

**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2021 & 2022**

**Medical Office Assistant – 360 hours (Main  
Campus)**

**On-Time Completion Rates (Graduation Rates)**

| <b>Calendar Year</b> | <b>Number of Students Who Began the Program</b> | <b>Students Available for Graduation</b> | <b>Number of On-Time Graduates</b> | <b>On-Time Completion Rate</b> |
|----------------------|---|--|------------------------------------|--------------------------------|
| 2021                 | 9   | 9  | 8                                  | 88%                            |
| 2022                 | 3   | 3  | 3                                  | 100%                           |

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

| Calendar Year | Number of Students Who Began Program | Number of Graduates | Graduates Available for Employment | Graduates Employed in the Field | Placement Rate % Employed in the Field |
|---------------|--------------------------------------|---------------------|------------------------------------|---------------------------------|--|
| 2021          | 9                                    | 8                   | 8                                  | 6                               | 75%                                    |
| 2022          | 3                                    | 3                   | 3                                  | 3                               | 100%                                   |

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. Please contact the Chief Educational officer for more information.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

| Calendar Year | Graduate Employed in the Field 20-29 Hours Per Week | Graduates Employed in the Field at Least 30 Hours Per Week | Total Graduates Employed in the Field |
|---------------|---|--|---------------------------------------|
| 2021          | 0   | 6  | 6                                     |
| 2022          | 0   | 3  | 3                                     |

**Single Position vs. Concurrent Aggregated Position**

| Calendar Year | Graduates Employed in the Field in a Single Position | Graduates Employed in the Field in Concurrent Aggregated Positions | Total Graduates Employed in the Field |
|---------------|--|--|---------------------------------------|
| 2021          | 6  | 0  | 6                                     |
| 2022          | 3  | 0  | 3                                     |

**Self-Employed / Freelance Positions**

| <b>Calendar Year</b> | <b>Graduates Employed who are Self-Employed or Working Freelance</b> | <b>Total Graduates Employed in the Field</b> |
|----------------------|--|--|
| 2021                 | 0  | 0  |
| 2022                 | 0  | 0  |

**Institutional Employment**

| <b>Calendar Year</b> | <b>Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</b> | <b>Total Graduates Employed in the Field</b> |
|----------------------|---|--|
| 2021                 | 0   | 0  |
| 2022                 | 0   | 0  |

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8-hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Only initial after you have had sufficient time to read and understand the information.**

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

| Calendar Year | Number of Graduates in Calendar Year | Number of Graduates Taking Exam | Number Who Passed First Available Exam | Number Who Failed First Available Exam | Passage Rate |
|---------------|--------------------------------------|---------------------------------|--|--|--------------|
| 2021          | N/A                                  | N/A                             | N/A                                    | N/A                                    | N/A          |
| 2022          | N/A                                  | N/A                             | N/A                                    | N/A                                    | N/A          |

Licensure examination passage data is not available from the state agency administering the examination.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual salary and wages reported for graduates employed in the field.**

| Calendar Year | Graduates Available for Employment | Graduates Employed in Field | \$20,001      | \$25,001      | \$30,001      | \$35,001      | No Salary Information Reported |
|---------------|------------------------------------|-----------------------------|---------------|---------------|---------------|---------------|--------------------------------|
|               |                                    |                             | -<br>\$25,000 | -<br>\$30,000 | -<br>\$35,000 | -<br>\$40,000 |                                |
| 2021          | 0                                  | 0                           | 0             | 0             | 6             | 0             | 0                              |
| 2022          | 0                                  | 0                           | 0             | 0             | 2             | 1             | 0                              |

A list of sources used to substantiate salary disclosures is available from the school. Please contact the Chief Educational officer for more information.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2021: \$6,505. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2022: \$6,505. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**First Institute Training & Management, Inc.**  
**14755 Foothill Blvd., Suite G, Fontana CA 92335**  
**(909) 829-1643 • [www.fitmnow.com](http://www.fitmnow.com)**

**Federal Student Loan Debt**

Students at First Institute Training & Management, Inc. are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



**STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation of this agreement can occur up to: \_\_\_\_\_

Date

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 14755 Foothill Blvd, Suite G, Fontana, CA 92335. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.