced Concepts of Personal Training</td>
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<td>306</td>
<td>Advanced Theories of Fitness</td>
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<td>TOTAL HOURS</td>
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<td>332</td>
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*No prerequisite classes are required.*

**Textbooks:**

**NPTI’S Fundamentals of Fitness and Personal Training**  
Tim Henriques  
Copyright 2015, Human Kinetics  

**NASM Essentials of Personal Fitness Training – Fourth Edition**  
Lippincott Williams & Wilkins  
Copyright 2012  

Addendum

**October 2015**

<table>
<thead>
<tr>
<th>600 HR Personal Fitness Training Program</th>
<th>Apply Now</th>
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<tr>
<td>Dates: <strong>10-05-2015 to 03-31-2016</strong></td>
<td>Days of Week: <strong>Monday - Thursday</strong></td>
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<tr>
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<td>Time: <strong>9:30 am to 2:30 pm</strong></td>
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**6 month program**  
ALL schedules include a minimum of 6 Sundays from 8:00 am to 4:30 pm for Specialty Classes.
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<td><strong>Monday, Wednesday and Saturday</strong></td>
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