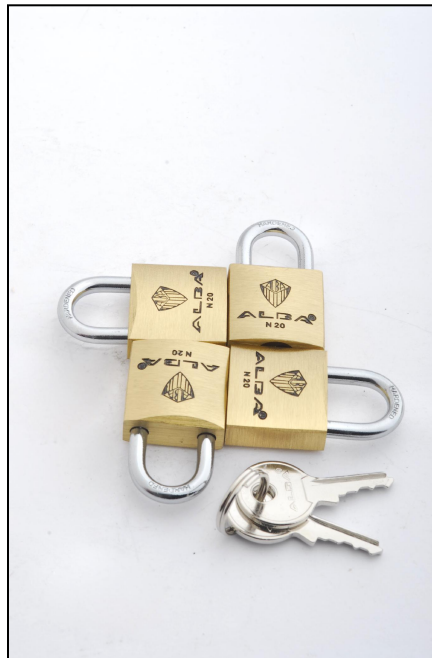


CALIFORNIA INSTITUTE OF LOCKSMITHING

A DIVISION OF JAMES COLLEGE

This catalog is good from 1/1/26 to 12/31/26



30423 Canwood Street #201
Agoura Hills, CA 91301
Lock411.com

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As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

ADMISSIONS POLICY

It is the policy of the California Institute of Locksmithing, to admit any person who has the ability to benefit from our program. Locksmithing is primarily a "hands-on" trade and although the necessity to read, write or understand English is highly recommended, the school will not deny admission solely based upon an applicant's inability to read, write or speak English or any other factor. The requirement is for all students to have a high school diploma, GED, ATB or equivalent before they can be enrolled. All factors are considered to determine if an applicant has the ability to benefit from our program. The school will consider foreign students for admission, but provides no visa services to such students. Placement services may be limited to such students due to Federal and States laws.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N Market Blvd., Ste 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov.

The locksmithing program is designed to prepare the student to obtain an entry-level locksmithing position and locksmithing license issued by the State of California. Livescan fingerprinting and an application is required to apply for a California State License. There is no exam for the license. You may be denied licensure if you have a criminal background. It is at the discretion of the state. Contact the Bureau of Security and Investigative Services if you have any questions regarding the application. Foreign students and students intending to obtain a license from another state, country or province need to consider any legal impediments that may be applicable to them. The school gives out no legal advice and makes no representations regarding a student's legal ability to work in a given locale after graduation. It is suggested that if a potential student has questions in this regard that s/he consult with an attorney or other representative.

LOCKSMITHING COURSES– 300/70 class hours

All instruction is in classroom setting and is taught in the English language. California statute requires that a student who successfully completes a course of study be awarded an appropriate certificate verifying that fact. California Institute of Locksmithing awards a certificate upon the successful completion of the 30-hour course. If you complete the 2-day course you will receive a certificate of completion.

COURSE DESCRIPTION

10-Day Locksmith Class-Cost of tuition is \$2500

10 days, 8:30am to 2:30pm

Day 1 Learn to find the right key & key machines

Day 2 Lock types, brands and parts

Day 3 Rekey the locks

Day 4 Installation of locks

Day 5 Securing the property & tricks of trade

Day 6 Lock picking – high security locks

Day 7 Business aspects and car openings

Day 8 Securing the property & tricks of trade

Day 9 Review

Day 10 Review & Final

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal, educational, and occupation plans with school personnel prior to enrolling or signing an enrollment agreement.

HISTORY OF THE INSTITUTION

California Institute of Locksmithing started its first class in 1972. The Institute has been in continuous operation since that time. California Institute of Locksmithing has the goal to train entry-level locksmiths in the highest standards of the industry. Craftsmanship, ethics and professionalism, along with a clear understanding of the job's responsibilities, are the techniques taught by the administration and faculty. Our founder, who felt that a school was needed, that would teach locksmithing as a primary course, fulfilled his dream when the doors opened in 1972. On June 28, 1999, the school was owned by Friedman College d.b.a. California Institute of Locksmithing. Friedman College d.b.a. California Institute of Locksmithing continued the fine education that has been a tradition over the many years of operation until James College d.b.a California Institute of Locksmithing took over April 7, 2026.

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, and has not had

a petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy code.

MISSION AND OBJECTIVES

The California Institute of Locksmithing is dedicated to quality job preparation delivered in a context of practical and pragmatic training gained by years of on-the-job experience of the course developers. California Institute of Locksmithing objectives are:

- * To help students achieve a superior level of basic skills that will result in increased employment competence.
- * To provide a supportive educational environment which sustains the student's desire to maximize potential for achievement of academic, personal and career goals.
- * To offer students interested in the locksmithing field educational support and to continually reevaluate their comprehension so that students achieve independence and mastery.

Learning outcomes are evaluated by duly qualified faculty. Faculty provides written and verbal instruction for each topic in the student educational program along with practical testing. Instruction, such as hands-on instruction, video tapes and materials and lessons learned in course binder, at California Institute of Locksmithing leads to the achievement of the learning objective of each course. All of our faculty have at least 3 years' experience in the locksmithing industry and are very knowledgeable in regard to the student's achievement of the learning objective.

LOCATION AND PHYSICAL FACILITIES

California Institute of Locksmithing is housed in an office building at 30423 Canwood St., #201, Agoura Hills, California. The maximum number of students limited per class is 18 (18). There is free parking on the street in front of the building. Students who do not follow school rules and regulations regarding on-site parking will be put on probation, and if the disobedience continues, will be dismissed.

The school may be reached by telephone at (818) 989-6386. The school's fax number is (818) 994-7427. The school's web address is www.californiainstituteoflocksmithing.com and www.lock411.com The school's email address is: locksmithadmissions@gmail.com

HEALTH AND SAFETY CONSIDERATIONS

It is the policy of California Institute of Locksmithing to maintain a safe environment for its students and staff members, and as such has annual fire and safety inspections. Exit signs are posted prominently, and a first-aid kit is located in the classroom in a conspicuous place. Should greater medical attention be required, the Agoura Hills area

hospital's emergency rooms are within quick reach of either one of the institutions' vehicles or by ambulance.

AFFIRMATIVE ACTION POLICY

California Institute of Locksmithing does not discriminate in employment or access of services to anyone on the basis of race, color, creed, religious or ethical beliefs, national origin, sex, age, handicap or medical condition. All applicants are interviewed and evaluated on the basis of their ability to be trained in the field of locksmithing.

CREDIT /CLOCK HOURS

Amended

California Institute of Locksmithing uses hours of attendance and course work completed to measure academic progress for the Locksmithing program.

PROGRAM OBJECTIVE

The 10-day class is Monday-Friday, 8:30 a.m. – 2:30 p.m. The course is based on an average 8-12 students and designed to prepare the graduate in the field of Locksmithing. Locksmiths are employed by hotels, motels, major companies, commercial and industrial building owners, auto manufacturers and dealers. The student will install, repair, rebuild, and service mechanical locking devices using hand tools and special equipment. Student disassembles locks, such as padlocks, safe locks, and door locks and replaces worn tumblers, springs, and other parts and inserts new tumblers into locks to change the combination. Cuts new keys and duplicates keys with code systems using key cutting and code cutting machines, with or without original keys. The student removes and repair locks for American and foreign automobiles, etc.

LIBRARY/RESOURCES

There are shelves of books and video tapes that are at your disposable but are not allowed to leave the school unless you have permission from the Director.

CAMPUS EQUIPMENT

California Institute of Locksmithing maintains the following teaching minimum devices for demonstration and practice:

<u>Quantity</u>	<u>Equipment Model Description</u>
1	ILCO 009 Tubular Key Duplicating Machines
4	ILCO Key Cutting Machines
1	Computerized code cutting machines
2	Laser/Sidewinder Key Cutting Machines
3	Curtis Hand Code Cutting Machines
1	Foley Belsaw code and duplicating machine
1	Framon Code Tubular Key Cutting Machine
1	Borkey Semi-automatic Key Cutting Machines
3	HPC 1200CM Code Machine
2	HPC Key Cutting Machine
1	Ilco 024 Key Duplicating Machine
2	Transponder Programming units

TUITION AND FEES

10-day Tuition \$2500 – Basic locksmithing course

10-day Tuition \$2500 – Automotive locksmithing course

2- day Tuition \$500 – Master keying, Electronic Access

1-day Tuition \$500 – Safe Servicing

SPECIALIZED TRAINING

Do you want to just learn automotive, safes or just some skill you're weak in? We offer specialized training to match the locksmiths/students needs. We can provide private classes and single project job assistance. We can accommodate most requests and can be very creative to help you accomplish your goals.

BASIC TOOLS (actual tools may vary)

The following items are included and are given to each student at the beginning of the course, or applicable segment, as is appropriate:

1	Assorted Keys used in class			
1	Bump Keys			
1	Cam Lock			
1	Deadbolt			
1	Depth Keys			
1	Flash drive			
1	Flashlight			
1	Key Extractor Set			
1	Key Gauge			
1	Knobset			
1	Kwikset removal tool			
Set	Lock Picks			
1	Magnifying Glass			
1	Manual (Locksmith)			
3	Metal Shims			
1	Mortise Cylinder/ Key in knob			
1	Pin Kit			
1	Friedman Plug follower			
1	Safety Glasses			
1	Scissors			
Set	Screwdriver Set			
1	Smart Key Tool			
1	Tool bag/Mini tool bag			
1	Tweezer			
1	Utility knife			
1	Locking Pliers			
Set	60 Piece tool kit			

HOUSING

California Institute of Locksmithing does not maintain dormitory facilities. However, assistance in locating housing is available. There are several AIRBNB rentals available reasonably close to the school. They range from \$500 to \$1500 per month.

CONDUCT POLICY

Students are expected to conduct themselves in a professional manner, with consideration and respect, as in any business situation. Students are to keep the facilities neat and clean

and obey all school rules and regulations, including but not limited to parking rules on and off the facility.

At the discretion of the Administration, a student may be dismissed from school for being in an intoxicated or drugged state, possession of drugs or alcohol upon school premises, possession of weapons on school premises, behavior creating a safety hazard to the persons at school, disobedient or disrespectful behavior to another student, an administrator, or faculty member.

Any student who harms or threatens to harm another student, faculty, or any other person(s) within the facility may be immediately dismissed from school.

Observance of the rules and regulations and maintenance of a professional manner are required at all times. Unruly conduct or any conduct that interferes with the progress of other students and the operation of the school is cause for dismissal.

ATTENDANCE POLICY

Students are expected to attend all regularly scheduled classes. Students must be present and on time for all class sessions. All absences and late arrivals are recorded and are available to prospective employers. Students who are absent or tardy must make up the course work under the supervision of the instructor before or after regularly scheduled class time. Failure to make up the course work due to tardiness will result in the withholding of the graduation certificate. A student must complete his or her program of study within a maximum time frame of one and one-half times the length of the program as defined in the enrollment agreement.

It is the responsibility of the student to telephone in advance to inform the school when they will be absent or late, just as it would be necessary to inform an employer.

TARDY POLICY

Students are expected to attend all regularly scheduled classes. Students must be present and on time for all class sessions. Students who are not present and on time will be marked as TARDY. All tardiness will be calculated by minutes of class time lost and course work must be made up under the supervision of the instructor before or after regularly scheduled class time.

HOLIDAYS

In accordance with Federal rules and regulations, the school will be closed on all Federal holidays. The following are some, but not necessarily all, observed Federal Holidays:

New Year's	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Farm Workers Day	Friday After Thanksgiving
Memorial Day	Independence Day
Christmas Day	Juneteenth

LEAVE OF ABSENCE

The institution may grant no more than a single leave of absence to a student in any twelve-month period. A student must make a written request to be granted a leave of absence. The leave of absence must be approved by the school in writing. The leave of absence will involve no additional charges by the school to the student. A leave of absence may not exceed sixty days.

GRADING SYSTEM

The Institute utilizes a pass/fail grading system:

Students are also graded on the acquisition of practical demonstrable skills. If a student fails to demonstrate the necessary skills required of the course, remedial action may be taken.

SATISFACTORY ACADEMIC PROGRESS

These standards of satisfactory academic progress have been established following guidelines adopted by the U.S. Department of Education. This institution expects its students to maintain satisfactory academic progress. In order to maintain satisfactory academic progress as established by this institution, a student must:

1. Complete his or her program of study within a maximum time frame of one and one half times the length of the program as defined in the enrollment agreement;
2. Successfully complete at least 67% of the course hours within the allotted dates set for the course
3. Demonstrate the skills and knowledge acquired from the lessons of the course

Students who withdraw from school will be evaluated on course work completed at the time of withdrawal. Students with incomplete course work will be issued an incomplete grade for the course work and will be deemed ineligible for certification. A grade of

incomplete will revert to a failure if not completed/corrected within 135 days from the start date. The institution does not offer non-credit remedial course work.

STUDENT GRIEVANCE PROCEDURE

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting Austin Kebely, President or Jeni, Manager of Administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director or President of the school.

GRADUATION REQUIREMENTS

To qualify for graduation and to be conferred a certificate, a student must successfully meet the skill requirements for the program and complete the described course of study with a passing grade; pass the final examination and discharge all financial obligations to the institute.

California Institute of Locksmithing TEXT MESSAGING TERMS OF USE

By "Opting In" to our "Text Message Service" (as defined below) from California Institute of Locksmithing, you accept these Terms & Conditions. [IF APPLICABLE: THIS AGREEMENT IS SUBJECT TO BINDING ARBITRATION AND A WAIVER OF CLASS ACTION RIGHTS AS DETAILED BELOW.]

This agreement is between you and California Institute of Locksmithing or one of its affiliates. All references to "California Institute of Locksmithing," "we," "our," or "us" refer to California Institute of Locksmithing, 30423 Canwood St Ste 201, Agoura Hills Ca 91301.

DEFINITIONS

"Opting In," "Opt In," and "Opt-In" refer to requesting, joining, agreeing to, enrolling in, signing up for, acknowledging, responding to, or otherwise consenting to receive one or more text messages.

"Text Message Service" includes any arrangement or situation in which we send one or more messages addressed to your mobile phone number, including text messages as a reply to any student inquiry.

CONSENTING TO TEXT MESSAGING

By consenting to receive text messages from us, you agreed to these Text Messaging Terms and Conditions.

California Institute of Locksmithing TEXT MESSAGE SERVICE PRIVACY POLICY

We respect your privacy. We only use information you provide through this service to transmit your mobile messages and respond to you. Mobile information will not be shared with third parties/affiliates for marketing/promotional purposes. All the above categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties. Nonetheless, we reserve the right always to disclose any information necessary to satisfy any law, regulation or governmental request, to avoid liability, or to protect our rights or property. This Text Message Service Privacy Policy applies to your use of the Text Message Service and isn't intended to modify our general "Privacy Policy", incorporated by reference above, which may govern the relationship between you and us in other contexts.

COSTS OF TEXT MESSAGES

We do not charge you for the messages you send and receive via this text message service. But message and data rates may apply, so depending on your plan with your wireless or other applicable provider, you may be charged by your carrier or other applicable provider.

FREQUENCY OF TEXT MESSAGES

This Text Messaging Service is for conversational person-to-person communication between you and our employees. The number of text messages is relevant to the frequency in which you inquire for help or services and the length it takes to answer such inquiries.

CONTACT US

For support,
Calinstituteoflocksmithing@gmail.com
818-989-6386

DISCLOSURE OF EDUCATIONAL RECORDS

All students have the right to inspect, review and/or challenge information in their educational records. These educational records are maintained by the Director in a locked fireproof file cabinet or maintained in a secure off-site location. No person or persons other than the student's instructor or other authorized staff members of California Institute of Locksmithing shall be allowed to view a student's records without the expressed written permission of the student. California Institute of Locksmithing shall maintain student records for a period no less than required by current law. Accrediting and governmental agencies, so empowered by federal law, may review student records periodically with their routine inspections of the Institution. California Institute of

Locksmithing adheres to the Buckley Amendment. A transcript will be issued upon request. All student records must be kept for a minimum of 5 years. All transcripts are kept permanently.

CANCELLATION POLICY

The student has a right to cancel the agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. To cancel the contract for school, mail or deliver a signed and dated copy of the Cancellation Notice, or any other written notice, or send a telegram to: The California Institute of Locksmithing, 30423 Canwood Street, 201, Agoura Hills, CA 91301, attention Austin Kebely.

The Institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct including, but not necessarily limited to, a student's lack of attendance.

Each student has the right to withdraw from a course of instruction at any time. Students who withdraw after the end of the cancellation period, have the right to receive a refund for the part of the course not taken, less the cost of un-retained equipment and less a registration fee not exceeding seventy-five dollars. The student shall have their refund calculated on a "pro-rata" basis depending on how many scheduled hours remain in the course at the time of the withdrawal.

REFUND POLICY

Refunds are calculated as follows: The refund shall be the pro-rated amount less the tuition the student paid against the hours or instructional days the student has attended. The refund does not include the registration fee and cost of unreturned equipment.

The school will refund any money due within 10 business days after receiving a notice of cancellation.

A student who wishes to cancel or voluntarily terminate after starting training may submit a written notice to the School Director. In any event, the termination date for refund computation purposes is the last date of actual attendance by the student. In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both parties.

The refund policy for students who have completed 60% or less of the period of attendance shall be a pro rata refund.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

FINANCIAL AID

The California Institute of Locksmithing is not an eligible institution to participate in the U.S. Department of Education's Title IV programs, which offers the Federal Pell Grant and the Federal Family Educational Loan programs, at this time. We are not an accredited institution that is recognized by the United States Department of Education. If the institution should become eligible for financial aid, a student must:

- be admitted as a regular student;
- be enrolled or accepted for enrollment in an eligible program on at least a half- time basis;
- be a citizen or an eligible non-citizen;
- not owe a refund on a Federal Pell Grant or Federal SEOG at any school;
- not be in default on a Federal Perkins Loan or Federal Stafford Loan/PLUS at any school;
- have financial needs;
- be making satisfactory progress (as defined by the school's policy) in the course of study;
- be registered for selective service (if a male born on or after January 1, 1960);
- have signed a statement of educational purpose;
- have signed a statement of updated information;
- have High School diploma, a GED, or have demonstrated the ability to benefit.

It is important to note that the basic locksmithing course is 30 hours, and as such, may not qualify for some or all of the financial aid(s) set forth above.

CLASS START DATES

Day Classes are held Monday through Friday from 8:30a.m. to 2:30 p.m. with a lunch break at approximately 11:30 a.m. and ending 12:30 p.m. Evening classes are held on Monday, Tuesday and Wednesday evenings from 5pm to 9pm.

PRIMARY FACULTY

Austin Kebely

Jeni Davies – Operations Manager

Worked with Friedman College from 2018 to present as Operations
Manger

Brien Gauthier – Safe Technician and Instructor

TOTAL CHARGES FOR THE CURRENT PERIOD \$2500 (10 day)

TUITION \$1350 (10 day)

TOOLS: \$560

REGISTRATION: \$75

WRITTEN MATERIALS/BOOKS:\$200

LAB FEES:\$315

ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$2500

Total Deposit Due:_____

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT::_____

I have received a copy of the catalog.

Student

Date

Print Name