

# STAFF PERSONNEL REPORT

Accrediting Commission of Career Schools and Colleges (ACCSC)

<b>School:</b>	Demo Main Campus	<b>School Number:</b>	M000001
<b>City:</b>	Fresno	<b>State:</b>	CA
		<b>Zip Code:</b>	22222

<b>Employee's Name:</b>	Michael St Hubbins	<b>Title:</b>	Campus Director
<b>Date of initial employment:</b>	05/15/2003	<b>Years in Current Position:</b>	7.6
		<b>Full-time</b>	<b>Part-time</b>
		X	

**Responsibilities:** Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

**PLEASE PROVIDE A NARRATIVE EXPLANATION OF QUALIFICATIONS FOR ROLE IN THE SCHOOL:**

Quisque cursus, metus vitae pharetra auctor, sem massa mattis sem, at interdum magna augue eget diam.

Allocation Of Time	Hours in a Typical Week		
Assignment	Morning Hours	Afternoon Hours	Evening Hours
Administration	20	10	0
Student Advising	0	10	0
Teaching	0	0	0
Other	0	0	0
<b>TOTAL HOURS</b>	<b>20</b>	<b>20</b>	<b>0</b>

**POSTSECONDARY EDUCATIONAL BACKGROUND**

School - City, State	From Mo/Yr	To Mo/Yr	Area of Study	Type of Credential Earned-Date	Copy on File-Y/N
Bob's University - San Diego, CA	08/84	05/88	Business Administration	MA - 1988	Y
San Diego Community College - San Diego, CA	09/79	05/86	English	BA - 05/86	Y

**PRIOR WORK EXPERIENCE:\***

Company - City, State	From Mo/Yr	To Mo/Yr	Job Title and Duties
Demo Main Campus - Fresno, CA	12/07	Present	Campus President - Ut ultrices ultrices enim. Curabitur sit amet mauris.
Demo Main Campus - Fresno, CA	12/05	12/07	Director of Education - Vestibulum tincidunt malesuada tellus.
Demo Main Campus - Fresno, CA	05/03	03/05	Director of Admissions - Morbi in ipsum sit amet pede facilisis laoreet. Donec lacus nunc, viverra nec, blandit vel, egestas et, augue.
University of Toledo - Portland, OR	01/02	05/03	Adjunct Instructor - In vel mi sit amet augue congue elementum.

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Marina Education Services - Portland, OR	01/90	05/03	Director - Morbi in dui quis est pulvinar ullamcorper. Nulla facilisi. Integer lacinia sollicitudin massa.
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\*Administrators who teach in the school should ensure to provide information which demonstrate prior practical work experience related to the subjects taught as required by *Section III, Substantive Standards, Standards of Accreditation*

## EDUCATIONAL ADMINISTRATION, MANAGEMENT, AND LEADERSHIP EDUCATION AND TRAINING:

Institution and/or Program - City, State	From Mo/Yr	To Mo/Yr	Nature of Training or Certification Received	Copy on File-Y/N
Demo Main Campus - Fresno, CA	07/13	07/13	Sexual Harrasment	Y

## FOR ADMINISTRATORS WHO TEACH IN THE SCHOOL:

Courses Taught (specify course number, name, and indicate course type w/X)	Non-Degree Course	Associate Level Course	Bacc. Level Course	Graduate Level Course	Applied Gen. Ed.	Gen. Ed.

**INSTRUCTOR TRAINING** (i.e., training, preparation and continuing education in instructional methods and teaching skills for residential and/or distance education faculty-See Sections III and IX, Substantive Standards, Standards of Accreditation)

School/Training Site - City, State	From Mo/Yr	To Mo/Yr	Name and Nature of Training/Education/Certification Received	Copy on File-Y/N

## LIST LICENSES, CERTIFICATIONS, PROFESSIONAL AFFILIATIONS, AND MEMBERSHIPS AND YEAR OBTAINED:

Quisque cursus, metus vitae pharetra auctor, sem massa mattis sem, at interdum magna augue eget diam.

## LIST CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT ACTIVITIES:

Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Morbi lacinia molestie dui.

**By submitting this report to ACCSC, both the school and the faculty member certify that the information contained herein, attached hereto, and maintained on file with the school is correct and that the faculty member's qualifications comply with the applicable *Standards of Accreditation*.**

# STAFF PERSONNEL REPORT

Accrediting Commission of Career Schools and Colleges (ACCSC)

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<b>City:</b>	Fresno	<b>State:</b>	CA
		<b>Zip Code:</b>	22222

<b>Employee's Name:</b>	Nigel Tufnel	<b>Title:</b>	Director of Education	
<b>Date of initial employment:</b>	04/21/1997	<b>Years in Current Position:</b>	6.4	
			<b>Full-time</b>	<b>Part-time</b>
			X	

**Responsibilities:** Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

**PLEASE PROVIDE A NARRATIVE EXPLANATION OF QUALIFICATIONS FOR ROLE IN THE SCHOOL:**

Praesent blandit dolor. Sed non quam. In vel mi sit amet augue congue elementum.

Allocation Of Time Assignment	Hours in a Typical Week		
	Morning Hours	Afternoon Hours	Evening Hours
Administration	16	16	8
Student Advising	0	0	0
Teaching	0	0	0
Other	0	0	0
<b>TOTAL HOURS</b>	<b>16</b>	<b>16</b>	<b>8</b>

**POSTSECONDARY EDUCATIONAL BACKGROUND**

School - City, State	From Mo/Yr	To Mo/Yr	Area of Study	Type of Credential Earned-Date	Copy on File-Y/N
Wottsamatta University - Fresno, CA	1993	1998	English-Fiction	MA - 1998	Y
Wottsamatta University - Fresno, CA	1985	1986	Speech/English Postsecondary Teaching Credential	Certification - 1986	Y
Wottsamatta University - Fresno, CA	1980	1984	Business Communication	BA - 1984	Y

**PRIOR WORK EXPERIENCE:\***

Company - City, State	From Mo/Yr	To Mo/Yr	Job Title and Duties
Demo Main Campus - Fresno, CA	2009	Present	Director of Education - Nunc feugiat mi a tellus consequat imperdiet. Vestibulum sapien.
Demo Main Campus - Fresno, CA	1997	2009	Director of Training and Compliance - Nulla metus metus, ullamcorper vel, tincidunt sed, euismod in, nibh.
Central Valley College - Fresno, CA	1995	1997	Dean of Faculty - Quisque volutpat condimentum velit.

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Wilson Junior College - Fresno, CA	1991	1995	Academic Dean - Donec lacus nunc, viverra nec, blandit vel, egestas et, augue.
Wilson Junior College - Fresno, CA	1990	1991	Program Director - Morbi in ipsum sit amet pede facilisis laoreet.
State College - Confusion, CA	1987	1991	Instructor - In vel mi sit amet augue congue elementum.

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## EDUCATIONAL ADMINISTRATION, MANAGEMENT, AND LEADERSHIP EDUCATION AND TRAINING:

Institution and/or Program - City, State	From Mo/Yr	To Mo/Yr	Nature of Training or Certification Received	Copy on File-Y/N
Demo Main Campus - Fresno, CA	02/11	02/11	Best Practices in Student Retention	Y
Demo Main Campus - Fresno, CA	07/13	07/13	Sexual Harrasment	Y

## FOR ADMINISTRATORS WHO TEACH IN THE SCHOOL:

Courses Taught (specify course number, name, and indicate course type w/X)	Non-Degree Course	Associate Level Course	Bacc. Level Course	Graduate Level Course	Applied Gen. Ed.	Gen. Ed.

**INSTRUCTOR TRAINING (i.e., training, preparation and continuing education in instructional methods and teaching skills for residential and/or distance education faculty-See Sections III and IX, Substantive Standards, Standards of Accreditation)**

School/Training Site - City, State	From Mo/Yr	To Mo/Yr	Name and Nature of Training/Education/Certification Received	Copy on File-Y/N
Demo Main Campus - Fresno, CA	07/09	07/09	Dealing with Difficult Behaviors	Y

## LIST LICENSES, CERTIFICATIONS, PROFESSIONAL AFFILIATIONS, AND MEMBERSHIPS AND YEAR OBTAINED:

Proin quam. Etiam ultrices.

## LIST CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT ACTIVITIES:

Suspendisse in justo eu magna luctus suscipit. Sed lectus. Integer euismod lacus luctus magna.

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<b>City:</b>	Fresno	<b>State:</b>	CA
		<b>Zip Code:</b>	22222

<b>Employee's Name:</b>	Demo User	<b>Title:</b>	Executive Assistant
<b>Date of initial employment:</b>	10/27/2006	<b>Years in Current Position:</b>	7.7
		<b>Full-time</b>	<b>Part-time</b>
		X	

**Responsibilities:** Curabitur tortor. Pellentesque nibh. Aenean quam. In scelerisque sem at dolor. Maecenas mattis. Sed convallis tristique sem.

**PLEASE PROVIDE A NARRATIVE EXPLANATION OF QUALIFICATIONS FOR ROLE IN THE SCHOOL:**

Proin ut ligula vel nunc egestas porttitor. Morbi lectus risus, iaculis vel, suscipit quis, luctus non, massa. Fusce ac turpis quis ligula lacinia aliquet.

Allocation Of Time	Hours in a Typical Week		
	Morning Hours	Afternoon Hours	Evening Hours
Administration	20	20	0
Student Advising	0	0	0
Teaching	0	0	0
Other	0	0	0
<b>TOTAL HOURS</b>	<b>20</b>	<b>20</b>	<b>0</b>

**POSTSECONDARY EDUCATIONAL BACKGROUND**

School - City, State	From Mo/Yr	To Mo/Yr	Area of Study	Type of Credential Earned-Date	Copy on File-Y/N
Garden College - Fresno, CA	09/78	04/79	Graphics Design	Diploma - 04/79	Y
Fresno City College - Fresno, CA	08/74	04/75	Secretarial Major	AS - 04/75	Y

**PRIOR WORK EXPERIENCE:\***

Company - City, State	From Mo/Yr	To Mo/Yr	Job Title and Duties
Demo Main Campus - Fresno, CA	10/07	Present	Executive Assistant - Suspendisse in justo eu magna luctus suscipit.
Marketing Depot - Fresno, CA	03/94	10/07	Business Manager - Nam nec ante. Sed lacinia, urna non tincidunt mattis, tortor neque adipiscing diam, a cursus ipsum ante quis turpis.
Garfiled College - Modesto, CA	1988	1992	Medical Secretary Instructor - Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.
A+ Medical Services - Modesto, CA	01/82	1988	Medical Secretary - Sed lectus. Integer euismod lacus luctus magna.

# STAFF PERSONNEL REPORT

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Dennys Restaurant - Modesto, CA	10/80	1982	Waitress - Cras metus. Sed aliquet risus a tortor.
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## EDUCATIONAL ADMINISTRATION, MANAGEMENT, AND LEADERSHIP EDUCATION AND TRAINING:

Institution and/or Program - City, State	From Mo/Yr	To Mo/Yr	Nature of Training or Certification Received	Copy on File-Y/N
Professional Training, Inc - Fresno, CA	04/10	04/10	Sexual Harrassment	Y
Demo Main Campus - Fresno, CA	07/13	07/13	Sexual Harrasment	Y

## FOR ADMINISTRATORS WHO TEACH IN THE SCHOOL:

Courses Taught (specify course number, name, and indicate course type w/X)	Non-Degree Course	Associate Level Course	Bacc. Level Course	Graduate Level Course	Applied Gen. Ed.	Gen. Ed.

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## LIST LICENSES, CERTIFICATIONS, PROFESSIONAL AFFILIATIONS, AND MEMBERSHIPS AND YEAR OBTAINED:

Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Curabitur sodales ligula in libero. Sed dignissim lacinia nunc.

## LIST CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT ACTIVITIES:

Vestibulum sapien. Proin quam. Etiam ultrices. Suspendisse in justo eu magna luctus suscipit. Sed lectus. Integer euismod lacus luctus magna.

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