MD Technical School Inc.

TRAINING THAT CHANGES LIVES

2024-2025

Fredericksburg Location

10304 Spotsylvania Ave, Ste 210 | Fredericksburg, VA 22408 | Telephone: (540) 371-3725

Newport News Location

603 Pilot House Drive, Suite 240 | Newport News, VA 23606 | Telephone: (757) 785-0490

FAX:(866) 824-5139 | mdtechnicalschool.com | **info@mdtechnicalschool.com**

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MD Technical School is certified to operate by the State Council of Higher Education for Virginia (SCHEV)

Dear Student:

Welcome to MD Technical School!

I want to express my gratitude for choosing us as your educational guide. We are dedicated to ensuring the success of our students.

Our educators possess the expertise needed to equip you for prosperous employment in your chosen field of study. Your commitment to education, diligent study, and daily best efforts are crucial for your success. Our faculty and staff are ready to support you at every stage. Our aim is to prepare you for a career aligned with your preparedness and training.

We adopt a collaborative approach to fulfill our mission. Our dedicated team will aid you in crafting your resume and scheduling interviews. Counseling services, including access to both me and your instructors, are available to everyone. We are committed to assisting you in any way necessary to help you reach your goals.

Your success holds great significance for us. We value your feedback and will periodically seek your input through evaluations and surveys. If you have suggestions that can enhance our service, please don't hesitate to share them. Once again, welcome to MD Technical School.

We anticipate establishing a lasting relationship and working with you throughout your career.

Sincerely,

Lance Durante
President

Lance Durante
540.455.2878 and 757.304.0207
durantelp@mdtechnicalschool.com

MD Technical School guarantees satisfaction with the training it provides. Any graduate of the school who is found by either his or her employer or the graduate to lack entry-level skills (competencies) listed in the graduate's records as having been satisfactorily demonstrated may return to MD Technical School for retraining with the tuition being waived. This guarantee shall be subject to the following terms:

1. The guarantee shall be good for 60 days after graduation, i.e., the performance deficiency must be identified within 60 days.

2. The graduate must notify the school of his or her intent to return for retraining within 90 days after graduation.

3. The retraining must be completed the first time it is offered as a part of the school's regular schedule after the school is notified of the graduate's intent to accomplish retraining.

TRAINING OFFICES

Fredericksburg, VA Branch (Home Office)
2020 Lafayette Blvd, Suite D | Fredericksburg, VA 22401
Telephone: (540) 371-3725 | FAX:(866) 824-5139

Newport News, VA
603 Pilot House Drive, Suite 240, Newport News VA 23606
Telephone: (757) 785-0490 | FAX:(866) 824-5139

MD TECHNICAL SCHOOL

STUDENTS…

… have ATTITUDES that allow them to soar the top of the Information Technology field.

… are distinguished EXAMPLES in their professions, communities, and personal lives.

… acquire and sustain exceptional SKILLS to persevere and flourish throughout their lives.

… are ADAPTABLE to diverse locations and environments.

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ABOUT MD TECHNICAL SCHOOL

MISSION
Equip students with marketable skills, confidence, and professionalism to become productive and successful within the workforce of Information Technology.

MISSION STATEMENT
The mission of MD Technical School is to transform lives through excellence in academic and technical studies. Preparing students to confidently enter and be competitive in a global workforce.

PURPOSE
The primary purpose of MD Technical School is to instruct students to such competency levels that they are qualified for employment and/or advancement in potential or existing occupational fields. To facilitate cognitive and effective student learning. Develop competence in communication, critical thinking, and collaboration. Fostering an environment of lifelong learning for the enhancement of students' opportunities for career success.

EQUAL OPPORTUNITY STATEMENT
The goal of MD Technical School is to present the opportunity for job development and career advancement to all people who commit to this goal when enrolling in school. This opportunity is given to all persons without regard to the basis of race, gender expression, religion, color, sex, sexual orientation, disability, age, national origin, or status as a protected veteran.

MD TECHNICAL SCHOOL'S HISTORY AND DEVELOPMENT
MD Technical School (MD Tech) was founded on April 4th, 2011, by Lance Durante. MD Technical School is located in Fredericksburg, VA 22401. MD Tech was named after Lance Durante Sr's mother, Margaret Durante who passed away from cancer on September 7th, 2010. Margaret Durante's death became the motivation for Lance Durante Sr. to develop MD Technical School. MD Tech gives people all around the world a chance to learn IT and the ability to become successful in IT. MD Tech allows students to change their lives by providing them with the knowledge, tools, and certifications needed to have a successful IT career.

OUR FACILITY
The campuses are complete with a student lounge, reception area, classroom, lab area, and media center. The computer labs and media center are fully networked with Internet access. Class sizes average between 5 to 20 Students.

MD Technical School is taking the competitive edge taking the interactive approach of combining our classroom and labs. Our classroom is equipped with LED TV's, servers, and electrical outlets to meet the students' needs. This room is used for both Lecturing and Training.

The properties are managed by our leasing Property Managers at each location, ensuring that the physical facilities meet health and safety standards, including fire safety, hygiene, adequate floor space, ventilation, heating, and lighting.

Fredericksburg Virginia Location

The President is responsible for all aspects of day-to-day operations.

Mr. Lance Durante
President
Master's Information Technology from George Washington University
Bachelor Computer Networking from Strayer University

Newport News Virginia Location
The CIO is responsible for all aspects of day-to-day operations.

Dr. Jeffrey Howard
Chief Information Officer (CIO)
Ph D. Philosophy from the University of Sedona
MBA Business Management from American Management & Business Institute
Bachelors Information Systems from Columbus University

SCHOOL HOURS, CALENDAR, AND WEATHER POLICY

SCHOOL HOURS

Monday – Thursday	9:00 a.m. - 9:00 p.m.
Friday	Closed

SCHOOL HOLIDAYS

MD Technical School observes the following Major Holidays 2024 - 2025:

	New Year's Day	January 1, 2025
	Martin Luther King Day	January 20, 2025
	Memorial Day	May 26, 2025
	Independence Day	July 4, 2025
	Labor Day	September 2, 2024
	Start of School for New Year	September 2, 2024
	Thanksgiving Holiday	November 27, 2024
	Christmas Vacation	December 19, 2024, to Jan 6, 2025

ACADEMIC PERIODS 2023 - 2024

	1st Quarter	September 1, 2023
	2nd Quarter	December 1, 2023
	3rd Quarter	March 1, 2024
	Summer	June 1, 2024

ACADEMIC PERIODS 2024 - 2025

	1st Quarter	September 2, 2024
	2nd Quarter	December 2, 2024
	3rd Quarter	March 3, 2025
	Summer	June 2, 2025

INCLEMENT WEATHER OR OTHER EMERGENCY SCHOOL CLOSING POLICY

In the event of inclement weather and/or other adverse conditions, cancellation of programs and/or late openings will be available on the School's Website.

If you decide you will not attend class for any reason, **please call** the Fredericksburg VA campus at (540) 371-3725 to advise us of your absence. For the Newport News, VA campus, please call (757) 785-0490.

ADMISSIONS & ENTRANCE REQUIREMENTS

A student entering MD Technical School, Inc. is entering a very exciting and stimulating period of their life. Some students have firm ideas of where they would like their careers to be. Others have begun to explore the possibilities available to them. The process of Career Advancement is very personal. Here at MD Technical School, we believe student career choices are personal. Our team of professionals work diligently to ensure the students' success in the classroom. Everyone has the potential to achieve growth. Our team believes in respectable guidance and the decision to attain a higher education begins within.

ALWAYS BE THE BEST YOU CAN BE, <u>NEVER</u> GIVE UP, AND <u>NEVER</u> EVER SELL YOURSELF SHORT!!!

We look for qualities such as:
• Leadership
• Motivation
• Community Involvement
• Employment
• Responsible
• Demonstrated interest

ADMISSIONS PROCEDURE

Planning for Career Development can be stressful with innumerable options in the market. For many students, the Admissions Process can seem cryptic and puzzling. At MD Technical School, Inc. (MDTS), we have made the Admissions Process much simpler and understandable. The Admission Process has a Beginning, Middle and End. Approaching the process of career selection with this perspective in mind leads to a smooth career transition and sound decision-making.

To qualify for enrollment at MDTS, each Applicant must meet the following requirements:

1. Applicants must have earned a High School Diploma or Equivalent or who are beyond the age of compulsory high school attendance.

2. Have an in-person or telephonic interview with an Admissions Representative to discuss the student's desire, ambition, previous education, and work experience. This assists in determining which program best suits the student. MDTS does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

3. Complete an Admissions Application.

4. Complete and submit a Request for Official Transcripts from high school or GED Program.

5. Pay the $75 application fee.

6. Complete and sign an Enrollment Agreement.
****minimally three (3) days before the program start date****

7. The admissions representative will schedule an interview with the School President.

NOTIFICATION OF ACCEPTANCE

Upon completion of the above steps, the candidate's application is reviewed by the Admissions Committee and submitted to the School President for approval. Individuals will be notified in writing upon acceptance generally within three (3) business days.

It is MD Technical School's practice to admit Applicants without regard to the basis of race, gender expression, religion, color, sex, sexual orientation, disability, age, national origin or status as a protected veteran.

APPLICATION FOR READMISSION

A student who withdraws from school and subsequently wishes to return must apply to the Admissions Committee. The Admissions Committee will evaluate all information made available to determine if readmission is in the best interest of the student and the school. The Admissions Committee forward its recommendation to the school's president for final approval.

- ✓ Application for Readmission will be granted no more than two (2) times within two years.
- ✓ A NONREFUNDABLE Readmission Fee of $75.00 is required to cover expenses in connection with processing the enrollment.

APPLICATION FOR READMISSION

To qualify for enrollment at MDTS, each Applicant must meet the following requirements:

1. Have a Personal Interview with an Admissions Representative to discuss the student's desire, ambition, previous education, and work experience. This assists in determining which program best suits the students.

2. Complete an Admissions Application.

3. Pay the $75 application fee.
****THE STUDENT MUST SIGN A STATEMENT IN WHICH THEY ACKNOWLEDGE THEIR UNDERSTANDING THAT THE APPLICATION FEE IS NONREFUNDABLE. NO OTHER FEES SHALL BE APPLIED BEFORE APPROVAL OF ENROLLMENT****.
4. Complete Background Check paperwork.

5. Complete an Interview with School President.
*No Financial Aid is Offered

NOTIFICATION OF READMISSION

Upon completion of the above steps, the candidate's application is reviewed by the Admissions Committee and submitted to the School President for final approval. Individuals will be notified in writing upon acceptance generally within ten (10) business days.

TRANSFER CREDITS

The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution..

TRANSFER OF DIPLOMAS

A student can transfer any programs, diplomas, or certificate from other schools to MD Technical School, Inc. All applicants must submit official transcripts, or otherwise notarized or attested copies of transcripts, from all schools.

CLOCK HOURS

MDTS measures its programs in Clock Hours.
A Clock Hour is sixty (60) minutes with a minimum of fifty (50) minutes of instruction

PROFESSIONAL OR LIFE EXPERIENCE CREDITS

As a Vocational School, MD Technical School, Inc. may not award Life or Work Experience Credit.

TUITION, FEES, AND OTHER COSTS

TUITION AND FEES

Tuition and Fees for programs offered are available on the School's Website at mdtechnicalschool.com. Tuition for the selected program is billed in advance and payable during the application period and must be paid before the start of the program.

PROGRAM PRICING

Program Name	Program Hours	Program Cost	Credential Awarded
Intro (Jr) Network Engineer	60	$5,500.00	Certificate
Risk Management Framework	12	$4,000.00	Certificate
Helpdesk Specialist	40	$3,850.00	Certificate
Cisco Certified Network Admin (CCNA)	80	$3,500.00	Certificate
Security+	40	$2,800.00	Certificate
Advanced Security Practitioner (CASP)	40	$3,300.00	Certificate
ITIL	20	$2,200.00	Certificate
DevOps Specialist	40	$2,750.00	Certificate
Artificial Intelligence Specialist (AI)	40	$2,750.00	Certificate
Blockchain Architect	40	$2,750.00	Certificate
Internet of Things	40	$2,750.00	Certificate
Machine Learning Specialist	40	$2,750.00	Certificate
Ethical Hacker (C|EH)	30	$2,999.00	Certificate
Computer hacking Forensic Investigation (C|HFI)	40	$2,999.00	Certificate
Network Defender (C|ND)	40	$2,999.00	Certificate
Cloud	40	$2,949.00	Certificate
Cloud Engineer (CCE)	40	$2,599.00	Certificate
Chief Information Security Officer (C|CISO)	40	$3,599.00	Certificate
SOC Analyst	35	$2,599.00	Certificate
Cyber Technician (C|CT)	40	$2,599.00	Certificate
Secure Computer User (C|CSU)	40	$1,599.00	Certificate
Cybersecurity Fundamentals	20	$2,599.00	Certificate
Cybersecurity Technical Implementation Guide (STIGS)	20	$2,599.00	Certificate

FINANCIAL AID
Financial aid is not currently available to students.

APPLICATION/REGISTRATION FEE
A $75.00 Application Fee to accompany all applications for admission.

READMISSION FEE
A $75.00 Application Fee to accompany all applications for readmission.

THIRD PARTY BILLING
Third-party billing is a payment agreement between the student, school, and a student sponsor. The sponsor is an outside source that takes responsibility for all or partial payment of tuition, fees, books, and other costs of attending MDTS. A third-party sponsor is not an individual, such as a parent or grandparent, but a company or agency such as a branch of the U.S. Military, Vocational Rehabilitation, Training Rehabilitation Act (TRA), Workforce Investment Act (WIA), or other organization. The school will not bill third party agencies for program re-takes unless the student contacts the agency for payment approval.

The Administrative office must receive written approval from the sponsor for each semester the student attends MD Technical School. An invoice will be sent to the sponsor upon approval of student application. If the sponsor fails to respond to the bill by the start of the program, the student will be responsible for the remaining charges.

PERSONAL CHECK FEE
Anyone who presents a personal check for tuition or fee that is returned by the bank to MD Technical School will be charged a $50 fee. Checks are subject to electronic deposit.

Students presenting a check for tuition is not considered enrolled until the funds are received by the school. If a check is used to pay a fee for transcript or academic records they will not be sent until the funds are received by the school.

➢ Returned checks that are not redeemed promptly will be sent for collection.
➢ The school reserves the right to refuse to accept any check.

ACADEMIC RECORDS FEE
Students in good financial standing may request copies of their academic records. Academic records are the application, financial records, certificates in the student's file. The school charges ten ($.10) cents per page to copy student records. Student Transcripts or Academic Records will not be released to students who are not satisfied with their financial obligation to the school.

TRANSCRIPT FEE
Academic Transcripts contain the student's programs, program hours, grades, and academic standing. Academic Transcripts are issued by this School and mailed directly to the student, upon written request. The Official Transcript is **free**. Transcripts are issued if all financial obligations to this school are current.

COST TO REPEAT A PROGRAM
If a student is required to repeat a program, the student must pay full price for the program.

CANCELLATION POLICY

An applicant may cancel his/her enrollment within 3 days of signing the enrollment agreement by written notification to the school President without financial obligation other than the $75.00 Application Fee.

REFUND POLICY AFTER PROGRAM START

All Students are charged a non-refundable $75.00 application fee in addition to the tuition charges. This policy is for both students who choose to withdraw from the school or is dismissed by the school.

1. A student withdraws 1 day prior to start of class 100% refund.
2. A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.

3. A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.

4. A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.

5. A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

*All refunds are made within 45 days of the withdrawal Date.

DISMISSAL APPEAL POLICY

A student may file an appeal due to a death in the family, illness or other serious reason. The appeal must be written to the President explaining the cause of the problem, how circumstances have changed that prevent satisfactory academic progress.

The student will receive a written decision from the President as to the status of their appeal within three (3) days of receipt of the appeal.

OFFICIAL SCHOOL COMMUNICATION TO STUDENT

The faculty and staff at MDTS are committed to your success. We understand change can be difficult if embarking on a new career or revamping an existing career. Our team of professionals are here to help and guide you along the way however, you are the key to your success. When you invest the time necessary to gain the knowledge and skills our team willingly provides you will achieve the goals you have set for yourself. Instructional faculty is available to students for program advising during school hours outside of program scheduled class hours at each branch and throughout the period which the program is offered.

TEACHING AND LEARNING MODEL

MD Technical School is excited to offer a diverse set of programs to fit students' interest and abilities. We are committed to the success of the students. It is our goal to provide constructive feedback throughout the training and job assistance process. MDTS fosters a collaborative and active learning environment providing varied educational opportunities to enable students to develop the knowledge and skills necessary for them to achieve their professional goals.

INSTRUCTOR'S TEST ENGINE

MD Technical School in collaboration with MD Tech Solutions, LLC, has developed a Customized Test Engine allowing the instructor and student to test their knowledge throughout the week. Daily review and knowledge testing provide the instructor and student with a clear measure of the student's progress. As the program progresses, the Instructor builds the student's knowledge base. The instructor will review the progress reports and tailor the training based on the common areas where most of the students are having issues. This method of training has allowed MD Technical School to maintain a 99% passing rate for students attending the training.

GRADUATION REQUIREMENTS

To graduate from a program, students must complete all required program work and program clock hours if applicable with a passing Grade Point Average (GPA) of at least 2.0 (C).

- ➢ All financial obligations to the school must be current for a certificate to be issued.
- ➢ Students must request in writing and have the instructor's approval in writing for any extension past the last scheduled day of the program.

GRADUATION DOCUMENTS

Upon successful completion of all requirements, students will be awarded a Certificate of Completion stamped with the Official Seal of the School and signed by the Instructor and school President.

ACADEMIC ACHIEVEMENT

Certificates are awarded at graduation exercises to students who achieve both Academic Excellence (GPA of 3.5 or above) and Perfect Attendance.

- ➢ A student is disqualified from the Academic Achievement honor if he/she receives a grade of "F" or "I" during any portion of the programwork.

Upon completion of the selected program, students receive a similar "Certificate of Achievement" or "Certificate of Completion".

STUDENT SERVICES

ORIENTATION

Orientation is held for first time students. Orientation is designed to acquaint new students with MDTS way of conducting business and is an opportunity to meet the Faculty, Staff and other Students. Orientation covers a review of the school catalog job placement assistance, available educational programs, and the school facilities.

COUNSELING SERVICES

MDTS believes being healthy is an essential healthy state of mind and body. Before the start of MDTS programs we highly encourage our students to ensure they are both physically and mentally healthy to be focused, alert and prepared. We want our students to take charge and feel good with their choice made in advancing their career. We want our Students to be full of energy and enthusiasm when coming to school. We also, want our students to not only be physically but also mentally prepared to become a role model for their families, friends, class- mates, and community.

HEALTHY STRATEGIES

The MDTS environment promotes ten (10) valued healthy strategies:

- ✓ Value Yourself: Respect Yourself and the Decisions you make.

- ✓ Take care of your body: Eat nutritious meals, drink plenty of water, Exercise. Avoid anything that can negatively affect you - For Example Smoking.

- ✓ Surround yourself with positive people.

- ✓ Be proud of your accomplishments.

- ✓ Learn how to deal with stress. I.e.. Walking, meditation, fishing

- ✓ Quiet your mind: relax via meditation, prayer, or therapy.

- ✓ Set realistic and achievable goals.

- ✓ Break up the monotony: Break away from doing the same old stuff!

- ✓ Avoid alcohol and other drugs: these will harm your health and daily routine.

- ✓ Get help when you need it! *Don't be too proud to ask for assistance.*

At MDTS, we view asking for assistance as strength – not weakness. MDTS offers to counsel to any student who has difficulty with academic's or job placement. If you require assistance in other areas, we will point you in the right direction. We believe with appropriate care and treatment, recovering from mental illness, substance or physical abuse can result in achieving a full and rewarding life. Students seeking counseling should contact their Instructor or President for further assistance.

Instructors are available for Special Tutoring and Make-up Work outside the normal program hours. Our School will remain open from 9 am to 9 pm Monday – Thursday. Instructors are available by appointment to provide demonstrations, answer questions and/or review program work. Students who desire special assistance are urged to take advantage of this support.

JOB PLACEMENT ASSISTANCE

It is the goal of MDTS to assist each student in their pursuit of employment in a job in his/her field. Although we cannot guarantee you a job, we make every effort to assist you. You must, however, make yourself available for assistance. Keeping in contact with the school is imperative to set up job interviews for you. If you obtain a job on your own, please contact the school to give us the job information.

> ➢ Students who have an Outstanding Balance on their account or have not met the Graduation Requirements are not eligible for Job Placement Assistance until these obligations are satisfied.

HEALTH SERVICES

In the event of sickness or accident requiring emergency care, 911 will be called. The faculty or staff will contact the person listed as the student's emergency contact. Non-emergency situations are handled on a case-by-case basis. For minor emergencies, First Aid Kits are maintained throughout the Campus.

Upon entrance into the School, Students must complete Medical Emergency Forms at Orientation. These forms are kept in the Student's permanent files and are referenced, as needed.

STUDENT PORTAL

As a student at MDTS you will have access to the Student Portal for 3 months after completing their program. This portal has student information, programs taken, current grades and academic standing. Students may check the Student Portal at school.mdtechgo.com to review their grade(s). Students may print an "unofficial" copy of their Academic Report. Students may request an "official" copy of their academic report or transcript through the Business Office. ***The Official Transcript is FREE.

ATTENDANCE

Attendance is taken each day. Students are required to sign in and out daily. A record of all absences and tardiness are kept in the student's permanent school record.

Attendance is required at all scheduled programs. If a student is absent because of illness or other good cause, he/she should notify the school before the beginning of the scheduled program. Any student who misses two (2) consecutive days will be dropped from the program. Any student with more than 3 excused absences or 2 unexcused absences will automatically be withdrawn from the program. Students with absentee problems will be counseled by School Administration.

Students are required to attend at least 80% of their scheduled programs. Students falling short of this requirement will be terminated from the program. Extenuating circumstances which can be documented will be reviewed and approved by the School's President.

TARDINESS / LEAVING EARLY

Students are required to arrive on time to minimize interruptions and develop a professional work attitude. In keeping with the School's Attendance Policy, any student arriving late or departing early will have this time recorded as out-of-class time; therefore, deducted from the total scheduled instructional time.

TARDINESS / LEAVING EARLY POLICY

Three (3) tardy events equal one (1) absence. A student reporting over (15) minutes late for a scheduled program is considered tardy. If a student leaves early three (3) times (greater than 15 minutes), it will be counted as an absence.

MAKE-UP/INCOMPLETE PROGRAMS

Students are required to make up missed classwork. It is the student's responsibility to obtain missed assignments from the Instructor (before or after class). Make-up assignments must be completed within the timeframe given by the Instructor.

PROGRAM EXTENSION

To receive full program credit students must satisfactorily complete their program within 150% of the normal timeframe. The student must request a program extension in writing to the instructor. The instructor must approve or deny the request within three (3) business days not including weekends or holidays.

EXEMPTION CREDIT

Students may not be exempt from any program at MDTS.

LEAVE OF ABSENCE (LOA)

Due to the length of our programs MDTS does not allow for a Leave of Absence. A student would be required to withdraw and re-enroll at the beginning of the next term.

GRADING SYSTEM

The grading system depends on the type of program offered. Some programs use a Grade Point Average (GPA), others are on a Pass/Fail system. Grade point average includes all programs taken at the school *except* programs for which no grade points are assigned. Final report cards will be issued within a week after the program has ended.

The student's academic standing expressed as the Grade Point Average (GPA), is based upon the following grading system:

Grade Explanation Quality Points Grading Scale:

Letter Grade	Grading	Points/grade	Number grade
A	Excellent	4	90-100
B	Good	3	80-89
C	Average	2	70-79
D	Below Average	1	60-69
F	Failure	0	59 or below
WF	Withdrawal Failing	0	0

PROGRESS REPORTS

All students will receive Progress Reports via email after they have completed the first half of each program. Upon request, Instructors will review these reports with the student. Subsequently, the student will sign confirmation via email indicating that they have reviewed their reports.

> ➢ Instructors are required to meet with any student and review progress reports that are not passing the program.

> ➢ We encourage students to inform the instructor at any point during the program if they encounter difficulties. This proactive approach helps ensure they stay on track and successfully complete the program.

GRADE DISPUTES

Grade disputes may be raised only on final grades and must first be raised by the student with the instructor. The student may dispute in writing a Final Grade within 30 days after the end of the program or the date the grade was awarded, whichever is later. We urge students to meet with their instructor immediately if they have any concerns about their grade.

STUDENT RECORDS RETENTION

MDTS maintains a record of student academic or program progress including programs of study, dates of enrollment, programs taken, completed programs, grades and the student's current status (graduated, probation, etc.) are maintained permanently. Updates and or changes to student records are documented and signed by the President. This information is kept indefinitely.

ADMISSION RECORDS

Admissions records are maintained by the schools, its successors, or its assignees for a minimum of three (3) years after the student's last date of attendance.

STUDENT RECORDS REVIEW REQUEST

Each student has the right to review his/her student record. The student has the right to request a meeting to discuss materials which they feel may be inaccurate, misleading or in violation of the Student's Right To Privacy. Any student requesting a review of his/her student record must submit a written request to the school's President. The school President or Administrator will set an appointment convenient for all parties.

RECORD OF STUDENT FINANCIAL TRANSACTIONS

A record of all financial transactions between the student and the school including payments from the student, payments from other sources on the student's behalf and refunds are maintained for a minimum of three (3) years after the student's last date of attendance.

Students' financial records are maintained by the schools, its successors, or its assignees for a minimum of three (3) years after the student's last date of attendance.

➢ Student Transcripts or Academic Records will not be released to students who have not satisfied their financial obligation to the school.

RELEASE OF INFORMATION

To maintain student confidentiality, MD Technical School, Inc. will not release any information without a signed Consent for Release of Educational Records form. The Release Form contains pertinent information only for the person designated by the student the information may be released.

Any person without a signed Release Form requests student Information, the student will be notified with details regarding any discussion between MD Technical School (MDTS) or MD TECHNICAL SCHOOL and the unauthorized person.

CODE OF CONDUCT

The Student Code of Conduct of MD Technical School, Inc., (MDTS) supports the mission to provide a safe and enjoyable learning environment that enables students to develop the knowledge and skills necessary to achieve their personal and professional goals. Students are expected to conduct themselves ethically, honestly, and with integrity. This requires the demonstration of mutual respect and civility in academic and professional program. Accordingly, students are expected to respect the rights and privileges of others and to foster an environment conducive to learning. Students are accountable for their actions and are required to work independently, as well as collaboratively with teams, in achieving learning goals and objectives.

STUDENT CODE OF CONDUCT
Misconduct for which students are subject to disciplinary action includes, but is not limited to, the following enumerated violations:

1. Actions, oral statements, and written statements which threaten or violate the personal safety of any member of the faculty, staff, or students.
2. Misrepresentation - Falsely representing the student's situation to faculty when a. justifying an absence or the need for an incomplete grade or
   b. requesting a makeup exam, a special due date, or extension of a syllabus or program deadline for submitting a program requirement.
3. Any form of harassment that has the effect of creating a hostile or offensive educational environment for any student, faculty, or staff member.
4. Stalking or persistently pursuing another person that has the effect of imposing unwelcome contact and/or communication.
5. Disruptive behavior that hinders or interferes with the educational process.

6. Failure to promptly comply with any reasonable directive from faculty or school official.
7. Failure to cooperate in an MDTS investigation.
8. Carrying of weapons on campus, at campus-sanctioned events or when meeting with campus personnel. (This policy does not apply to the law enforcement officers required by law to carry firearms).
9. Using, dealing in, or being under the influence of alcohol or illegal drugs while enrolled as a student, at campus-sanctioned event, or when meeting with school personnel.
10. Failure to properly cite and reference statistics, data, or other sources of information that are used in one's submission.
11. Students who submit assignments that were previously submitted in any prior program are subject to the same consequences they would face if they plagiarized these assignments. The use of one's previous work in an assignment requires prior approval from the instructor. This includes the invention or alteration of data or data, or document.
12. Unauthorized Assistance - Use of materials or information not authorized by the faculty member to complete an academic exercise or the completion of an academic exercise by someone other than the student. This includes the purchasing of services to partially or fully complete academic work.
13. Copyright infringement - Acquisition or use of copyrighted works without appropriate legal license or permission which includes peer-to-peer file sharing.
    a. Any unauthorized distribution of copyrighted material including peer-to-peer file sharing, including illegal downloading or unauthorized distribution of copyrighted materials using MDTS information technology system, may subject a student to civil and criminal liabilities. Refer to: http://www.copyright.gov/title17/92chap5.pdf for information on federal copyright infringement and remedies.
14. Collusion - Helping or allowing another student to commit any act of academic dishonesty.

1. Appearance should always reflect professional standards.
2. Hair must be clean, simply styled.
3. Scarves, caps or head coverings are not allowed at any time.
   ➢ Except in the case of religious requirements
4. Students with an inappropriate appearance will be dismissed from school and marked absent for the day.

It is our goal at MD Technical School to foster a stress-free learning environment. However, we understand there are times when situations arise needing attention. Students should feel free to file a grievance without fear of retribution. Any student who desires to file a Grievance must follow the procedure outlined below:

1. The aggrieved student should initially convey the matter to the attention of his/her Instructor within 5 days of the Grievance. The Instructor has two (2) business days to resolve the issue.

2. If the student is dissatisfied at this level or if the student for some reason feels unable to bring the matter first to the attention of the instructor, the matter should then be brought to the attention of the Program President within one (1) business day of the incident which caused the grievance. The Program President has two (2) business days to resolve the issue.

3. If the student is not satisfied, the student may bring it to the attention School President within one (1) business day. The School President Lance Durante should resolve the issue within four (4) business days.

If the matter cannot be resolved by the School President Lance Durante, and the student is not satisfied, he/she may contact the State Council of Higher Education for Virginia, by going to www.schev.edu, calling 804-225-2600 or in writing at the following address:

<div align="center">

State Council of Higher Education for Virginia
James Monroe Building
101 North Fourteenth Street
Richmond, VA 23218

</div>

The State Council for Higher Education for Virginia provides an impartial panel to hear the concerns of the aggrieved party and intervene to resolve the conflict.

***Students will not be subject to adverse or unfair actions by ANY MD Technical School, faculty, or staff as a result of initiating a complaint**

MD Technical School offers onsite and hybrid training. The platform the students who are taking our programs using hybrid method will use is Ring Central. Ring Central is a computer-based platform for telecommunications. Ring Central establish a face-to-face concept of learning while training remotely.

Students must log on prior to the start of class having the video, mic and speakers turned on. Students must follow the attendance policy, assignments submission, passing grades and plagiarism that are stated in our catalog.

Students will have direct communication and the ability to interact through email, phone, text messaging and scheduled face-to-face meetings during regular school hours.
Online training is provided as if the student is onsite to include the program materials, presentations, direct communication with instructors and interaction with other students.
All students will attend a virtual or in-person meeting to ensure the students has the basic computer skills and capacity to complete our program. The students will sign into Ring Central and perform basic keyboard functions and performance to access emails and sign into class work.

MD Technical School will only offer Virginia residence programs.
All students will comply with the Virginia SCHEV approval process by reviewing and signing the enrollment form and code of conduct.

MDTS RESERVES THE RIGHT TO TERMINATE A STUDENT'S ENROLLMENT FOR ANY OF THE FOLLOWING REASONS:

- Failure to meet financial obligations.
- Failure to meet attendance requirements.
- Failure to make satisfactory academic progress.
- Destruction or unauthorized removal of school property.
- Providing false information during the application process.
- Possession or consumption of illegal drugs and/or alcohol.
- Misconduct which may include dishonesty or plagiarism.
- Possession of a gun or other weapon on campus.

INSTRUCTOR RESPONSIBILITY

The instructor is required to provide the following information to the student and the Admissions Committee upon academic probation, and or dismissal.
ACADEMIC PROBATION

- The specific criteria resulting in the student being placed on probation.
- The length of the probationary period.
- The criteria for discontinuing the probationary status.
- The specific reason which results in the student is dismissed.
- The condition or conditions for which a student is not eligible for readmission.
- If a student is deemed qualified for readmission, A student may reapply and follow the admission policy.

STUDENT APPEAL PROCESS

A Student, who wishes to appeal a disciplinary action and/or decision made regarding the Satisfactory Academic Progress policy must submit a typed letter to the President. The letter must contain the student's reason for appeal. Including supporting documentation with their letter to support their position and any mitigating circumstances that may have existed. The President will meet with any student who disagrees with a disciplinary or academic decision, on an appointment basis only. The student will be notified of the decision within fifteen (15) business days following the receipt of the student's appeal letter, additional time may be taken, if further documentation or information is needed to be reviewed.

A Student, who wishes to appeal the decision made by the President must submit a typed letter to the School President with supportive documentation explaining the reason for the appeal. The School President will notify the student within fifteen (15) business days of the receipt of the letter, additional time may be taken to thoroughly review student's appeal.

POST DISMISSAL/PROBATIONARY READMISSION PROCESS

A student who has been dismissed is not automatically disqualified for readmission to MDTS. A student may apply for reinstatement and then reapply following the admission policy.

REQUEST FOR REINSTATEMENT

A student eligible for reinstatement must follow the admission process and qualification. Documentation supporting the Reinstatement Request along with any information concerning the mitigating circumstances should be noted in the request. The student will be notified within five (5) business days after the school President reviews the Reinstatement Request.

PROGRAM OVERVIEW

The MDTS IT Programs are 100% hands-on and are designed to be affordable and provide short-term program work to help each student receive gainful employment.

PREREQUISITE FOR PROGRAMS

The curriculum is developed by professionals within the Information Management and Information Security industries. It is managed by a team of professionals, faculty, and staff with the responsibility of enhancing and augmenting the programs with current resources and practices. The curriculum is under continual content and quality review.

- ✓ Applicants must have earned a High School Diploma or Equivalent or who are beyond the age of compulsory high school attendance.

- ✓ For all Level II Programs, students must have successfully passed the corresponding Level I Program.
- ✓ For all Level III Programs, Students must have successfully passed the corresponding Level II Program.

REPEATED PROGRAMS

If a student repeats a program, only the highest grade is counted, and previous grades are deleted. The previous grades are excluded when considering the Qualitative Progress, but the credits will be counted when determining the Pace SAP standard.

PROGRAMS REPEATED ("F" Grade)

If a student receives a grade of "F" in a program due to his/her attendance, dismissal or other adverse action will have to pay for the program again.

REPEATING PASSED PROGRAMS

A student may repeat a previously passed program with approval from the program administrator.

WITHDRAWALS

A student who withdraws from a program and receives a "W".

WITHDRAWAL PROCEDURE

A Student who wishes to withdraw from School for compelling personal reasons should notify the President. When possible, Written Notice should be given to the President of the School stating the reasons for withdrawal and whether the student intends to return to pursue a Program of Study.

The Enrollment Agreement is a legally binding document, and the terms therein must be adhered to by the student. Students who fail to complete the program will be eligible for a refund. (See CANCELLATION AND REFUND POLICY pg.14) If at any time a Student desires to know his/her financial obligations in the event he/she should discontinue School, he/she should make an appointment to see the Instructor or President.

**Failure to complete the program or program does not release a student from liability toward repayment of any student loans obtained to attend School. The consequences of Early Withdrawal can be significant. The decision to do so should be given serious consideration and avoided whenever possible as Early Withdrawal may result in a tuition balanced owed to the school. Visit MDTS Counseling Services before your final decision to see if there are any resources available to assist you in accomplishing your goals.

Incomplete grades will convert to an "F", if work is not completed within two (2) weeks, and will impact on the Qualitative GPA, Timeframe, and Incremental Completion Rate. A Withdrawal or Repetition will be counted in the Calculation of the Timeframe and Incremental Completion Rates.

SCHOOL INSTRUCTOR EVALUATION

All programs will be evaluated by the student to improve program success. Students will be prompted to take a survey at the end of the program to evaluate the instructor, program, school, and overall experience. The President will review and respond to evaluations accordingly.

CURRICULUM POLICY

MD Technical School is committed to supporting all students to reach their full potential. MD Tech contributes to the development of a "can do" attitude by motivating and supporting students' individual needs. We provide support for our students to gain the knowledge they need to obtain employment in the Information Technology field.

Our curriculum was developed based on the employment needs of the Federal government, Virginia State government and Virginia commercial company's needs.

CURRICULUM MONITORING, REVIEW, EVALUATION AND REVISION

MD Tech's President and staff are responsible for monitoring the curriculum. Monitoring is done is several ways, including:

- Regularly looking at the class work in books and classrooms
- Monitoring planning
- Through analyzing assessment data
- Monitoring targets
- Lesson observations
- Work scrutiny
- Displays
- Curriculum walkabouts
- Student discussions
- Business meetings
- Staff meetings

The President and staff are responsible for keeping abreast of current developments in the teaching of the whole curriculum, with the assistance of the Instructors, and feeding these developments back to staff, governors (on a yearly basis) and all stake holders.

The following programs are available in residence and hybrid. Students using the VA Benefits can only be used for residence programs. They may be taken in order as a program or individual programs depending on your prior knowledge and career goals. We encourage you to read through each program and see which resonates with your personality and career goals. Every class session promotes active participation, encouraging both faculty and students to engage in questions and answers throughout the entire duration.

CYBER SECURITY CAREER

With a Cyber Security Career, the student gains the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments. The student will apply critical thinking and judgment across a broad spectrum of security disciplines. Learn to propose and implement sustainable security solutions that map to organizational strategies. As a student you will learn to translate business needs into security requirements, analyze risk impact and the response to security incidents. The program is tailored for students to take additional certifications. (i.e.) Microsoft, Cisco, CompTIA and more. Upon successful completion of the program, you will be awarded a certificate.

RISK MANAGEMENT FRAMEWORK PROGRAM

Program Number RMF 101	Program Title	Clock Hours
	Risk Management Framework (RMF)	12

INTRODUCTION TO CYBER SECURITY - RMF 101

This program will provide an in-depth and relatable form of job instruction training that is solely based on the Risk Management Framework (RMF). The training includes in-class hands-on exercises and take-home assignments that will demonstrate the process for identifying, implementing, assessing, and authorizing information systems. The training is industry-driven, meaning, training will **only** cover process steps as identified in the RMF, and an employers' expectation of the compliance professional.

Upon completing the training, trainees will be able to:

- Understand the basics of Network Security and System Environment.
- Understand FISMA/FedRAMP
- Explain the RMF steps and processes
- Perform Information System Security Officer (ISSO) responsibilities
- Assessor responsibilities

UPON SUCCESSFUL COMPLETION OF THE PROGRAM, YOU WILL BE AWARDED A CERTIFICATE.

ADVANCED SECURITY PRACTITIONER (CASP) CERTIFICATION

Program Number CIS 203	Program Title	Clock Hours
	Advanced Security Practitioner (CASP)	40

ADVANCED SECURITY PRACTITIONER (CASP) CERTIFICATION CIS 203

The MDTS Advanced Security Practitioner (CASP) Certification is a vendor-neutral credential. The CASP exam is an internationally targeted validation of advanced-level security skills and knowledge. While there is no required prerequisite, the CASP certification is intended to follow the MDTS Security+ or equivalent experience and has a technical, "hands-on" focus at the enterprise level.

The CASP Program will certify that the candidate has the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments. The candidate will apply critical thinking and judgment across a broad spectrum of security disciplines to propose and implement sustainable security solutions that map to organizational strategies, translate business needs into security requirements, analyzes risk impact and respond to security incidents. Upon successful completion of the program, you will be awarded a certificate.

SECURITY+

Program Number CIS 202 Security+	Program Title	Clock Hours
	Security+	40

SECURITY+ CIS 202

The MDTS Security+ training is a vendor neutral credential. The Security+ exam is an internationally recognized validation of foundation-level security skills and knowledge and is used by organizations and security professionals around the globe. The CompTIA Security+ exam will certify that the successful candidate has the knowledge and skills required to identify risk, to participate in risk mitigation activities, and to provide infrastructure, application, information, and operational security. In addition, the successful candidate will apply security controls to maintain confidentiality, integrity, and availability, identify appropriate technologies and products, troubleshoot security events and incidents, and operate with an awareness of applicable policies, laws, and regulations. Upon successful completion of the program, you will be awarded a certificate.

CYBERSECURITY FUNDAMENTALS

Program Number: CIS 101	Program Title	Clock Hours
	Cybersecurity Fundamentals	20

INTRODUCTION TO CYBER SECURITY – CIS 101 Cybersecurity Fundamentals

In this program students will examine the core concepts and terminology of cyber security and information assurance, integrating the importance of user involvement and vulnerability management. Moreover, analyzing network architecture, threats, and organization security posture in respects to private and DoD (Department of Defense) standards. Upon completion students will establish an intermediate understanding in preparation for industry certifications. Upon successful completion of the program, you will be awarded a certificate.

CYBERSECURITY TECHNICAL IMPLEMENTATION GUIDE (STIGs)

Program Number: STI 101	Program Title	Clock Hours
	Cybersecurity Technical Implementation Guide (STIGS)	20

CYBERSECURITY TECHNICAL IMPLEMENTATION GUIDE – STI 101 STIGs

STIG 150 is designed to answer core questions and provide guidance on the implementation of STIGs. Students will develop a cybersecurity vulnerability management lens in respects to conceptualizing and addressing DISA STIGs, and its relationship within the RMF (Risk Management Framework) life cycle.

Extensive hands-on experience within a virtual lab environment will allow students to execute the SCC SCAP Tool and STIG Viewer, with the most current benchmarks and STIGs by diagnosing virtual hosts within their virtual environments. Upon successful completion of the program, you will be awarded a certificate.

Intro (JR.) NETWORK ENGINEER CAREER CERTIFICATION

The Jr. Network Engineer program will prepare students with the skillset that will allow them to perform on the job. This training's primary focus is on providing hands-on training with Cisco Routers and Switch Training instrumental in securing their first DoD IT Job. This program is 100% hands-on Network training. Students will learn how to build EIGRP and OSPF Networks, configure IP Addresses on devices, wire the devices, create VLANs and more. After completing this track, you will be able to build and manage Cisco networks. Specifically, you will learn how to design, create and manage networks. Upon successful completion of the program, you will be awarded a certificate.

Intro (JR.) NETWORK ENGINEER CAREER CERTIFICATION

Program Number: NET 101	Program Title	Clock Hours
	Intro to (Jr) Network Engineer	60

INTRO TO JR NETWORK ENGINEER – NET 101

Introduces the principles and techniques necessary for network engineers. Training will provide the student with the ability to build EIGRP and OSPF Networks, Configure IP Addresses on devices, wire the devices, create VLANs and more. Learns to manage an entire computer network of a company. They are responsible for making sure the systems are functioning as intended. A network engineer must link all computers with the central computer and ensure that all software and files are available to each computer as necessary. They must also link computers to machines such as fax machines, printers, and telephones. Communication device management such as cellular phone maintenance also falls under this job description. The network engineer is responsible for developing, installing, updating, and maintaining everything associated with the network including upgrading software and hardware and incorporating new devices.
Prerequisite for this program: A High School Diploma or Equivalent or who are beyond the age of compulsory high school attendance.

CISCO CERTIFIED NETWORK ADMIN CERTIFICATION (CCNA)

Program Number CIS 201 CCNA	Program Title	Clock Hours
	Certified Cisco Network Admin (CCNA)	80

CISCO CERTIFIED NETWORK ADMIN CIS 201

This program will prepare you for your CCNA certification. Once certified, you will have the skills and certification to install, maintain and troubleshoot small networks or a branch of an enterprise network, and implement basic network security. CCNA Routing and Switching is a Certification Program for Entry-Level Network Engineers maximizing your investment in foundational networking knowledge and increasing the value of your employer's network. The CCNA Routers and Switches are for Network Specialists, Network Administrators, and Network Support Engineers with 0-3 years of experience. The CCNA Routing and Switching exam validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks. Upon successful completion of the program, you will be awarded a certificate.

HELPDESK SUPPORT SPECIALIST

HELPDESK SPECIALIST CERTIFICATE

The Helpdesk Specialist program is 100% hands-on training. This program prepares students with Helpdesk skillset that allows them to perform successfully on the job. The focus is to provide students with hands-on training instrumental in securing their first IT job.
These programs assume you are familiar with using personal computers, mouse and keyboard (basic typing skills are recommended). You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs, navigate to

information stored on the computer and manage files and folders. Upon successful completion of the program, you will be awarded a certificate.

Program Number: HEL 101	Program Title	Clock Hours
	Helpdesk Specialist	40

HELPDESK SPECIALIST – HEL 101

MD Technical School Helpdesk Support Specialist program is 100% hands-on training. In this program, the student learns how to take calls, fix user's systems issues, install and configure printers and more. This program will provide you with the skillset to take on a career as a Helpdesk Support Specialist.

DEVOPS SPECIALIST CERTIFICATE

The DevOps Specialist track provides a comprehensive overview of DevOps practices, models, and techniques, along with coverage of DevOps benefits, challenges and business and technology drivers. Also explained is how DevOps compares to traditional solution development and release approaches and how the application of DevOps can be monitored and measured for concrete business value. It delves into the application of DevOps practices and models by exploring how the DevOps lifecycle and its associated stages can be carried out and further identifying related challenges and considerations. In-depth coverage is provided for the application of Continuous Integration (CI) and Continuous Delivery (CD) approaches, along with an exploration of creating deployment pipelines and managing data flow, solution versions and tracking solution dependencies. The final program consists of a series of lab exercises that require participants to apply their knowledge of the preceding programs in order to fulfill project requirements and solve real world problems. A Certified DevOps Specialist has demonstrated proficiency in DevOps processes, metrics and models and has acquired specialized skills to put DevOps techniques into real-world practice. There are no prerequisites for the program required except for a general IT background. Upon successful completion of the program, you will be awarded a certificate.

Program Number: DO90.01	Program Title	Clock Hours
	DevOps Specialist	40

DEVOPS SPECIALIST – DO90.01

The DevOps Specialist program develops skills in DevOps practices, processes, metrics and models. Students who complete this program can take an exam to attain the DevOps Specialist certification. A certified DevOps Specialist understands the requirements to successfully apply DevOps in support of achieving project objectives and realizing strategic business goals. Along with a solid understanding of DevOps process stages, techniques and models, a Certified DevOps Specialist is also required to be proficient in the monitoring and measuring of DevOps initiatives to ensure that entire project lifecycles are carried out as planned.

ARTIFICIAL INTELLIGENCE SPECIALIST CERTIFICATE

The Artificial Intelligence (AI) Specialist track provides essential coverage of artificial intelligence and neural networks in easy-to-understand, plain English. The program provides concrete coverage of the primary parts of AI, including learning approaches, functional areas that AI systems are used for and a thorough introduction to neural networks, how they exist, how they work and how they can be used to process information. The program establishes the five primary business requirements AI systems and neural networks are used for, and then maps individual practices, learning approaches, functionalities, and neural

network types to these business categories and to each other, so that there is a clear understanding of the purpose and role of each topic covered. The program further establishes a step-by-step process for assembling an AI system, thereby illustrating how and when different practices and components of AI systems with neural networks need to be defined and applied. Finally, the program provides a set of key principles and best practices for AI projects. The program covers a series of practices for preparing and working with data for training and running contemporary AI systems and neural networks. It further provides techniques for designing and optimizing neural networks, including approaches for measuring and tuning neural network model performance. The practices and techniques are documented as design patterns that can be applied individually or in different combinations to address a range of common AI system problems and requirements. The patterns are further mapped to the learning approaches, functional areas and neural network types that were introduced in section 1: Fundamental Artificial Intelligence. The final program section consists of a series of lab exercises that require participants to apply their knowledge of the preceding programs in order to fulfill project requirements and solve real world problems. A Certified Artificial Intelligence Specialist has demonstrated proficiency in artificial intelligence (AI) approaches and algorithms, and proven skills for designing and validating AI solutions and modeling neural networks. There are no prerequisites for the program required except for a general IT background. Upon successful completion of the program, you will be awarded a certificate.

ARTIFICIAL INTELLIGENCE

Program Number: AI90.01	Program Title	Clock Hours
	Artificial Intelligence Specialist	40

ARTIFICIAL INTELLIGENCE SPECIALIST – AI90.01

The Artificial Intelligence (AI) Specialist program develops skills in AI practices and learning approaches, as well as Neural Network architectures, cell types and activation functions. Students who complete this program can take an exam to attain the Artificial Intelligence Specialist certification. A Certified Artificial Intelligence Specialist understands how AI practices can be utilized to perform data analysis and autonomous data processing with unprecedented functionality and business value. In addition to a demonstrated proficiency of AI learning approaches and functional designs, the Certified Artificial Intelligence Specialist has comprehensive knowledge of Neural Network architecture models, associated layers and neuron cell types.

BLOCKCHAIN ARCHITECT CERTIFICATE

The Blockchain Architect track provides a clear, end-to-end understanding of how blockchain works. It breaks down blockchain technology and architecture in easy-to-understand concepts, terms and building blocks. Industry drivers and impacts of blockchain are explained, followed by plain English descriptions of each primary part of a blockchain system and step-by-step descriptions of how these parts work together. The program delves into blockchain technology architecture and the inner workings of blockchains by exploring a series of key design patterns, techniques and related architectural models, along with common technology mechanisms used to customize and optimize blockchain application designs in support of fulfilling business requirements. The program consists of a series of lab exercises that require participants to apply their knowledge of the preceding programs in order to fulfill project requirements and solve real world problems. A Certified Blockchain Architect has demonstrated proficiency in Blockchain functions, architecture and security and has acquired specialized skills to assess and design real-world Blockchain solutions. There are no prerequisites for the program required except for a general IT background. Upon successful completion of the program, you will be awarded a certificate.

Program Number: BC90.01	Program Title	Clock Hours
	Blockchain Architect	40

Blockchain Architect– BC90.01

The Blockchain Architect program develops skills in Blockchain functions, architectural models, technology and security. Students who complete this program can take an exam to attain the Blockchain Architect certification. A Certified Blockchain Architect understands the business value and technology architecture behind Blockchain, as well as the inner workings of Blockchain technologies and solutions. In addition to a proven understanding of the distributed ledger, immutable data storage and consensus processing, a Certified Blockchain Architect has proficiency with Blockchain architectural models, distributed ledger co-existence models and Blockchain security threats and countermeasures.

INTERNET OF THINGS CERTIFICATE

The IoT Architect covers the essentials of the field of Internet of Things (IoT) from both business and technical aspects. Fundamental IoT use cases, concepts, models, and technologies are covered in plain English, along with introductory coverage of IoT architecture and IoT messaging with REST, HTTP and CoAp. The program provides a drill-down into key areas of IoT technology architecture and enabling technologies by breaking down IoT environments into individual building blocks via design patterns and associated implementation mechanisms. Layered architectural models are covered, along with design techniques and feature-sets covering the processing of telemetry data, positioning of control logic, performance optimization, as well as addressing scalability and reliability concerns. This program consists of a series of lab exercises that require participants to apply their knowledge of the preceding programs in order to fulfill project requirements and solve real world problems. A Certified IoT Architect has demonstrated proficiency in IoT technology architecture, protocols, mechanisms and security, and has acquired specialized skills to assess, design and deliver real-world IoT solutions. There are no prerequisites for the program required except for a general IT background. Upon successful completion of the program, you will be awarded a certificate.

INTERNET OF THINGS

Program Number: IoT90.01	Program Title	Clock Hours
	Internet of Things	40

Internet of Things– IoT90.01

The IoT Architect program develops skills in Internet of Things (IoT) technology and architecture, along with proficiency in radio protocols, telemetry messaging and IoT architecture layers. Students who complete this program can take an exam to attain the IoT Architect certification. A Certified IoT Architect understands the business value behind the utilization of the Internet of Things and has demonstrated proficiency in the design of IoT devices and solutions with scalable connectivity and based on a range of functional distribution models, including models based on edge computing.

MACHINE LEARNING SPECIALIST CERTIFICATE

The Machine Learning Specialist provides an easy-to-understand overview of machine learning for anyone interested in how it works, what it can and cannot do and how it is commonly utilized in support of business goals. The program covers common algorithm types and further explains how machine learning systems work behind the scenes. This program delves into the many algorithms, methods, and models of contemporary machine learning practices to explore how a range of different business problems can be solved by utilizing and combining proven machine learning techniques. This program consists of a series of lab exercises that require participants to apply their knowledge of the preceding

programs in order to fulfill project requirements and solve real world problems. A Certified Machine Learning Specialist has demonstrated proficiency in machine learning methods, models and algorithms and can design scalable machine learning systems capable of solving complex business problems.

There are no prerequisites for the program required except for a general IT background.

Upon successful completion of the program, you will be awarded a certificate.

MACHINE LEARNING

Program Number: ML90.01	Program Title	Clock Hours
	Machine Learning Specialist	40

Machine Learning Specialist – ML90.01

The Machine Learning Specialist program develops skills in Machine Learning practices, models and algorithms, as well as Machine Learning systems that can perform a range of data analysis processing tasks. Students who complete this program can take an exam to attain the Machine Learning Specialist certification. A Certified Machine Learning Specialist understands how and where Machine Learning techniques are best utilized to produce business value. Machine Learning algorithms and system design are of second nature to the Certified Machine Learning Specialist, who further possesses in-depth knowledge of model learning approaches, analysis practices and patterns. Upon successful completion of the program, you will be awarded a certificate.

INFORMATION TECHNOLOGY INFRASTRUCTURE LIBRARY (ITIL)

Program Number ITI 101	Program Title	Clock Hours
	ITIL	20

ITIL 101

This program will prepare you for your ITIL Foundation certification. Once certified, you will have the skills and certification to manage IT Services. It enables candidates to look at IT service management through an end-to-end operating model for the creation, delivery and continual improvement of tech-enabled products and services. Upon successful completion of the program, you will be awarded a certificate.

Cloud

Program Number	Program Title	Clock Hours
Cloud 101	Cloud	40

CLOUD

This program is designed for IT professionals who wish to develop cloud computing skills to enable them to move IT workloads to the cloud and integrate products and services from different providers and industries. Their focus is to ensure that cloud deployments are secure, that automation and orchestration are used effectively to bring business value from the cloud, and that costs are controlled through effective management of cloud vendors. This program is also designed for students who are preparing to take the CompTIA Cloud+ certification exam.

ETHICAL HACKER (C|EH)

Program Number CEH 101	Program Title	Clock Hours
	ETHICAL HACKER (C|EH)	30

ETHICAL HACKER (C|EH) 101

This program will prepare you for your Certified Ethical Hacker certification. Once certified, you will have the skills and certification to provide ethical hacking IT Services. Will obtain the skillset around the Tactics and Procedures required to be a tactical cybersecurity professional. Focusing on the entire kill-chain process, C|EH covers a variety of topics from foot printing and reconnaissance, to scanning, gaining access, maintaining access, and covering your tracks. This 5-phase ethical hacking process applies to a variety of scenarios including traditional on-premises networks, cloud, hybrid, IoT systems, and stretches across a variety of topologies and application environments. Students will learn a variety of tools and techniques across this evaluation process as well as how hackers will utilize the same TTPs to hack into organizations. Every concept taught in C|EH is backed up by hands on labs hosted in our Cyber Range. Upon successful completion of the program, you will be awarded a certificate.

COMPUTER HACKING FORENSIC INVESTIGATOR (C|HFI)

Program Number CHFI 101	Program Title	Clock Hours
	COMPUTER HACKING FORENSIC INVESTIGATOR (C|HFI)	40

COMPUTER HACKING FORENSIC INVESTIGATOR (C|HFI) 101

Hacking Forensic Investigator (C|HFI) is the only comprehensive ANSI accredited, lab-focused program in the market that gives organizations vendor-neutral training in digital forensics. C|HFI provides its attendees with a firm grasp of digital forensics, presenting a detailed and methodological approach to digital forensics and evidence analysis that also pivots around Dark Web, IoT, and Cloud Forensics. The tools and techniques covered in this program will prepare the learner for conducting digital investigations using ground-breaking digital forensics technologies. The program equips candidates with the necessary skills to proactively investigate complex security threats, allowing them to investigate, record, and report cybercrimes to prevent future attacks. The program aligns with all the crucial forensic job roles across the globe. Upon successful completion of the program, you will be awarded a certificate.

NETWORK DEFENDER (C|ND)

Program Number CHFI 101	Program Title	Clock Hours
	NETWORK DEFENDER (C|ND)	40

NETWORK DEFENDER (C|ND) 101

Certified Network Defender (C|ND) is the only comprehensive ANSI accredited, hands-on focused program in the market that gives organizations vendor-neutral training in Networking. C|ND provides its attendees with a firm grasp of networking security, presenting a detailed and methodological approach to securing networks. As a network administrator, how to identify what parts of an organization need to be reviewed and tested for security vulnerabilities and how to reduce, prevent, and mitigate risks in the network. CND is based on the cybersecurity education framework and work role task analysis presented by the National Infocomm Competency Framework (NICF). The program is also mapped to the Department of Defense (DoD) roles for system/network administrators as well as global work roles and responsibilities laid out by the revised NICE Framework. Upon successful completion of the program, you will be awarded a certificate.

CLOUD ENGINEER (CCE)

Program Number CCE 101	Program Title	Clock Hours
	CLOUD ENGINEER (CCE)	40

CLOUD ENGINEER (CCE) 101

Certified Cloud Security Engineer (C|CSE) is the only comprehensive ANSI accredited, hands-on focused program in the market that gives organizations vendor-neutral training in cloud security. C|CSE provides its attendees with a firm grasp of cloud security, presenting a detailed and methodological approach to security and evidence analysis that also pivots around the Cloud. The tools and techniques covered in this program will prepare the learner for cloud security practices, technologies, frameworks, and principles to deliver a well-balanced mix of the theoretical and practical skills you need to become a cloud security expert. Upon successful completion of the program, you will be awarded a certificate.

CHIEF INFORMATION SECURITY OFFICER (C|CISO)

Program Number CISO 101	Program Title	Clock Hours
	CHIEF INFORMATION SECURITY OFFICER (C|CISO)	40

CHIEF INFORMATION SECURITY OFFICER (C|CISO) 101

Certified Chief Information Security Officer (C|CISO) Program has certified leading information security professionals around the world. A core group of high-level information security executives, the C|CISO Advisory Board, formed the foundation of the program and outlined the content covered by the exam, body of knowledge, and training. Some members of the Board contributed as authors, others as exam writers, others as quality assurance checks, and still others as instructors. Each segment of the program was developed with the aspiring and sitting CISO in mind and looks to transfer the knowledge of seasoned executives to the next generation of leaders in the areas that are most critical in the development and maintenance of a successful information security program. Upon successful completion of the program, you will be awarded a certificate.

SOC ANALYST (C|SA)

Program Number CSA 101	Program Title	Clock Hours
	SOC ANALYST (C|SA)	35

SOC ANALYST (C|SA) 101

C|SA is a training and credentialing program that helps the candidate acquire trending and in-demand technical skills through instruction by some of the most experienced trainers in the industry. The program focuses on creating new career opportunities through extensive, meticulous knowledge with enhanced level capabilities for dynamically contributing to a SOC team. Being an intense 3-day program, it thoroughly covers the fundamentals of SOC operations, before relaying the knowledge of log management and correlation, SIEM deployment, advanced incident detection, and incident response. Additionally, the candidate will learn to manage various SOC processes and collaborate with CSIRT at the time of need. To read more about SOC and how important they are to many industries. Upon successful completion of the program, you will be awarded a certificate.

CYBERSECURITY TECHNICIAN CERTIFICATION (C|CT)

Program Number CCT 101	Program Title	Clock Hours
	CYBER TECHNICIAN CERTIFICATION (C|CT)	40

CYBER TECHNICIAN CERTIFICATION (C|CT) 101

The Certified Cybersecurity Technician (C|CT) is an entry-level cybersecurity program, to address the global demand for a qualified cybersecurity workforce. the C|CT to provide individuals starting their careers in IT and cybersecurity with a certification that validates their hands-on technical skills. The C|CT certification provides total foundational cybersecurity domain coverage with key concepts in each domain combined with practical hands-on labs and critical thinking challenges producing world-class cyber security technologists. Upon successful completion of the program, you will be awarded a certificate.

SECURE COMPUTER USER (CSCU)

Program Number CSCU 101	Program Title	Clock Hours
	SECURE COMPUTER USER (CSCU)	40

SECURE COMPUTER USER (CSCU) 101

Certified Secure Computer User (C|SCU) training program is to provide individuals with the necessary knowledge and skills to protect their information assets. This class will immerse students into an interactive environment where they will acquire a fundamental understanding of various computer and network security threats such as identity theft, credit card fraud, online banking phishing scams, virus and backdoors, emails hoaxes, sex offenders lurking online, loss of confidential information, hacking attacks and social engineering. More importantly, the skills learned from the class help students take the necessary steps to mitigate their security exposure. Upon successful completion of the program, you will be awarded a certificate.

<p style="text-align: center;">POWERS, DUTIES AND RESPONSIBILITIES</p>

PRESIDENT RESPONSIBILITIES

Fredericksburg, Virginia location, President Lance Durante is the Chief Executive and Administrative Officer. He/she will execute all executive and administrative duties in connection with the operation of the School.

Specifically, he/she shall:

1. Be responsible for the organization and administration of the School.

2. Make policy recommendations on all matters that affect the School.

3. Recommend all additions or changes in personnel and in personnel policies.

4. Submit an annual budget.

5. Be responsible for the formulation of all reports as may be required by local, state, or national agencies.

6. Direct the development of the campus building program.

7. Recommend the establishment of citizen and trade advisory committees.

8. Lend influence in the development of higher education programs in local, state, and national committees and organizations.

CIO RESPONSIBILITIES

Newport News, Virginia location, CIO Jeffrey Howard is the Chief Information Officer. He/she will execute all executive and administrative duties in connection with the operation of the School.

Specifically, he/she shall:

1. Be responsible for the organization and administration of the School.

2. Make policy recommendations on all matters that affect the School.

3. Recommend all additions or changes in personnel and in personnel policies.

4. Submit an annual budget.

5. Be responsible for the formulation of all reports as may be required by local, state, or national agencies.

6. Direct the development of the campus building program.

7. Recommend the establishment of citizen and trade advisory committees.

8. Lend influence in the development of higher education programs in local, state, and national committees and organizations.

THE STUDENTS

Students will not participate in the school governance.
*Internship, Externship or Production Work is not offered.

MD Tech is a Technical School that has a library onsite and utilizes online Library Resources. The library is maintained with subscriptions to various magazines and manuals. Our office administrator reviews library resources monthly to ensure current information is available. The library has a vast collection of materials in a variety of print, audio visual and electronic formats to support the curriculum of each discipline and popular interests. Instructors will provide information on free and fee-based IT learning resources during orientation.

- ✓ The school library is open during school hours.

- ✓ Staff is available to students during school hours.

- ✓ The library has program materials for all programs offered.

    - ○ Program materials are provided to students at the beginning of their program.

- ✓ Current Information Technology magazines and literature.

- ✓ Laptops, printer, and scanner are available for onsite use.

- ✓ Electronic library with a vast variety of topics.

Online resources are outlined below:

- ✓ Online Encyclopedias: Britannica Online & Tutorial Videos.

- ✓ Online Databases: Worldwide access to Magazines, Journals, Newspapers and Scholarly Journals.

We maintain our library with update material, cataloged and logically organized. Print and digital material are readily available. We have a continuous improvement plan in place using the Agile Scrum Methodology to ensure our library materials, equipment and other learning resources are maintained and current.

WELCOME ABOARD!

Welcome to MD Technical School! We strive to maintain a strong community partnership to Economic Development and Workplace Training. We provide Continuing Education in the ever-evolving world of technology, offering unlimited opportunities for growth. We home your time with us encourages a lifelong partnership learning and earning.

CONSENT FOR RELEASE OF EDUCATION RECORDS

Technical School Inc.
TRAINING THAT CHANGES LIVES

2020 Lafayette Blvd, Suite D
Fredericksburg, VA 22408
Ofc: 540-2371-3725
Fax: 866-824-5139

Consent to Release Educational Records

Student Name: _____

Student ID: _____   Date of Birth: _____

Person(s) to whom you authorize the release of your records:

You may list multiple people. You must provide each authorized person listed with the password you choose below. *If they are unable to provide the password, your records cannot be released.*
Password: _____
You are responsible for the security of this password. Protect it from unauthorized parties.

I authorize the release of educational records in the following areas (check all that apply):

☐ Academic Records
☐ Financial Aid
☐ Student Accounts
☐ Other _____

Select the duration for which you authorize the release of your educational records.
Granting access to the parties listed does not preclude you from revoking access to any of the parties or record types above, if done so in writing.

☐ Grant continuous access for the duration of my academic career.

☐ I do not wish to grant continuous access. Access should end on _____/_____/_____.
                                                                                        Month   Day   Year

I realize that if I choose to limit access no information will be shared with the people listed above after the date I select. Access can only be reinstated by completing a subsequent Consent to Release Educational Records form.

Student Signature: _____   Date: _____
Form must be submitted in person at the office below, along with a picture ID. **Otherwise a Notary signature is required**.

I am not submitting my form in person. My notary verification is below.

Notary: _____   Commission Exp: _____

Return Completed Form to: registrar@mdtechsolutions.com

ACKNOWLEDGEMENTS

GRIEVANCE ACKNOWLEDGEMENT

I HAVE READ AND UNDERSTAND THE GRIEVANCE PROCESS. I WILL MAKE A STAFF MEMBER AWARE IF I FEEL AGRIEVED AT ANY TIME DURING MY TENURE WITH MD TECHNICAL SCHOOL, INC.

_____   _____
Signature   Date

CODE OF CONDUCT ACKNOWLEDGEMENT

I HAVE READ AND UNDERSTAND THE CODE OF CONDUCT. I WILL CONDUCT MYSELF WITH INTEGRITY AND PROFESSIONALISM WHILE A STUDENT OF THE MD TECHNICAL SCHOOL, INC.

_____   _____
Signature   Date