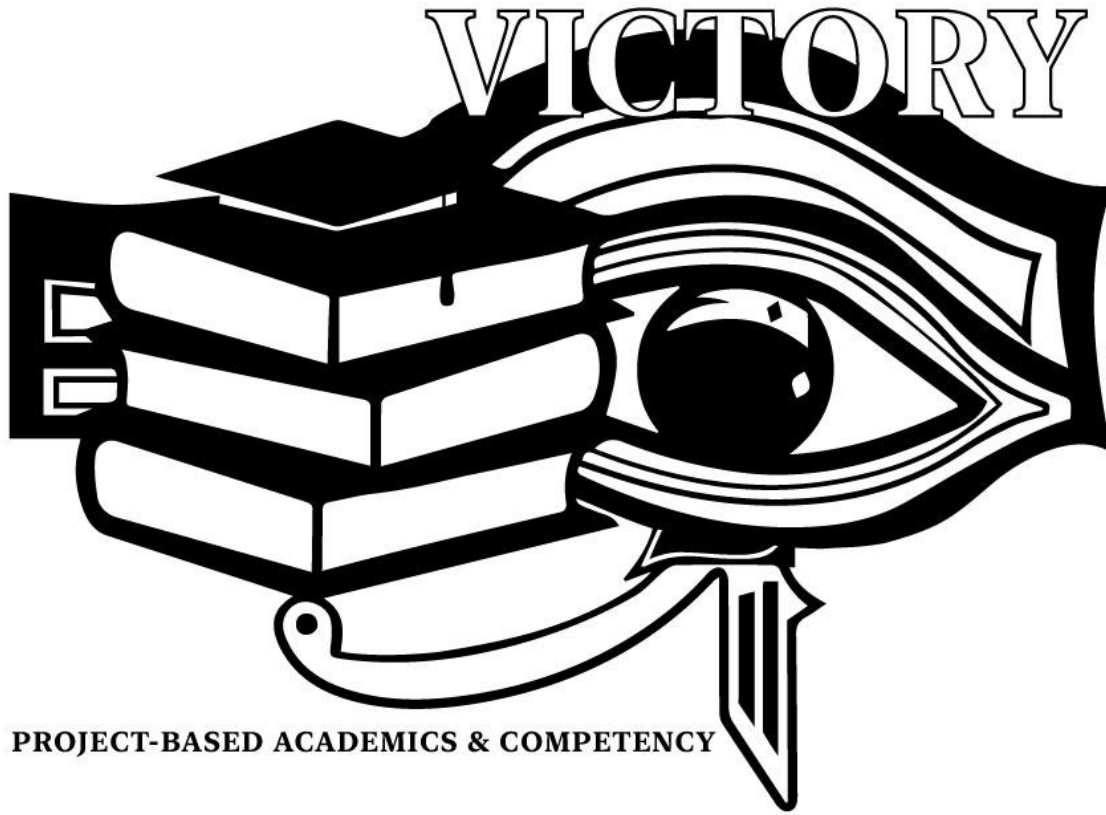




COURSE CATALOGUE

2026-2027 | Volume I

Pre-Apprenticeship • Workforce Education • Business • Arts • Spirituality

One Village • One Purpose • Limitless Possibilities

5561 Netherland Street, Denver, Colorado 80249

www.vpac2020.org | info@vpac2020.org | 720-620-2316

About VPAC

Victory Project-based Academics and Competency (VPAC) is a community-centered pre-apprenticeship education and workforce development organization dedicated to empowering youth, adults, families, and future professionals through culturally responsive, project-based, career-focused, and healing-centered learning experiences.

VPAC combines spirituality, workforce readiness, life skills, entrepreneurship, cultural education, holistic wellness, leadership development, and community engagement to create pathways toward personal growth, economic mobility, and community transformation. Every program concludes with a competency-based project that demonstrates understanding and practical application.

Mission

Elevate students rooted in authentic cultural and natural learning to continue, complete, and compete.

Vision

Develop lifelong learners through “A” Projects that enrich their authentic whole selves to be liberated.

Values

VPAC’s 3 C’s Continue, Complete, and Compete encourage students to take ownership of their educational experience.

Learning Model

VPAC uses a hybrid model with instruction delivered at approved community locations, online, and through supervised project-based or field experiences, as appropriate to the program.

Program Completion Requirements

Attendance	Maintain at least 80% attendance.
Coursework	Successfully complete required assignments and participate in learning activities.
Applied Learning	Complete required practicum, project-based, or field experiences.
Competency	Demonstrate competency in the program outcomes and final project.

2026-2027 Academic Calendar

All catalogue programs are offered in 12-week quarterly formats. Program availability and cohort openings may vary by quarter.

Quarter	Course Dates	Graduation
Quarter 1	July 6-September 25, 2026	Friday, October 2, 2026
Quarter 2	October 5-December 23, 2026	Friday, January 1, 2027
Quarter 3	January 4-March 26, 2027	Friday, April 2, 2027
Quarter 4	April 5-June 25, 2027	Friday, July 2, 2027

Daytime Schedule

Monday through Thursday, 9:00 a.m.-3:00 p.m. The weekly attendance window includes instructional time, scheduled breaks, lunch, supervised practice, and project work. Each program documents 20 instructional hours per week.

Intensive Evening Schedule

Monday through Friday, 6:00-9:00 p.m., and Saturday, 9:00-11:00 a.m. This schedule provides 17 scheduled class hours plus 3 guided independent, online, practicum, or competency-project hours each week, for a total of 20 instructional hours.

Program Length and Delivery

Length	12 weeks
Weekly Instruction	20 hours
Total Scheduled Instruction	240 hours
Frequency	Quarterly
Format	Hybrid or blended program
Location	1600 Syracuse Street, Denver, Colorado 80220, and approved hybrid learning locations

Calendar note: Quarter 2 graduation is shown on the Friday between quarters, January 1, 2027. VPAC may announce an alternate ceremony date if holiday operations require a change.

Welcome from the Founder

Dear Students, Families, Community Partners, and Future Leaders,

Welcome! Since 2002, VPAC has been committed to creating transformative educational experiences that empower individuals to discover their purpose, develop their talents, and build meaningful pathways toward personal and professional success. We are honored that you have chosen to explore the opportunities available through our programs and courses.

At VPAC, we believe education is more than acquiring knowledge; it is about identifying purpose. Every individual enters our village with unique gifts, experiences, dreams, and challenges. Our responsibility is to cultivate those gifts while providing the tools, support, and opportunities necessary for growth and achievement.

Our educational philosophy is grounded in a simple but powerful belief: everything starts in spirit. Before we can lead, create, serve, heal, teach, or build, we must understand who we are and the purpose we have been called to fulfill. This belief is woven throughout every VPAC program.

Through our Professional, Spirituality, Business, and Arts Pathways, students engage in hands-on, project-based learning designed to develop real-world skills while strengthening confidence, character, cultural awareness, and community responsibility. Each course is an opportunity to gain knowledge, build relationships, strengthen purpose, and move closer to becoming the person you are meant to be.

In Healing, Spirit, Service and Purpose,

Mama Auset

Founder & Executive Director

drauset@vpac2020.org

Program Directory

Professional Pathway

1. Teacher's Aide (TA-101)
2. Mortgage Education Preparation (ME-101)
3. Holistic Health and Wellness (HW-101)
4. Sales & Customer Relations (SC-101)
5. Mentorship & Leadership Development (ML-201)
6. Underserved Youth Engagement & Advocacy (YA-201)
7. Community Doula Foundations Program (CD-101)
8. Medical Coding & Billing (MCB-101)

Spirituality Pathway

9. Chakra Healing Foundations (CH-101)
10. Christianity Education (CE-101)
11. Bible 101 (BI-101)
12. Spiritual Education and Personal Development (SE-101)
13. African Spiritual Education (AS-101)

Business Pathway

14. Marketing & Brand Development (MK-201)
15. Promotions & Community Outreach (PR-201)
16. Performance Budgeting & Financial Planning (PB-201)
17. Fundraising & Resource Development (FR-201)
18. Sponsorship Development & Corporate Partnerships (SP-201)
19. How to Run a Pilot Program (PP-201)
20. Cultural Competency and Community Leadership (CC-201)
21. Effective Communication (EC-101)

Arts Pathway

22. Dance Foundations (DA-101)
23. Dance Instructor Certification (DI-201)
24. Introduction to Theater Arts (TH-101)
25. Stage Production & Technical Theater (ST-201)
26. Costume Design Foundations (CD-201)
27. Directing for Performance (DR-301)
28. Music Production Foundations (MP-101)
29. Vocal Performance & Development (VO-101)
30. Professional Makeup Artistry (MU-101)
31. Professional Braiding & Natural Hair Care (BR-101)

The directory lists all 31 programs in the order presented in this catalogue. Program details reflect the VPAC Program Creation Template provided for the 2026-2027 publication cycle.

Professional Pathway

The Professional Pathway prepares participants for careers, leadership opportunities, and workforce success. Programs combine practical skill development, career preparation, mentorship, and community engagement to support economic mobility and service.

Programs in This Pathway

1. Teacher's Aide (TA-101)
2. Mortgage Education Preparation (ME-101)
3. Holistic Health and Wellness (HW-101)
4. Sales & Customer Relations (SC-101)
5. Mentorship & Leadership Development (ML-201)
6. Underserved Youth Engagement & Advocacy (YA-201)
7. Community Doula Foundations Program (CD-101)
8. Medical Coding & Billing (MCB-101)

Teacher's Aide

Professional Pathway | Course Code TA-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Teacher's Aide Certificate of Completion
CIP Code	13.1501 Teacher Assistant/Aide.
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program prepares participants to assist licensed teachers with classroom instruction, student supervision, and daily learning activities. Participants develop skills in classroom management, child development, student engagement, professionalism, and supporting diverse learners.

Potential Outcomes

Graduates may pursue entry-level positions as teacher's aides, paraprofessionals, classroom assistants, tutors, or youth program assistants. They may also continue toward early childhood education, teaching, special education, or school support credentials.

Related Occupations

1. Teaching Assistants, Preschool, Elementary, Middle, and Secondary School, Except Special Education — 25-9042.00
2. Teaching Assistants, Special Education — 25-9043.00
3. Tutors — 25-3041.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$4,950	\$1,000	\$300	\$200	\$0	\$6,450

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Mortgage Education Preparation

Professional Pathway | Course Code ME-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Mortgage Education Preparation Certificate of Completion
CIP Code	52.0803 Banking and Financial Support Services
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program introduces participants to mortgage lending, loan products, credit evaluation, regulatory requirements, and the homebuying process. Participants develop foundational knowledge for mortgage industry employment and preparation for applicable licensing education or examinations.

Potential Outcomes

Graduates may pursue entry-level opportunities in mortgage lending, loan processing, loan servicing, banking, or real estate support. They may also continue into required prelicensing education and examination preparation for mortgage loan originator roles.

Related Occupations

1. Loan Officers — 13-2072.00
2. Loan Interviewers and Clerks — 43-4131.00
3. Credit Counselors — 13-2071.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$4,950	\$1,000	\$200	\$300	\$0	\$6,450

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Holistic Health and Wellness

Professional Pathway | Course Code HW-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Holistic Health and Wellness Certificate of Completion
CIP Code	51.3306 Holistic/Integrative Health
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program explores physical, emotional, social, spiritual, and environmental approaches to personal wellness. Participants learn practical strategies for stress management, healthy living, self-care, and supporting wellness within their communities.

Potential Outcomes

Graduates may apply wellness practices within community programs, wellness centers, nonprofits, faith-based organizations, or self-employment settings. They may also pursue additional training in health coaching, fitness, nutrition, mindfulness, or complementary wellness services.

Related Occupations

1. Health Education Specialists — 21-1091.00
2. Community Health Workers — 21-1094.00
3. Exercise Trainers and Group Fitness Instructors — 39-9031.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,000	\$1,000	\$200	\$300	\$0	\$4,500

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Sales & Customer Relations

Professional Pathway | Course Code SC-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Sales and Customer Relations Certificate of Completion
CIP Code	52.1804 Selling Skills and Sales Operations
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program prepares participants to communicate with customers, identify their needs, present solutions, and complete sales transactions. Participants practice relationship building, conflict resolution, customer retention, product knowledge, and professional service.

Potential Outcomes

Graduates may pursue employment as sales associates, customer service representatives, account representatives, retail associates, or client relations specialists. They may demonstrate improved customer retention, communication, problem-solving, and sales performance.

Related Occupations

1. Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel — 41-3091.00
2. Customer Service Representatives — 43-4051.00
3. Retail Salespersons — 41-2031.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$2,800	\$0	\$300	\$200	\$0	\$3,300

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Mentorship & Leadership Development

Professional Pathway | Course Code ML-201

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Mentorship and Leadership Development Certificate of Completion
CIP Code	52.0213 Organizational Leadership
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program develops the skills needed to guide, motivate, and support individuals and teams. Participants learn ethical leadership, goal setting, coaching, accountability, decision-making, and effective mentorship practices.

Potential Outcomes

Graduates may serve as mentors, team leads, program coordinators, supervisors, youth leaders, or community facilitators. They may demonstrate stronger skills in coaching, decision-making, accountability, conflict resolution, and team development.

Related Occupations

1. Training and Development Specialists — 13-1151.00
2. Social and Human Service Assistants — 21-1093.00
3. Educational, Guidance, and Career Counselors and Advisors — 21-1012.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$2,100	\$1,000	\$300	\$200	\$0	\$3,600

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Underserved Youth Engagement & Advocacy

Professional Pathway | Course Code YA-201

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Underserved Youth Engagement and Advocacy Certificate of Completion
CIP Code	44.0702 Youth Services/Administration
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program prepares participants to engage youth facing social, educational, economic, or behavioral barriers. Participants learn trauma-informed communication, youth advocacy, resource navigation, relationship building, and culturally responsive support practices.

Potential Outcomes

Graduates may pursue roles as youth advocates, outreach workers, mentors, program assistants, or community navigators. They may help improve youth engagement, service access, educational participation, and connections to community resources.

Related Occupations

1. Social and Human Service Assistants — 21-1093.00
2. Community Health Workers — 21-1094.00
3. Recreation Workers — 39-9032.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$2,800	\$1,000	\$300	\$200	\$0	\$4,300

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Community Doula Foundations Program

Professional Pathway | Course Code CD-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Community Doula Foundations Certificate of Completion
CIP Code	51.1504 Community Health Services/Liaison/Counseling
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program introduces participants to nonclinical emotional, informational, and physical support for individuals and families throughout pregnancy, birth, and the postpartum period. Participants study reproductive health, birth planning, comfort measures, advocacy, cultural humility, professional boundaries, and referral practices.

Potential Outcomes

Graduates may pursue entry-level community doula, birth support, maternal health outreach, or family resource positions. They may also continue toward advanced doula training, supervised experience, or recognized certification.

Related Occupations

1. Community Health Workers — 21-1094.00
2. Health Education Specialists — 21-1091.00
3. Social and Human Service Assistants — 21-1093.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,800	\$1,000	\$300	\$200	\$0	\$5,300

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Medical Coding & Billing

Professional Pathway | Course Code MCB-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Medical Coding and Billing Certificate of Completion
CIP Code	51.0713 Medical Insurance Coding Specialist/Coder
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program introduces participants to healthcare documentation, insurance claims, medical terminology, coding systems, and reimbursement procedures. Participants develop foundational skills in claim preparation, coding accuracy, compliance, patient accounts, and revenue-cycle support.

Potential Outcomes

Graduates may pursue entry-level roles as medical billing specialists, coding assistants, claims processors, patient account representatives, or revenue-cycle assistants. They may also continue preparing for nationally recognized medical coding or billing certifications.

Related Occupations

1. Medical Records Specialists — 29-2072.00
2. Billing and Posting Clerks — 43-3021.00
3. Health Information Technologists and Medical Registrars — 29-9021.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$2,800	\$0	\$300	\$200	\$0	\$3,300

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Spirituality Pathway

At VPAC, everything starts in spirit. This pathway supports spiritual consciousness, cultural understanding, self-awareness, personal development, faith education, and holistic wellness while honoring responsible and respectful learning.

Programs in This Pathway

1. Chakra Healing Foundations (CH-101)
2. Christianity Education (CE-101)
3. Bible 101 (BI-101)
4. Spiritual Education and Personal Development (SE-101)
5. African Spiritual Education (AS-101)

Chakra Healing Foundations

Spirituality Pathway | Course Code CH-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Chakra Healing Foundations Certificate of Completion
CIP Code	51.3306 Holistic/Integrative Health
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program examines the chakra system as a framework for spiritual reflection, personal balance, and holistic wellness. Participants explore meditation, energy-awareness practices, journaling, ethical boundaries, and culturally respectful approaches to spiritual development.

Potential Outcomes

Graduates may incorporate chakra-based reflection and wellness practices into personal development, spiritual education, or community wellness activities. They may also pursue advanced study in meditation, energy work, holistic wellness, or spiritual coaching.

Related Occupations

1. Health Education Specialists — 21-1091.00
2. Community and Social Service Specialists, All Other — 21-1099.00
3. Personal Care and Service Workers, All Other — 39-9099.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$2,800	\$1,000	\$300	\$200	\$0	\$4,300

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Christianity Education

Spirituality Pathway | Course Code CE-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Christianity Education Certificate of Completion
CIP Code	39.0401 Religious Education
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program provides an overview of Christian history, beliefs, traditions, worship practices, and ethical teachings. Participants examine how Christianity has influenced individual development, families, communities, cultures, and social institutions.

Potential Outcomes

Graduates may support Christian education, ministry programs, faith-based outreach, youth instruction, or community service initiatives. They may also continue their studies in theology, biblical studies, ministry leadership, or religious education.

Related Occupations

1. Directors, Religious Activities and Education — 21-2021.00
2. Clergy — 21-2011.00
3. Religious Workers, All Other — 21-2099.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,000	\$1,000	\$300	\$200	\$0	\$4,500

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Bible 101

Spirituality Pathway | Course Code BI-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Biblical Studies Foundations Certificate of Completion
CIP Code	39.0201 Bible/Biblical Studies
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This introductory program teaches the organization, historical context, major themes, and literary forms of the Bible. Participants develop foundational skills for reading, interpreting, discussing, and applying biblical texts responsibly.

Potential Outcomes

Graduates may demonstrate an improved understanding of biblical organization, themes, historical context, and interpretation. They may support Bible study groups, Christian education programs, ministry activities, or continued theological learning.

Related Occupations

1. Directors, Religious Activities and Education — 21-2021.00
2. Philosophy and Religion Teachers, Postsecondary — 25-1126.00
3. Religious Workers, All Other — 21-2099.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$2,800	\$1,000	\$300	\$200	\$0	\$4,300

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Spiritual Education and Personal Development

Spirituality Pathway | Course Code SE-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Spiritual Education and Personal Development Certificate of Completion
CIP Code	38.0201 Religion/Religious Studies
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program helps participants examine values, purpose, identity, relationships, and personal growth through spiritual reflection. Participants practice mindfulness, goal setting, self-awareness, ethical decision-making, and strategies for maintaining personal well-being.

Potential Outcomes

Graduates may demonstrate increased self-awareness, emotional balance, purpose, ethical decision-making, and personal goal achievement. They may apply these skills in mentoring, wellness programming, faith-based service, leadership, or community support settings.

Related Occupations

1. Community and Social Service Specialists, All Other — 21-1099.00
2. Health Education Specialists — 21-1091.00
3. Religious Workers, All Other — 21-2099.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,000	\$1,000	\$300	\$200	\$0	\$4,500

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

African Spiritual Education

Spirituality Pathway | Course Code AS-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	African Spiritual Education Certificate of Completion
CIP Code	38.0201 Religion/Religious Studies
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program introduces selected African spiritual traditions, philosophies, symbols, histories, and community practices. Participants explore ancestral knowledge, cultural identity, ethical responsibility, and the diversity of spiritual expression across the African continent and diaspora.

Potential Outcomes

Graduates may demonstrate increased knowledge of African and African diasporic spiritual traditions, cultural values, and historical contexts. They may support cultural education, community programming, spiritual study groups, or continued research in African-centered studies.

Related Occupations

1. Directors, Religious Activities and Education — 21-2021.00
2. Clergy — 21-2011.00
3. Area, Ethnic, and Cultural Studies Teachers, Postsecondary — 25-1062.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$2,500	\$1,000	\$300	\$200	\$0	\$4,000

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Business Pathway

The Business Pathway equips participants with entrepreneurial, operational, communication, and leadership skills for sustainable businesses, programs, and organizations. Learners practice planning, outreach, budgeting, partnership development, and evaluation.

Programs in This Pathway

1. Marketing & Brand Development (MK-201)
2. Promotions & Community Outreach (PR-201)
3. Performance Budgeting & Financial Planning (PB-201)
4. Fundraising & Resource Development (FR-201)
5. Sponsorship Development & Corporate Partnerships (SP-201)
6. How to Run a Pilot Program (PP-201)
7. Cultural Competency and Community Leadership (CC-201)
8. Effective Communication (EC-101)

Marketing & Brand Development

Business Pathway | Course Code MK-201

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Marketing and Brand Development Certificate of Completion
CIP Code	52.1401 Marketing/Marketing Management, General
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program teaches participants how to define a target audience, develop a brand identity, and create an effective marketing strategy. Participants learn content planning, market research, digital promotion, brand messaging, and methods for evaluating campaign performance.

Potential Outcomes

Graduates may pursue roles as marketing assistants, brand coordinators, content creators, social media assistants, or communications specialists. They may also create marketing strategies and brand materials for businesses, nonprofits, community programs, or entrepreneurial ventures.

Related Occupations

1. Market Research Analysts and Marketing Specialists — 13-1161.00
2. Public Relations Specialists — 27-3031.00
3. Advertising and Promotions Managers — 11-2011.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,000	\$0	\$300	\$200	\$0	\$3,500

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Promotions & Community Outreach

Business Pathway | Course Code PR-201

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Promotions and Community Outreach Certificate of Completion
CIP Code	09.0902 Public Relations, Advertising and Applied Communication
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program prepares participants to promote programs, products, services, and events through direct engagement and community partnerships. Participants develop skills in outreach planning, public relations, event promotion, audience communication, and follow-up.

Potential Outcomes

Graduates may pursue employment as outreach coordinators, promotional representatives, community engagement assistants, event promoters, or public relations assistants. They may help organizations increase program awareness, event participation, referrals, and community partnerships.

Related Occupations

1. Public Relations Specialists — 27-3031.00
2. Market Research Analysts and Marketing Specialists — 13-1161.00
3. Meeting, Convention, and Event Planners — 13-1121.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$2,900	\$0	\$300	\$100	\$0	\$3,300

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Performance Budgeting & Financial Planning

Business Pathway | Course Code PB-201

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Performance Budgeting and Financial Planning Certificate of Completion
CIP Code	52.0804 Financial Planning and Services
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program teaches participants to connect budgets with organizational goals, activities, and measurable results. Participants learn revenue forecasting, expense planning, variance monitoring, financial reporting, and responsible resource allocation.

Potential Outcomes

Graduates may support budgeting, financial planning, program administration, grant management, or business operations. They may demonstrate improved ability to develop budgets, monitor spending, interpret financial information, and connect resources to measurable outcomes.

Related Occupations

1. Budget Analysts — 13-2031.00
2. Financial and Investment Analysts — 13-2051.00
3. Accountants and Auditors — 13-2011.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,500	\$0	\$300	\$100	\$0	\$3,900

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Fundraising & Resource Development

Business Pathway | Course Code FR-201

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Fundraising and Resource Development Certificate of Completion
CIP Code	52.0206 Nonprofit/Public/Organizational Management
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program introduces strategies for securing financial and nonfinancial resources to support programs and organizations. Participants learn donor cultivation, grant readiness, fundraising campaigns, stewardship, prospect research, and ethical solicitation practices.

Potential Outcomes

Graduates may pursue positions as development assistants, fundraising coordinators, donor-relations assistants, or grant support specialists. They may also plan fundraising campaigns, cultivate donors, prepare funding requests, and identify resources for organizations or community initiatives.

Related Occupations

1. Fundraisers — 13-1131.00
2. Public Relations Specialists — 27-3031.00
3. Fundraising Managers — 11-2033.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,200	\$0	\$200	\$100	\$0	\$3,500

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Sponsorship Development & Corporate Partnerships

Business Pathway | Course Code SP-201

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Sponsorship Development and Corporate Partnerships Certificate of Completion
CIP Code	52.1401 Marketing/Marketing Management, General
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program prepares participants to identify sponsors, create partnership proposals, and negotiate mutually beneficial relationships. Participants learn sponsorship valuation, benefit packages, corporate engagement, contract considerations, activation, and outcome reporting.

Potential Outcomes

Graduates may pursue roles in sponsorship sales, partnership development, community relations, fundraising, or business development. They may create sponsorship packages, secure corporate partners, manage sponsor benefits, and report partnership outcomes.

Related Occupations

1. Fundraisers — 13-1131.00
2. Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel — 41-3091.00
3. Public Relations Managers — 11-2032.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,500	\$0	\$300	\$200	\$0	\$4,000

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

How to Run a Pilot Program

Business Pathway | Course Code PP-201

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Pilot Program Development and Management Certificate of Completion
CIP Code	52.0211 Project Management
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program teaches participants how to design, launch, manage, and evaluate a small-scale test of a service or initiative. Participants develop program goals, budgets, timelines, participant criteria, data-collection methods, risk controls, and expansion recommendations.

Potential Outcomes

Graduates may design and launch small-scale programs to test new services, products, or community initiatives. They may use pilot results to improve program design, demonstrate effectiveness, attract funding, and support responsible expansion.

Related Occupations

1. Project Management Specialists — 13-1082.00
2. Management Analysts — 13-1111.00
3. Social and Community Service Managers — 11-9151.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$2,800	\$0	\$300	\$200	\$0	\$3,300

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Cultural Competency and Community Leadership

Business Pathway | Course Code CC-201

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Cultural Competency and Community Leadership Certificate of Completion
CIP Code	44.0201 Community Organization and Advocacy
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program strengthens participants' ability to lead respectfully across cultures, identities, and community experiences. Participants examine bias, cultural humility, inclusive decision-making, community engagement, conflict resolution, and equitable leadership practices.

Potential Outcomes

Graduates may serve more effectively as community leaders, supervisors, outreach workers, educators, or program coordinators. They may demonstrate improved cultural humility, inclusive communication, community engagement, and equitable decision-making.

Related Occupations

1. Community and Social Service Specialists, All Other — 21-1099.00
2. Training and Development Specialists — 13-1151.00
3. Social and Community Service Managers — 11-9151.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$2,500	\$1,000	\$300	\$200	\$0	\$4,000

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Effective Communication

Business Pathway | Course Code EC-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Effective Communication Certificate of Completion
CIP Code	09.0101 Speech Communication and Rhetoric
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program develops clear, respectful, and purposeful communication in professional and community settings. Participants practice active listening, verbal and written communication, presentation skills, conflict management, feedback, and appropriate nonverbal communication.

Potential Outcomes

Graduates may demonstrate stronger verbal, written, listening, presentation, and conflict-resolution skills. These abilities may improve their employment readiness, workplace performance, leadership capacity, customer service, and professional relationships.

Related Occupations

1. Training and Development Specialists — 13-1151.00
2. Public Relations Specialists — 27-3031.00
3. Communications Teachers, Postsecondary — 25-1122.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,200	\$1,000	\$300	\$200	\$0	\$4,700

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Arts Pathway

The Arts Pathway develops creative, technical, instructional, and entrepreneurial competencies across dance, theater, music, beauty, and production. Programs emphasize disciplined practice, cultural expression, portfolio development, and professional readiness.

Programs in This Pathway

1. Dance Foundations (DA-101)
2. Dance Instructor Certification (DI-201)
3. Introduction to Theater Arts (TH-101)
4. Stage Production & Technical Theater (ST-201)
5. Costume Design Foundations (CD-201)
6. Directing for Performance (DR-301)
7. Music Production Foundations (MP-101)
8. Vocal Performance & Development (VO-101)
9. Professional Makeup Artistry (MU-101)
10. Professional Braiding & Natural Hair Care (BR-101)

Dance Foundations

Arts Pathway | Course Code DA-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Dance Foundations Certificate of Completion
CIP Code	50.0301 Dance, General
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program introduces fundamental dance techniques, movement vocabulary, rhythm, coordination, conditioning, and performance practices. Participants explore multiple dance styles while building body awareness, confidence, discipline, and creative expression.

Potential Outcomes

Graduates may pursue further dance training, auditions, ensemble participation, recreational instruction, or performance opportunities. They may also demonstrate improved technique, coordination, physical conditioning, confidence, and artistic expression.

Related Occupations

1. Dancers — 27-2031.00
2. Choreographers — 27-2032.00
3. Entertainers and Performers, Sports and Related Workers, All Other — 27-2099.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,000	\$1,000	\$300	\$200	\$0	\$4,500

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Dance Instructor Certification

Arts Pathway | Course Code DI-201

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Certified Dance Instructor Credential
CIP Code	13.1324 Dance Teacher Education
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program prepares experienced dancers to plan and deliver safe, structured, and inclusive dance instruction. Participants study teaching methods, choreography, class management, injury prevention, learner assessment, professionalism, and studio operations.

Potential Outcomes

Graduates may pursue positions as dance instructors, teaching artists, studio assistants, choreographers, or community arts educators. They may also develop independent classes, youth dance programs, workshops, or private instructional services.

Related Occupations

1. Self-Enrichment Teachers — 25-3021.00
2. Choreographers — 27-2032.00
3. Recreation Workers — 39-9032.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,000	\$1,000	\$300	\$200	\$0	\$4,500

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Introduction to Theater Arts

Arts Pathway | Course Code TH-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Theater Arts Foundations Certificate of Completion
CIP Code	50.0501 Drama and Dramatics/Theatre Arts, General
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program introduces acting, theater history, script analysis, improvisation, character development, and collaborative performance. Participants gain experience in rehearsals and productions while learning the roles of performers, directors, designers, and technicians.

Potential Outcomes

Graduates may pursue entry-level acting, theater production, arts education, or community performance opportunities. They may also continue studying acting, directing, playwriting, technical theater, or other performing arts disciplines.

Related Occupations

1. Actors — 27-2011.00
2. Producers and Directors — 27-2012.00
3. Set and Exhibit Designers — 27-1027.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,500	\$1,000	\$300	\$200	\$0	\$5,000

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Stage Production & Technical Theater

Arts Pathway | Course Code ST-201

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Stage Production and Technical Theater Certificate of Completion
CIP Code	50.0502 Technical Theatre/Theatre Design and Technology
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program introduces the technical and operational elements required to produce live performances. Participants study set construction, lighting, sound, stage management, equipment safety, production schedules, and backstage coordination.

Potential Outcomes

Graduates may pursue entry-level work as stagehands, production assistants, lighting assistants, sound assistants, set crew members, or backstage technicians. They may support theaters, schools, event venues, churches, touring productions, and community arts organizations.

Related Occupations

1. Audio and Video Technicians — 27-4011.00
2. Lighting Technicians — 27-4015.00
3. Sound Engineering Technicians — 27-4014.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,200	\$0	\$300	\$200	\$0	\$3,700

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Costume Design Foundations

Arts Pathway | Course Code CD-201

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Costume Design Foundations Certificate of Completion
CIP Code	50.0510 Costume Design
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program teaches participants how costumes communicate character, setting, culture, and historical period. Participants learn design research, sketching, fabric selection, measurements, wardrobe planning, fittings, alterations, budgeting, and production collaboration.

Potential Outcomes

Graduates may pursue assistant roles in costume design, wardrobe, alterations, styling, theater production, or fashion-related settings. They may also create costume portfolios, support community productions, or continue advanced study in design and garment construction.

Related Occupations

1. Fashion Designers — 27-1022.00
2. Tailors, Dressmakers, and Custom Sewers — 51-6052.00
3. Craft Artists — 27-1012.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$4,000	\$0	\$300	\$200	\$0	\$4,500

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Directing for Performance

Arts Pathway | Course Code DR-301

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Performance Directing Certificate of Completion
CIP Code	50.0507 Directing and Theatrical Production
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program prepares participants to guide the artistic and organizational development of live performances. Participants study script interpretation, casting, blocking, rehearsal planning, actor communication, production collaboration, and audience experience.

Potential Outcomes

Graduates may direct or assist with theater productions, showcases, community performances, school programs, or faith-based presentations. They may also pursue roles as assistant directors, rehearsal coordinators, teaching artists, or production leaders.

Related Occupations

1. Producers and Directors — 27-2012.00
2. Actors — 27-2011.00
3. Art Directors — 27-1011.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,800	\$1,000	\$300	\$200	\$0	\$5,300

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Music Production Foundations

Arts Pathway | Course Code MP-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Music Production Foundations Certificate of Completion
CIP Code	50.0913 Music Technology
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program introduces the creative and technical processes used to record, edit, arrange, and mix music. Participants gain foundational experience with digital audio workstations, microphones, sound design, studio workflows, and responsible use of intellectual property.

Potential Outcomes

Graduates may pursue entry-level roles as studio assistants, recording assistants, beat producers, podcast audio editors, or live-sound assistants. They may also produce original recordings, build a creative portfolio, or continue toward advanced audio production credentials.

Related Occupations

1. Sound Engineering Technicians — 27-4014.00
2. Audio and Video Technicians — 27-4011.00
3. Music Directors and Composers — 27-2041.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,800	\$0	\$300	\$200	\$0	\$4,300

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Vocal Performance & Development

Arts Pathway | Course Code VO-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Vocal Performance and Development Certificate of Completion
CIP Code	50.0908 Voice and Opera
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program develops vocal technique, breath control, pitch, tone, diction, interpretation, and stage presence. Participants learn healthy vocal practices and build confidence through rehearsals, individual coaching, and live performance exercises.

Potential Outcomes

Graduates may pursue opportunities as vocalists, background singers, choir members, recording artists, performers, or vocal assistants. They may also audition for productions, create performance portfolios, and continue advanced vocal coaching or music education.

Related Occupations

1. Musicians and Singers — 27-2042.00
2. Music Directors and Composers — 27-2041.00
3. Self-Enrichment Teachers — 25-3021.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,500	\$0	\$300	\$200	\$0	\$4,000

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Professional Makeup Artistry

Arts Pathway | Course Code MU-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Professional Makeup Artistry Certificate of Completion
CIP Code	12.0406 Make-Up Artist/Specialist
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program prepares participants to provide makeup services for beauty, photography, fashion, theater, and special events. Participants learn sanitation, skin preparation, color theory, product selection, client consultation, application techniques, and business professionalism.

Potential Outcomes

Graduates may pursue employment or self-employment as makeup artists, beauty consultants, retail cosmetics associates, production assistants, or special-event artists. They may build professional portfolios and provide services for weddings, photography, fashion, theater, film, or community events.

Related Occupations

1. Makeup Artists, Theatrical and Performance — 39-5091.00
2. Skincare Specialists — 39-5094.00
3. Hairdressers, Hairstylists, and Cosmetologists — 39-5012.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$3,800	\$1,000	\$300	\$1,500	\$200	\$6,800

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Professional Braiding & Natural Hair Care

Arts Pathway | Course Code BR-101

Program Length	12 weeks / 20 instructional hours per week / 240 total hours
Delivery	Hybrid or blended; daytime and intensive evening schedules available
Credential	Professional Braiding and Natural Hair Care Certificate of Completion
CIP Code	12.0407 Hair Styling/Stylist and Hair Design
Prerequisite	High school diploma or equivalent, or current enrollment in 11th or 12th grade with a minimum 3.5 cumulative GPA

Program Description

This program develops practical skills in braiding, protective styling, natural-hair maintenance, scalp care, sanitation, and client consultation. Participants also learn product knowledge, service pricing, scheduling, portfolio development, and professional practices consistent with applicable licensing rules.

Potential Outcomes

Graduates may pursue permitted employment or self-employment in braiding, natural-hair care, protective styling, retail beauty, or salon support. They may build a client portfolio, establish a service-based business, or continue toward any license or registration required in their jurisdiction.

Related Occupations

1. Hairdressers, Hairstylists, and Cosmetologists — 39-5012.00
2. Barbers — 39-5011.00
3. First-Line Supervisors of Personal Service Workers — 39-1022.00

Published Program Cost

Tuition	Fees	Books	Supplies	Other	Total
\$2,500	\$1,000	\$300	\$200	\$0	\$4,000

Costs are the published 2026-2027 VPAC program amounts. Students receive written notice of any approved funding, scholarship, payment arrangement, or required cost adjustment before enrollment.

Additional Certifications Included

Qualified Behavioral Health Assistant (QBHA), Peer Recovery, Adult Mental Health First Aid, Youth Mental Health First Aid, and CPR are included as additional certifications within the training.

Admissions and Enrollment Information

Admission Standard

VPAC is committed to providing accessible, supportive, and academically appropriate educational opportunities for adult learners and qualified high school students. Admission decisions are based on an applicant's ability to benefit from the selected program, satisfy the applicable academic requirements, participate successfully in the program schedule, and complete the required coursework, practical activities, and competency-based projects.

General Admission Eligibility

Unless a specific program establishes additional admission requirements, an applicant may qualify for admission through one of the following pathways:

1. The applicant has earned a high school diploma from a recognized secondary school.
2. The applicant has earned a recognized high school equivalency credential, including a GED or another accepted equivalent.
3. The applicant is currently enrolled in the 11th or 12th grade and has a minimum cumulative grade point average of 3.5 on a 4.0 scale or its documented equivalent.

Meeting the minimum admission requirements does not automatically guarantee enrollment. Admission may also depend on program capacity, instructor availability, the applicant's readiness for the selected course, and the availability of appropriate support services.

Admission of High School Students

VPAC welcomes academically prepared 11th- and 12th-grade students who demonstrate the maturity, responsibility, and academic readiness necessary to participate in career-focused and project-based training. A high school applicant must be actively enrolled in a recognized public, private, charter, online, home-school, or other legally authorized secondary education program.

The student must have a minimum cumulative GPA of 3.5 at the time of application and must remain in satisfactory academic standing while enrolled at VPAC. The GPA requirement is intended to confirm that the student can manage the responsibilities of high school coursework while completing an intensive VPAC training program.

A high school student may be required to submit a current transcript, school-verified grade report, home-school academic record, or other documentation showing current grade level, enrollment status, and cumulative GPA. VPAC may request updated academic documentation before the program begins or during the enrollment period when necessary to confirm continued eligibility.

Applicants younger than 18 must obtain the written consent of a parent or legal guardian before enrollment. The parent or legal guardian may also be required to participate in the enrollment process, review the program schedule and costs, sign applicable enrollment documents, authorize participation in program activities, and provide emergency contact information.

When appropriate, VPAC may request written acknowledgment from the student's high school counselor, administrator, home-school instructor, or other authorized school representative. This acknowledgment may be used to confirm that participation in the VPAC program will not interfere with the student's high school attendance, graduation requirements, or academic responsibilities.

Required Admission Documentation

Applicants may be required to provide a completed application, government-issued or school-issued identification, proof of age, proof of educational eligibility, emergency contact information, and any documents specifically required by the selected program.

Applicants entering through the high school diploma or equivalency pathway may be asked to provide a copy of their diploma, transcript, GED certificate, or other acceptable documentation. Applicants entering through the high school student pathway must provide documentation confirming current enrollment in the 11th or 12th grade and a minimum cumulative 3.5 GPA.

VPAC will protect educational and personal information according to applicable privacy requirements and organizational policies. Admission records will be used only for legitimate educational, administrative, funding, safety, compliance, and student-support purposes.

Enrollment Conversation and Readiness Review

VPAC may conduct an enrollment conversation with each applicant before final admission. This conversation is intended to help VPAC and the applicant determine whether the selected program is an appropriate match.

The enrollment conversation may address the applicant's educational and career goals, interest in the selected field, understanding of the program requirements, schedule availability, transportation, technology access, learning preferences, support needs, and ability to participate in hybrid, online, classroom, field-based, or project-based activities.

The conversation is not intended to create an unnecessary barrier to enrollment. It allows VPAC to identify reasonable supports, clarify expectations, and connect the applicant with available academic, behavioral health, mentoring, accessibility, or community-based resources.

Program-Specific Requirements

Certain programs may establish additional requirements based on the nature of the training, credentialing standards, safety considerations, clinical or field-placement expectations, equipment use, or partner requirements. These requirements may include an age minimum, background check, health or immunization documentation, drug or alcohol screening, technology requirements, physical participation expectations, prerequisite coursework, prior experience, or an additional assessment.

Any program-specific requirement will be disclosed before the applicant signs an enrollment agreement or makes a financial commitment. When a program requirement comes from an external credentialing organization, employer, school, clinical partner, or licensing authority, VPAC will explain that the external organization may make its own eligibility determination.

Admission Decision

VPAC may approve admission, approve admission with an identified support plan, place an applicant on a waiting list, recommend another program, defer admission until required documentation is received, or deny admission when the applicant does not meet the published requirements.

When admission is deferred or denied, VPAC will provide an appropriate explanation and identify any steps the applicant may take to become eligible in the future. Admission decisions will be administered fairly and consistently without unlawful discrimination.

Continued Eligibility

Students must continue to meet VPAC's attendance, participation, conduct, academic progress, and program completion requirements after admission. A high school student must remain enrolled in an authorized secondary education program and maintain satisfactory academic standing.

If a student's enrollment status, GPA, schedule, or ability to participate changes, the student or parent or legal guardian should notify VPAC promptly. VPAC will review the circumstances and determine whether additional support, a revised schedule, temporary leave, transfer, or another reasonable action is appropriate.

Admission to VPAC reflects a shared commitment among the student, family when applicable, instructors, and the VPAC community. Every admitted student is expected to embody VPAC's 3 C's by continuing through challenges, completing program requirements, and competing with confidence, preparation, and purpose.

Attendance and Satisfactory Academic Progress Policy

Regular attendance, active participation, and satisfactory academic progress are essential to successful completion of a VPAC program. VPAC courses combine classroom instruction, online learning, supervised practice, demonstrations, projects, field experiences, and competency-based assessments. Students must participate consistently to receive the full educational benefit of the program and demonstrate that they can safely and effectively apply the knowledge and skills being taught.

1. Minimum Attendance Requirement

Students must maintain a minimum attendance rate of 80% throughout their program. VPAC programs generally include 20 instructional hours per week for 12 weeks, totaling 240 instructional hours. A student must therefore complete at least 192 instructional hours to satisfy the minimum attendance requirement.

A student who misses more than 48 instructional hours may be unable to complete the program unless VPAC approves and documents an appropriate make-up or adjusted completion plan. Approval of additional time or make-up work is not automatic and depends on the nature of the missed instruction, program requirements, instructor availability, funding restrictions, and the student's ability to demonstrate the required competencies.

Meeting the 80% attendance requirement does not, by itself, guarantee successful completion. Students must also complete required assignments, projects, demonstrations, assessments, and competency requirements.

2. Attendance Recording

VPAC will maintain an attendance record for each student. Attendance may be documented through sign-in records, instructor attendance logs, online learning activity, assignment completion records, supervised field-experience documentation, project-hour verification, or other approved participation records.

Students are responsible for ensuring that their attendance is recorded accurately. A student who believes an attendance record is incorrect should notify the instructor or program administrator as soon as possible. Attendance disputes should generally be raised within 5 business days after the student becomes aware of the possible error.

Only hours that VPAC can reasonably verify will be counted toward program attendance. Independent study, online work, field activities, or project hours must be completed and documented according to the instructor's directions before those hours may be credited.

3. Absences

Students should notify their instructor or designated VPAC staff member before an absence whenever possible. If advance notice is not possible because of an emergency, the student should contact VPAC as soon as reasonably practicable.

An absence may be considered excused when it results from illness, medical care, a family emergency, bereavement, a required court appearance, a religious observance, a school obligation for an enrolled high school student, military service, transportation disruption, housing instability, caregiving responsibilities, or another circumstance accepted by VPAC.

VPAC may request reasonable documentation when an absence is extended, repeated, affects a required field experience, or requires a significant adjustment to the student's completion plan. Documentation requirements will be applied respectfully and with consideration for the student's circumstances.

Excused and unexcused absences generally count as missed instructional time when calculating the 80% attendance requirement. The distinction helps VPAC determine whether support, make-up work, or corrective action is appropriate. An excused absence does not automatically remove the student's responsibility to complete missed assignments, instruction, demonstrations, or competencies.

4. Tardiness and Early Departure

Students are expected to arrive on time, remain for the complete instructional period, and return promptly from scheduled breaks. Tardiness and early departures reduce instructional time and may affect the student's attendance percentage.

Actual time missed because of tardiness or early departure may be deducted from the student's completed instructional hours. Repeated tardiness or early departure may result in an attendance conference or Academic Improvement Plan, even when the student's overall attendance remains above 80%.

Students should communicate with their instructor when transportation, employment, school schedules, childcare, medical needs, or other barriers may interfere with punctuality. VPAC will consider reasonable support or scheduling solutions when available, but students remain responsible for completing the required instructional hours and competencies.

5. Make-Up Work and Missed Instruction

Students are responsible for contacting their instructor regarding missed assignments, instructional content, demonstrations, practical activities, and assessments. Instructors will determine whether missed work can be completed through an equivalent assignment, supervised make-up session, guided independent study, online activity, additional project work, or another approved method.

Make-up work must be educationally equivalent to the missed requirement and must be completed within the timeframe established by the instructor or Academic Improvement Plan. Completing a written assignment may not replace a required hands-on demonstration, field experience, safety exercise, performance, or competency assessment when direct participation is necessary.

VPAC is not required to recreate every missed class session or provide individual instruction identical to the original class. Make-up opportunities depend on the program's structure, instructor and facility availability, safety requirements, and the remaining time in the academic quarter.

6. Satisfactory Academic Progress

Satisfactory academic progress means that a student is making consistent progress toward the published learning outcomes and completion requirements of the program. Progress will be evaluated through assignments, projects, demonstrations, participation, practical applications, examinations, presentations, field experiences, instructor observations, and competency-based assessments.

Unless a program establishes a higher standard, students should maintain an overall academic performance of at least 70% and demonstrate satisfactory progress in all essential competency areas. A student may not pass a program based only on an average score if the student has not demonstrated a required safety, ethical, technical, professional, or practical competency.

Academic progress may be formally reviewed at designated points during the 12-week program. Instructors may also review a student's progress at any time when attendance, assignment completion, conduct, participation, or competency performance raises concern.

7. Academic Improvement Plan

A student may be placed on an Academic Improvement Plan when attendance approaches or falls below 80%, academic performance falls below the required standard, assignments are repeatedly incomplete, essential competencies have not been demonstrated, or the student is otherwise at risk of not completing the program.

The Academic Improvement Plan will identify the specific concern, the requirements the student must satisfy, available support, responsible staff members, required make-up activities, measurable improvement expectations, and the date when progress will be reviewed.

Available support may include tutoring, mentoring, instructor conferences, study planning, revised assignment deadlines, additional practice, competency reassessment, technology assistance, referrals for behavioral health or community support, and an adjusted completion schedule when appropriate.

An improvement plan is intended to help the student succeed. It does not remove or reduce the program's attendance, academic, safety, credentialing, or competency requirements.

8. Adjusted Completion Plan

When circumstances prevent a student from completing all requirements by the scheduled end of the quarter, VPAC may approve an Adjusted Completion Plan. The plan may allow additional time to complete assignments, projects, supervised practice, field experiences, or competency assessments.

An Adjusted Completion Plan must be documented in writing and approved by the appropriate instructor or program administrator. The plan will identify the remaining requirements, completion deadlines, attendance expectations, available support, and consequences of failing to complete the plan.

An adjusted plan may not be available when an external credentialing organization, funding source, partner, licensing requirement, or academic calendar establishes a deadline that VPAC cannot modify. An adjusted completion date does not guarantee that a student may continue receiving financial assistance, supportive services, or third-party funding.

9. Failure to Make Satisfactory Progress

A student who does not meet the attendance or academic requirements may receive a warning, Academic Improvement Plan, temporary pause, adjusted completion plan, course extension, transfer recommendation, or termination from the program.

VPAC will consider the student's overall performance, documented barriers, communication, participation in offered support, remaining program time, safety concerns, and ability to complete the required competencies before making a final determination.

A student who falls below 80% attendance will not automatically receive a certificate solely because assignments were completed. VPAC may require verified make-up hours, additional instruction, competency reassessment, or completion in a later cohort before awarding a certificate.

10. Reentry and Completion in a Later Cohort

A student who cannot complete the program because of attendance, academic progress, medical circumstances, family responsibilities, housing instability, employment changes, or another significant barrier may be considered for reentry into a later cohort.

Reentry is subject to program availability, instructor approval, funding requirements, space, the amount of time that has passed, and whether previously completed coursework remains current. VPAC may require

the student to repeat certain lessons, assessments, safety training, projects, or practical experiences before awarding the program credential.

11. Student Review and Appeal

A student may request a review of an attendance calculation, academic progress determination, improvement plan, denial of completion, or termination decision. The student should first discuss the concern with the instructor or program administrator.

If the concern is not resolved, the student may submit a written grievance under the VPAC Student Grievance Procedure. Filing a review or grievance does not guarantee that the student will remain enrolled when continued participation would create a safety concern or violate an external program requirement.

VPAC will not retaliate against a student for requesting assistance, discussing an attendance barrier, challenging a record in good faith, requesting an accommodation, or using the grievance process.

12. Shared Responsibility for Student Success

VPAC recognizes that students may experience personal, academic, financial, health, transportation, housing, family, or employment barriers that affect attendance and progress. Students are encouraged to communicate early so that available support can be identified before the student falls significantly behind.

VPAC will provide reasonable guidance, encouragement, academic support, and referrals within its available resources. Students are responsible for attending scheduled instruction, communicating about absences, completing assigned work, participating in improvement planning, using available support, and demonstrating the competencies required for graduation.

The goal of this policy is to uphold meaningful educational standards while helping students embody VPAC's 3 C's: Continue through challenges, Complete the requirements, and Compete with confidence, preparation, and purpose.

Credential Statement and Award Policy

VPAC awards the credential identified on each program page after a student satisfies all published attendance, academic, competency, financial, and administrative requirements. The primary credential issued by VPAC is generally a Certificate of Completion recognizing that the student completed the designated VPAC training program and demonstrated the required program competencies.

A VPAC Certificate of Completion is an institutional credential issued by Victory Project-based Academics and Competency. It is not automatically a state license, professional license, occupational license, academic degree, college credit, apprenticeship completion certificate, or certification issued by an independent organization. A separate license or third-party certification applies only when the catalogue, program materials, and enrollment documents expressly identify that credential and explain its requirements.

1. VPAC Certificate of Completion

A VPAC Certificate of Completion confirms that the student completed the designated training program according to VPAC's established requirements. The certificate may identify the student's name, program title, completion date, instructional hours, and other appropriate program information.

The certificate demonstrates completion of a structured course of study. It may be used to support employment applications, professional portfolios, applications for continued education or advanced training, community leadership opportunities, or other appropriate career and educational purposes.

The certificate does not guarantee employment, promotion, compensation, admission into another institution, acceptance by an employer, or eligibility for a regulated occupation. Employers, educational institutions, credentialing organizations, licensing agencies, and funding programs establish their own acceptance and eligibility standards.

2. Requirements for Receiving a VPAC Credential

A student must satisfy all applicable program completion requirements before VPAC issues a credential. These requirements generally include maintaining at least 80% attendance, completing required instructional hours, submitting required assignments, participating in demonstrations and practical activities, completing the final competency-based project, and demonstrating satisfactory performance in the program's essential competencies.

Students must also complete required field experiences, supervised practice, examinations, presentations, portfolios, or other activities identified in the program curriculum. When a competency involves safety, ethics, technical performance, professional conduct, or direct service to others, the student must demonstrate that competency regardless of the student's overall academic average.

A student must resolve any incomplete coursework and satisfy applicable administrative requirements before receiving the final credential. VPAC will not withhold an earned credential solely to punish a student. However, the institution may delay issuance while it verifies completion records, corrects an attendance or academic discrepancy, receives required documentation, or confirms that all credential requirements have been satisfied.

3. Certificate of Completion Versus Third-Party Certification

A VPAC Certificate of Completion is different from a certification issued by an external credentialing organization. A third-party certification is governed by the standards of the organization that owns or administers the credential.

External requirements may include minimum age, education, training hours, identity verification, application approval, background checks, supervised experience, examination passage, continuing education, renewal fees, professional references, or compliance with a code of conduct.

Completing a VPAC program may provide preparation for a third-party credential but does not guarantee that the student will receive it. The external organization retains final authority over examination eligibility, scoring, issuance, denial, suspension, expiration, and renewal of its credential.

When VPAC represents that a third-party certification is included, VPAC will identify the certification, explain the training provided, and disclose whether the applicable examination or application fee is included in the published program cost.

4. Additional Certifications Included with Certain Programs

Programs that publish a \$1,000 fee include additional training and certification opportunities in Qualified Behavioral Health Assistant, commonly identified as QBHA; Peer Recovery; Adult Mental Health First Aid; Youth Mental Health First Aid; and CPR.

These additional credentials are separate from the primary VPAC program Certificate of Completion. Students must complete the instruction, attendance, assessments, demonstrations, applications, examinations, or other requirements established for each credential.

The scheduling of the additional certification training may occur during the regular 12-week program, through designated intensive sessions, through an approved external trainer, or during an additional scheduled certification period. Students will receive scheduling and participation information from VPAC.

If an external organization controls a certification, the student must comply with that organization's requirements. VPAC cannot waive an external examination, eligibility rule, application requirement, background requirement, or code of conduct.

5. State and Occupational Licensing

Some occupations referenced in the catalogue may be regulated by a state agency, local government, professional board, or other licensing authority. A VPAC program does not authorize a graduate to perform services that legally require a license unless the graduate has independently obtained the required license.

Students are responsible for understanding the legal requirements that apply to the occupation they intend to pursue. VPAC will provide reasonable guidance concerning known credential and licensing pathways, but licensing standards may change and may differ by jurisdiction.

A student planning to work outside Colorado should contact the appropriate licensing or regulatory authority in that jurisdiction. Completion of a Colorado-based training program does not guarantee that another state or jurisdiction will recognize the training.

6. Examination and Application Requirements

When a program prepares students for an external examination, students must satisfy the examination provider's registration, identification, scheduling, conduct, and passing-score requirements. Unless the published program cost or enrollment agreement states otherwise, students may be responsible for examination fees, application fees, transportation, retesting fees, replacement documents, background checks, or other external costs.

Failure to pass an external examination does not automatically invalidate a VPAC Certificate of Completion if the student successfully completed the VPAC program. It may, however, prevent the student from receiving the separate external certification or license.

If retesting is permitted, the student must follow the external provider's waiting periods, payment requirements, and retesting procedures. VPAC may provide additional preparation or support when resources and scheduling allow, but it does not guarantee unlimited preparation, retesting, or examination passage.

7. Credential Issuance

VPAC will issue a student's Certificate of Completion after program staff verify that all requirements have been satisfied. Credentials may be presented at a graduation ceremony, distributed electronically, mailed, or made available for pickup.

Participation in a graduation ceremony is not required to earn a credential. A student who completes the program but cannot attend graduation will still receive the credential through an approved distribution method.

The name printed on the credential will generally match the student's enrollment record. Students are responsible for reviewing the spelling of their legal or preferred credential name before issuance.

8. Incomplete Credential Requirements

A student who has not completed all requirements by the scheduled program end date may receive an incomplete status rather than a failing determination when VPAC approves an Adjusted Completion Plan.

The plan will identify the remaining assignments, instructional hours, demonstrations, field experiences, examinations, projects, or competencies and establish a final completion deadline. VPAC will issue the credential only after the student satisfies the remaining requirements.

If the student does not complete the approved plan by the deadline, VPAC may close the enrollment without awarding the credential. The student may be required to reenter a later cohort or repeat portions of the program.

9. Credential Records and Verification

VPAC will maintain records identifying the programs completed and credentials awarded. A student or graduate may request reasonable verification of enrollment, completion, instructional hours, or credential issuance.

VPAC will release educational records to employers, schools, agencies, credentialing organizations, or other third parties only with the student's authorization or as otherwise permitted or required by law.

Credential verification confirms only the information maintained in VPAC's official records. It does not constitute an employment reference, professional endorsement, licensure determination, or guarantee of the graduate's current competency.

10. Replacement Credentials

A graduate may request a replacement credential when the original has been lost, damaged, destroyed, or requires an authorized correction. VPAC may require identity verification and may charge a reasonable disclosed replacement fee.

A credential will not be altered to misrepresent the program completed, completion date, instructional hours, academic performance, or type of credential awarded.

11. Credential Revocation or Correction

VPAC may correct or revoke a credential if it was issued because of an administrative error, falsified admission document, fraudulent attendance record, academic dishonesty, identity misrepresentation, or other material misrepresentation affecting eligibility for the credential.

Before revoking a credential, VPAC will provide the individual with written notice of the concern and a reasonable opportunity to respond. A person may challenge a credential decision through the VPAC Student Grievance Procedure.

An administrative correction that does not affect the student's completion status may be completed without revocation. VPAC will document the reason for any material correction or revocation in the official student record.

12. No Guarantee of Employment or Licensure

VPAC provides education, career preparation, competency development, and credential support. VPAC does not guarantee that a student will obtain employment, receive a specific wage, qualify for a particular position, pass an external examination, receive a state license, or be accepted by another school or training provider.

Employment and licensing decisions may be affected by factors outside VPAC's control, including labor-market conditions, employer requirements, background history, age, experience, transportation, physical requirements, professional conduct, examination performance, and government regulations.

VPAC will provide accurate program information, reasonable career guidance, and appropriate documentation of completed training. Students remain responsible for satisfying the independent requirements of employers, licensing bodies, credentialing organizations, colleges, apprenticeship sponsors, and other external entities.

Credential Statement and Award Policy

VPAC awards the credential identified on each program page after a student satisfies all published attendance, academic, competency, financial, and administrative requirements. The primary credential

issued by VPAC is generally a Certificate of Completion recognizing that the student completed the designated VPAC training program and demonstrated the required program competencies.

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The certificate demonstrates completion of a structured course of study. It may be used to support employment applications, professional portfolios, applications for continued education or advanced training, community leadership opportunities, or other appropriate career and educational purposes.

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2. Requirements for Receiving a VPAC Credential

A student must satisfy all applicable program completion requirements before VPAC issues a credential. These requirements generally include maintaining at least 80% attendance, completing required instructional hours, submitting required assignments, participating in demonstrations and practical activities, completing the final competency-based project, and demonstrating satisfactory performance in the program's essential competencies.

Students must also complete required field experiences, supervised practice, examinations, presentations, portfolios, or other activities identified in the program curriculum. When a competency involves safety, ethics, technical performance, professional conduct, or direct service to others, the student must demonstrate that competency regardless of the student's overall academic average.

A student must resolve any incomplete coursework and satisfy applicable administrative requirements before receiving the final credential. VPAC will not withhold an earned credential solely to punish a student. However, the institution may delay issuance while it verifies completion records, corrects an attendance or academic discrepancy, receives required documentation, or confirms that all credential requirements have been satisfied.

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Programs that publish a \$1,000 fee include additional training and certification opportunities in Qualified Behavioral Health Assistant, commonly identified as QBHA; Peer Recovery; Adult Mental Health First Aid; Youth Mental Health First Aid; and CPR.

These additional credentials are separate from the primary VPAC program Certificate of Completion. Students must complete the instruction, attendance, assessments, demonstrations, applications, examinations, or other requirements established for each credential.

The scheduling of the additional certification training may occur during the regular 12-week program, through designated intensive sessions, through an approved external trainer, or during an additional scheduled certification period. Students will receive scheduling and participation information from VPAC.

If an external organization controls a certification, the student must comply with that organization's requirements. VPAC cannot waive an external examination, eligibility rule, application requirement, background requirement, or code of conduct.

5. State and Occupational Licensing

Some occupations referenced in the catalogue may be regulated by a state agency, local government, professional board, or other licensing authority. A VPAC program does not authorize a graduate to perform services that legally require a license unless the graduate has independently obtained the required license.

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A student planning to work outside Colorado should contact the appropriate licensing or regulatory authority in that jurisdiction. Completion of a Colorado-based training program does not guarantee that another state or jurisdiction will recognize the training.

6. Examination and Application Requirements

When a program prepares students for an external examination, students must satisfy the examination provider's registration, identification, scheduling, conduct, and passing-score requirements. Unless the published program cost or enrollment agreement states otherwise, students may be responsible for examination fees, application fees, transportation, retesting fees, replacement documents, background checks, or other external costs.

Failure to pass an external examination does not automatically invalidate a VPAC Certificate of Completion if the student successfully completed the VPAC program. It may, however, prevent the student from receiving the separate external certification or license.

If retesting is permitted, the student must follow the external provider's waiting periods, payment requirements, and retesting procedures. VPAC may provide additional preparation or support when resources and scheduling allow, but it does not guarantee unlimited preparation, retesting, or examination passage.

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8. Incomplete Credential Requirements

A student who has not completed all requirements by the scheduled program end date may receive an incomplete status rather than a failing determination when VPAC approves an Adjusted Completion Plan.

The plan will identify the remaining assignments, instructional hours, demonstrations, field experiences, examinations, projects, or competencies and establish a final completion deadline. VPAC will issue the credential only after the student satisfies the remaining requirements.

If the student does not complete the approved plan by the deadline, VPAC may close the enrollment without awarding the credential. The student may be required to reenter a later cohort or repeat portions of the program.

9. Credential Records and Verification

VPAC will maintain records identifying the programs completed and credentials awarded. A student or graduate may request reasonable verification of enrollment, completion, instructional hours, or credential issuance.

VPAC will release educational records to employers, schools, agencies, credentialing organizations, or other third parties only with the student's authorization or as otherwise permitted or required by law.

Credential verification confirms only the information maintained in VPAC's official records. It does not constitute an employment reference, professional endorsement, licensure determination, or guarantee of the graduate's current competency.

10. Replacement Credentials

A graduate may request a replacement credential when the original has been lost, damaged, destroyed, or requires an authorized correction. VPAC may require identity verification and may charge a reasonable disclosed replacement fee.

A credential will not be altered to misrepresent the program completed, completion date, instructional hours, academic performance, or type of credential awarded.

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VPAC may correct or revoke a credential if it was issued because of an administrative error, falsified admission document, fraudulent attendance record, academic dishonesty, identity misrepresentation, or other material misrepresentation affecting eligibility for the credential.

Before revoking a credential, VPAC will provide the individual with written notice of the concern and a reasonable opportunity to respond. A person may challenge a credential decision through the VPAC Student Grievance Procedure.

An administrative correction that does not affect the student's completion status may be completed without revocation. VPAC will document the reason for any material correction or revocation in the official student record.

12. No Guarantee of Employment or Licensure

VPAC provides education, career preparation, competency development, and credential support. VPAC does not guarantee that a student will obtain employment, receive a specific wage, qualify for a particular position, pass an external examination, receive a state license, or be accepted by another school or training provider.

Employment and licensing decisions may be affected by factors outside VPAC's control, including labor-market conditions, employer requirements, background history, age, experience, transportation, physical requirements, professional conduct, examination performance, and government regulations.

VPAC will provide accurate program information, reasonable career guidance, and appropriate documentation of completed training. Students remain responsible for satisfying the independent requirements of employers, licensing bodies, credentialing organizations, colleges, apprenticeship sponsors, and other external entities.

Program Availability and Scheduling Policy

VPAC schedules programs quarterly to provide students with consistent opportunities to begin and complete career, business, arts, spiritual, leadership, and community-based education. Program availability depends on enrollment, instructor qualifications, facilities, equipment, technology, funding, credentialing requirements, field-placement opportunities, and the capacity of VPAC's community and training partners.

Publication of a program in the VPAC Course Catalogue does not guarantee that the program will be offered during every quarter. VPAC will make reasonable efforts to provide accurate schedules, notify applicants of changes promptly, and offer appropriate options when a scheduled cohort must be postponed, consolidated, relocated, or canceled.

1. Quarterly Academic Schedule

VPAC programs are generally offered in 12-week quarterly terms. Each program includes approximately 20 instructional hours per week for a total of 240 instructional hours.

The published 2026–2027 quarterly schedule is:

Quarter 1: July 6 through September 25, 2026

Quarter 2: October 5 through December 23, 2026

Quarter 3: January 4 through March 26, 2027

Quarter 4: April 5 through June 25, 2027

VPAC may publish registration, orientation, assessment, graduation, certification, field experience, or make-up dates outside the regular instructional period. Students will receive the official schedule for their selected program before the cohort begins.

2. Daytime and Intensive Evening Schedules

VPAC may offer programs through a daytime schedule, an intensive evening schedule, or another approved schedule appropriate for the program.

The standard daytime attendance window is Monday through Thursday from 9:00 a.m. until 3:00 p.m. This window may include direct instruction, scheduled breaks, lunch, supervised practice, project work, online learning, and other approved activities. Each program documents 20 instructional hours per week.

The intensive evening schedule is generally Monday through Friday from 6:00 p.m. until 9:00 p.m. and Saturday from 9:00 a.m. until 11:00 a.m. This schedule includes 17 scheduled classroom hours and 3 guided independent, online, practicum, or competency-project hours each week.

Not every program will be available in both scheduling formats during every quarter. The schedule offered will depend on student demand, instructor availability, facility hours, equipment access, partner arrangements, and the type of instruction required.

3. Minimum Enrollment

Unless a program publishes a different requirement, VPAC generally plans cohorts based on a minimum enrollment of 12 students. Minimum enrollment helps ensure that VPAC can provide qualified instruction, appropriate facilities, equipment, learning materials, administrative support, and the collaborative learning experiences required by the program.

If a program has not reached its minimum enrollment by the scheduled decision date, VPAC may extend registration, postpone the start date, combine the cohort with another approved section, offer an alternate schedule, or cancel the cohort.

VPAC may choose to operate a cohort with fewer than 12 students when funding, staffing, partnerships, facility arrangements, or other circumstances make the smaller cohort educationally and financially feasible.

4. Maximum Enrollment and Cohort Capacity

VPAC may limit enrollment to protect instructional quality, student safety, equipment access, facility capacity, field-placement availability, and instructor-to-student ratios.

Maximum capacity may vary by program. A classroom-based program may serve more students than a program requiring specialized equipment, clinical observation, supervised field experience, performance space, studio access, individual coaching, or hands-on technical instruction.

Once a cohort reaches capacity, qualified applicants may be placed on a waiting list or offered enrollment in another schedule or quarter.

5. Waitlists

Applicants placed on a waiting list will be notified when a space becomes available. VPAC may establish a deadline by which the applicant must accept the available seat, complete enrollment documents, and satisfy any payment or funding requirements.

Placement on a waiting list does not guarantee admission. Seats may be offered based on the date the application was completed, eligibility, funding requirements, partner commitments, priority-population requirements, readiness, and the applicant's ability to participate in the available schedule.

An applicant who does not receive a seat may request consideration for a later quarter or another appropriate VPAC program.

6. Instructor Availability

Programs are scheduled only when VPAC has access to an appropriately qualified instructor or instructional team. An instructor may become unavailable because of illness, emergency, employment change, credentialing issue, scheduling conflict, or another circumstance outside VPAC's reasonable control.

VPAC may assign a substitute instructor, replace the instructor, adjust the instructional schedule, provide temporary online or independent learning activities, combine sections, or postpone affected classes while securing appropriate instructional coverage.

An instructor change does not automatically entitle a student to a refund when VPAC continues to provide substantially equivalent instruction. If VPAC cannot provide qualified instruction or a reasonable completion option, the student will receive the remedies available under the VPAC Cancellation and Refund Policy.

7. Facilities, Equipment, and Technology

Program availability depends on access to safe and appropriate classrooms, studios, performance areas, laboratories, offices, community sites, technology, and specialized equipment.

VPAC may relocate a class to another approved site or temporary learning location when the original site becomes unavailable. VPAC will make reasonable efforts to ensure that the alternate location is accessible, appropriate for the scheduled instruction, and reasonably convenient for enrolled students.

When equipment is damaged, delayed, unavailable, or unsafe to use, VPAC may reschedule the affected lesson, substitute comparable equipment, revise the order of instruction, provide an equivalent learning activity, or arrange a make-up session.

Students will be notified when a location or equipment change materially affects the published schedule or participation requirements.

8. Hybrid and Online Delivery

VPAC programs may include classroom, online, independent, supervised field-based, and project-based instruction. VPAC may temporarily move an appropriate portion of a program to online or hybrid delivery because of weather, facility closure, public-health conditions, instructor availability, transportation disruption, or another operational need.

A delivery change must remain consistent with the program's learning outcomes and must not eliminate a required hands-on demonstration, supervised practice, performance, field experience, or competency assessment.

When a hands-on requirement cannot be completed online, VPAC will schedule an in-person make-up activity, supervised demonstration, field experience, or other appropriate completion opportunity.

9. Partner and Field-Placement Capacity

Some programs depend on employers, schools, churches, health organizations, community agencies, performance venues, studios, credentialing organizations, or other partners.

Partner participation may affect the number of available seats, program location, field-experience schedule, supervision, background requirements, transportation, or access to specialized instruction.

VPAC does not guarantee placement with a particular partner or at a particular site. When a planned partner becomes unavailable, VPAC may arrange an alternate placement, substitute an equivalent project or supervised experience, adjust the schedule, or postpone the affected requirement.

Any alternate activity must provide a reasonable opportunity for the student to demonstrate the required competencies.

10. Additional Certification Scheduling

Programs that publish a \$1,000 fee include additional certification opportunities in Qualified Behavioral Health Assistant, commonly identified as QBHA; Peer Recovery; Adult Mental Health First Aid; Youth Mental Health First Aid; and CPR.

These certification sessions may be scheduled during the regular 12-week term, on designated evenings or Saturdays, through intensive training sessions, or during another announced certification period.

Certification schedules may depend on trainer availability, examination dates, minimum enrollment, external credentialing requirements, and partner capacity. VPAC will provide students with the applicable dates and participation requirements when the schedule is confirmed.

A change to an external certification date does not necessarily change the completion date of the student's primary VPAC program. When possible, VPAC will arrange the next available certification opportunity.

11. High School Student Scheduling

Students enrolled in the 11th or 12th grade must maintain their high school enrollment and academic responsibilities while participating in VPAC.

VPAC may coordinate program scheduling with the student, parent or legal guardian, school counselor, administrator, or home-school representative when appropriate and properly authorized.

Participation in VPAC does not excuse a student from compulsory attendance, graduation requirements, school assignments, examinations, or other obligations established by the student's secondary school.

If the VPAC schedule conflicts with the student's high school obligations, VPAC may consider another cohort, an alternate schedule, approved make-up work, or an Adjusted Completion Plan when educationally appropriate and operationally available.

12. Weather, Emergency, and Unexpected Closures

VPAC may cancel, delay, dismiss, relocate, or move instruction online because of severe weather, unsafe travel conditions, utility failure, facility damage, public-health concerns, security events, government orders, or other emergencies.

Students should monitor the communication methods identified during orientation, including email, text message, telephone, the VPAC website, or the designated learning platform.

VPAC will make reasonable efforts to replace instructional time through a revised schedule, online instruction, guided independent work, extended class periods, make-up sessions, or an adjusted program calendar.

Students will not be penalized for failing to attend an in-person class after VPAC has officially closed the facility.

13. Holidays and Calendar Adjustments

VPAC may adjust instructional schedules around federal holidays, religious observances, school closures, partner schedules, graduation ceremonies, and facility availability.

A calendar adjustment does not reduce the student's program requirements. VPAC may use approved make-up sessions, project hours, online instruction, or revised class times to ensure that the required instructional hours and competencies are completed.

Students will receive notice of planned calendar adjustments as early as reasonably possible.

14. Cohort Consolidation

VPAC may consolidate two sections of the same program when enrollment, staffing, facilities, or instructional efficiency makes consolidation appropriate. Consolidated instruction must remain consistent with the published curriculum and must provide reasonable access to instructors, equipment, projects, and competency assessments.

When consolidation requires a material change in schedule, location, or delivery method, VPAC will notify affected students and explain the available options.

Students who cannot participate in the consolidated schedule may request transfer to a later cohort, another available section, or cancellation under the applicable enrollment and refund policies.

15. Program Postponement

VPAC may postpone a cohort when minimum enrollment has not been reached, a qualified instructor is temporarily unavailable, facilities or equipment are not ready, partner arrangements are delayed, funding

authorization is pending, or an unexpected circumstance prevents the program from beginning as scheduled.

VPAC will provide affected students with the revised expected start date and available enrollment options. A student may choose to transfer the enrollment and payments to the rescheduled cohort, select another available VPAC program, request placement in a later quarter, or cancel enrollment according to the VPAC Cancellation and Refund Policy.

Payments will not be transferred to another program without the student's written authorization or another documented form of consent.

16. Program Cancellation

VPAC may cancel a program when it cannot reasonably provide the instruction, staffing, facilities, equipment, partner participation, or other resources necessary to operate the program.

When VPAC cancels a program before instruction begins, enrolled students will receive a full refund of all amounts paid for that program or may authorize transfer of the funds to another available program.

If VPAC discontinues a program after instruction begins, VPAC will attempt to provide a reasonably equivalent completion option. If VPAC cannot provide an acceptable completion option, it will refund the unearned portion of tuition and fees according to the VPAC Cancellation and Refund Policy.

17. Student Notification

VPAC will communicate significant program changes through the contact information provided by the student. Notices may be delivered by email, telephone, text message, written notice, learning platform, website announcement, or in-person communication.

Students are responsible for maintaining current telephone, email, mailing address, and emergency contact information with VPAC and for reviewing official program communications.

VPAC will provide as much advance notice as reasonably possible. Emergencies and circumstances outside VPAC's control may require immediate changes.

18. No Guarantee of a Specific Offering

Acceptance into VPAC or submission of an application does not guarantee that a particular program, instructor, schedule, location, partner site, delivery method, or certification date will be available.

VPAC's responsibility is to provide accurate information, make reasonable scheduling decisions, communicate changes promptly, protect instructional quality, and offer appropriate options when a scheduled program changes.

Students are encouraged to review their enrollment documents, maintain communication with VPAC, and confirm the official program schedule before making significant employment, transportation, childcare, housing, or other personal arrangements.

This version reflects current federal guidance on reasonable modifications, effective communication, language access, and protection from retaliation. [ADA.gov](https://www.ada.gov/), [U.S. Department of Education Office for Civil Rights](https://www.ed.gov/office-for-civil-rights/).

Nondiscrimination, Accessibility, & Language Access Policy

VPAC is committed to creating a learning environment in which every student is treated with dignity, fairness, cultural respect, and agape. VPAC provides equal access to its educational programs, services, facilities, activities, admissions processes, credential opportunities, and student-support resources in accordance with applicable federal, Colorado, and local laws.

VPAC does not unlawfully discriminate based on disability, race, color, creed, religion, sex, pregnancy or related conditions, sexual orientation, gender identity, gender expression, marital status, national origin, ancestry, age, genetic information, military or veteran status, or any other status protected by applicable law.

This commitment applies to applicants, enrolled students, graduates, parents and legal guardians, employees, instructors, volunteers, contractors, visitors, and individuals participating in VPAC-sponsored activities.

1. Equal Access to VPAC Programs

VPAC administers admission, enrollment, instruction, attendance, discipline, academic progress, credentials, graduation, financial arrangements, student support, field experiences, and other educational activities without unlawful discrimination.

A qualified applicant or student will not be denied access to a program solely because of a protected characteristic. Admission and academic decisions will be based on legitimate program requirements, including eligibility, academic readiness, attendance, completion of assignments, demonstration of competencies, safety requirements, professional conduct, and applicable external credentialing standards.

VPAC will not impose different eligibility requirements, costs, attendance standards, academic expectations, disciplinary consequences, or credential requirements based on a protected characteristic unless a distinction is specifically authorized or required by law.

2. Disability Access and Reasonable Accommodations

VPAC provides reasonable accommodations and reasonable modifications to qualified individuals with disabilities when necessary to provide equal access to its programs, services, facilities, communications, and activities.

A reasonable accommodation is an adjustment that allows a qualified student with a disability to participate meaningfully without eliminating an essential program requirement or fundamentally changing the nature of the program.

Accommodations are determined individually. VPAC will not assume that every person with the same diagnosis requires the same accommodation. The student's experience, functional needs, preferred method of access, program requirements, and the nature of the educational activity will be considered.

Reasonable accommodations may include additional time for assessments, a reduced-distraction testing environment, accessible electronic materials, large-print documents, modified seating, assistive technology, note-taking support, captioning, qualified sign-language interpretation, alternative communication methods, modified attendance procedures, medically necessary breaks, accessible classroom placement, or another appropriate adjustment.

The availability of a particular accommodation depends on the student's documented or reasonably understood needs and the essential requirements of the program.

3. Requesting an Accommodation

A student or applicant may request an accommodation at any point during admission, enrollment, or participation. Requests should be made as early as possible so VPAC has sufficient time to review the request, communicate with the student, and arrange appropriate support.

A person may request an accommodation verbally or in writing by contacting the VPAC Accessibility Coordinator:

Dr. Auset Ali
 Founder and Executive Director
 Victory Project-based Academics and Competency
 5561 Netherland Street
 Denver, Colorado 80249
 720-620-2316
info@vpac2020.org

A request does not need to include a specific legal phrase. Any communication explaining that a medical condition, disability, impairment, or access barrier is affecting participation may be treated as a request for assistance.

VPAC staff members who receive an accommodation request should promptly refer it to the Accessibility Coordinator while continuing to provide any immediate assistance that is reasonably available.

4. Interactive Review Process

VPAC will engage in an individualized and cooperative review process with the applicant or student. The process may include discussing the barrier being experienced, the accommodation requested, possible alternatives, the essential requirements of the program, and the effectiveness of available options.

VPAC may request reasonable documentation when the disability or need for the requested accommodation is not apparent. Documentation should describe the relevant functional limitation and the need for accommodation. A student is not required to provide unrelated medical information or an entire medical history.

VPAC will avoid requesting documentation when the disability and need for accommodation are obvious or already adequately documented.

The student is expected to participate in the review process, provide reasonably requested information, communicate whether an accommodation is effective, and notify VPAC when circumstances change.

5. Essential Program Requirements

An accommodation may change how a student accesses instruction or demonstrates learning, but it does not automatically remove essential attendance, safety, ethical, technical, academic, professional, or competency requirements.

VPAC will identify essential requirements based on the purpose of the program, curriculum, credential expectations, safety standards, and the skills students must demonstrate to complete the training successfully.

VPAC will not deny an accommodation based on convenience, assumption, stereotype, or a general belief that students with disabilities cannot perform the required work. Any determination that an accommodation would fundamentally alter a program or create an undue burden will be made through an individualized review by an authorized VPAC administrator.

When a requested accommodation cannot be provided, VPAC will consider whether another effective accommodation or modification is available.

6. Effective Communication

VPAC will take appropriate steps to communicate effectively with individuals who have hearing, vision, speech, cognitive, reading, or other communication-related disabilities.

The appropriate aid or service will depend on the nature, length, complexity, context, and importance of the communication and the person's usual method of communication.

Available communication supports may include qualified interpreters, real-time captioning, written materials, accessible electronic documents, large-print materials, audio materials, screen-reader-compatible files, visual instructions, text-based communication, or another effective method.

VPAC will not require a student to provide or pay for their own qualified interpreter or necessary auxiliary aid. A family member, friend, child, classmate, or untrained staff member will not be required to interpret except in a genuine emergency or another circumstance permitted by law.

7. Physical Accessibility

VPAC will make reasonable efforts to provide educational activities in facilities that are accessible to individuals with disabilities.

A student who encounters a physical barrier should notify the Accessibility Coordinator promptly. VPAC may address the barrier by relocating the class, modifying the room arrangement, providing an accessible

entrance, adjusting equipment placement, arranging equivalent access, or using another reasonable solution.

When a community partner or field-placement site is involved, VPAC will work with the student and partner to identify an accessible placement or a reasonably equivalent educational experience when necessary.

8. Service Animals and Mobility Devices

VPAC will permit service animals and mobility devices in accordance with applicable disability-access requirements.

A student who expects to use a service animal or nontraditional mobility device is encouraged to contact the Accessibility Coordinator before the program begins so that safety, facility access, equipment use, and instructional arrangements can be reviewed.

VPAC will not require a person to disclose private medical information merely because the individual uses an authorized service animal or mobility device.

A service animal may be removed only under circumstances permitted by law, including when the animal is not under control or is not housebroken and the handler does not take effective corrective action. When removal is necessary, VPAC will continue to provide the individual an opportunity to participate without the animal whenever reasonably possible.

9. Pregnancy and Related Conditions

VPAC will not unlawfully discriminate against a student because of pregnancy, childbirth, termination of pregnancy, lactation, recovery, or a related medical condition.

Students may request reasonable adjustments related to pregnancy or recovery, including medically necessary breaks, seating adjustments, temporary schedule modifications, access to water, lactation-related support, or reasonable time to attend medical appointments.

Pregnancy-related requests will be reviewed individually. Students remain responsible for completing essential academic, competency, safety, and credential requirements with reasonable adjustments when appropriate.

10. Language Access

VPAC is committed to ensuring that limited English proficiency does not create an unnecessary barrier to admission, participation, student support, safety information, grievance procedures, or other important educational communications.

Students, applicants, parents, and legal guardians may request interpretation or translated information when necessary to understand significant program requirements or participate meaningfully in the enrollment and educational process.

VPAC will assess language-access requests individually based on the importance and complexity of the communication, the person's language needs, available qualified resources, and applicable legal or funding requirements.

Important information that may require language support includes enrollment requirements, program costs, attendance standards, safety instructions, disciplinary notices, academic improvement plans, grievance procedures, refund determinations, accommodation decisions, and credential requirements.

VPAC will not require a student to use a child, classmate, family member, or unqualified individual to interpret important educational, financial, safety, disciplinary, or confidential information.

11. Accessible Technology and Materials

VPAC will make reasonable efforts to provide accessible digital instruction, electronic documents, websites, learning platforms, videos, presentations, and online forms.

Students should notify VPAC when a document, video, platform, website feature, or other technology cannot be accessed effectively because of disability.

VPAC may provide an accessible electronic file, captioned content, transcript, alternate format, individual assistance, equivalent assignment, or another effective method of access while a technology barrier is being addressed.

A temporary technical limitation does not remove VPAC's responsibility to consider an effective alternative means of access.

12. High School Students with Disabilities

Qualified students enrolled in the 11th or 12th grade may request reasonable accommodations through the same process available to adult students.

A high school Individualized Education Program, commonly called an IEP, or Section 504 Plan may provide helpful information, but it does not automatically control the accommodations provided in a VPAC program.

VPAC will review the student's needs, the requested accommodation, the VPAC program requirements, and available documentation individually. With appropriate authorization, VPAC may communicate with the student's parent, legal guardian, school counselor, disability-services representative, or other school official. Students who are 18 years of age or older generally control access to their educational and accommodation information unless they provide written authorization or another legal exception applies.

13. Confidentiality

Disability, medical, accommodation, and language-access information will be handled as confidentially as reasonably possible and maintained separately or with appropriate access restrictions.

Information will be shared only with employees, instructors, partners, or service providers who need the information to evaluate or implement the approved support, protect health or safety, administer the program, or satisfy a legal requirement.

An instructor may be informed about the accommodations the student needs without receiving the student's complete diagnosis or medical history.

Students are expected to respect the privacy and dignity of classmates who receive accommodations or language-access support.

14. No Additional Charge for Required Access

VPAC will not charge a student an additional fee for a reasonable accommodation, auxiliary aid, or language-access service that VPAC is legally required to provide.

This provision does not require VPAC to pay for personal devices, individually prescribed equipment, personal attendants, transportation, medical care, or services that are primarily for personal use rather than program access.

VPAC will explain any distinction between an institutional access responsibility and a personal expense before requiring the student to obtain or pay for an item.

15. Harassment and Hostile Environment

VPAC prohibits harassment based on a protected characteristic when the conduct is sufficiently serious to deny or limit a person's ability to participate in or benefit from VPAC's programs, services, or activities.

Harassment may be verbal, written, visual, physical, electronic, or relational. It may include slurs, threats, intimidation, degrading comments, offensive images, unwanted conduct, exclusion, interference with accessibility aids, or repeated behavior directed at a person because of a protected characteristic.

VPAC will respond promptly and appropriately when it knows or reasonably should know about possible unlawful harassment. Corrective action will be based on the circumstances and may include supportive measures, education, mediation when appropriate, changes in assignment or schedule, disciplinary action, or other steps necessary to stop the conduct and prevent recurrence.

16. Reporting Discrimination or Access Concerns

A student, applicant, parent, employee, or other participant may report discrimination, harassment, denial of accommodation, inaccessible communication, language-access concerns, or retaliation to the VPAC Accessibility Coordinator or through the VPAC Student Grievance Procedure.

A report should identify the concern, the date and location, the persons involved, any requested support, and any available documents or witnesses. VPAC will provide reasonable assistance to a person who needs help preparing the report.

A person does not have to complete an informal process before reporting a serious concern involving discrimination, harassment, retaliation, safety, or denial of access.

17. Protection from Retaliation

VPAC prohibits retaliation against any person who requests an accommodation, asks for language assistance, reports discrimination, participates in an investigation, supports another person's complaint, challenges an accessibility decision in good faith, or exercises another protected right.

Retaliation may include intimidation, threats, coercion, exclusion, unfair grading, schedule manipulation, denial of services, hostile treatment, or another adverse action intended to discourage protected activity.

A person who believes retaliation has occurred should report it immediately. Retaliation may be investigated as a separate violation even when the original concern is not substantiated.

18. External Complaint Rights

VPAC encourages individuals to use the internal grievance process so concerns can be addressed promptly. However, the internal process does not prevent a person from contacting an appropriate federal, state, or local civil-rights agency.

Depending on the nature of the concern and VPAC's funding or legal status, an individual may have the right to contact the U.S. Department of Education Office for Civil Rights, the U.S. Department of Justice, the Colorado Civil Rights Division, or another appropriate agency.

VPAC will not retaliate against a person for seeking information from or filing a complaint with an external agency.

19. Ongoing Commitment

VPAC will review its educational practices, facilities, communications, technology, and student-support procedures to identify barriers and strengthen access.

Accessibility is a shared responsibility. Students are encouraged to communicate their needs as early as possible, and VPAC employees and instructors are expected to respond respectfully, protect confidentiality, and refer requests to the appropriate coordinator.

VPAC's goal is not only legal compliance. Its goal is to create a learning village in which students can continue through barriers, complete meaningful educational requirements, and compete with confidence, dignity, preparation, and purpose.

Student Grievance Procedure

VPAC is committed to resolving student concerns fairly, promptly, respectfully, and without retaliation. A grievance may concern instruction, staff conduct, discrimination, harassment, accessibility, safety, program administration, enrollment, fees, refunds, or another aspect of the student experience.

1. Informal Resolution

When appropriate and safe, the student should first discuss the concern with the instructor, staff member, or program representative involved. VPAC will attempt to address an informal concern within 5 business days. Informal resolution is optional when the concern involves alleged discrimination, harassment, retaliation, safety, abuse, fraud, or other circumstances in which direct contact would be inappropriate.

2. Formal Written Grievance

A student may submit a formal grievance to the VPAC Grievance Coordinator, Dr. Auset Ali, Founder and Executive Director. The grievance should generally be submitted within 30 calendar days after the incident or after the student became aware of the concern. It should include the student's name and contact information, the program involved, the date and description of the concern, the names of persons involved, any supporting documents, prior efforts to resolve the matter, and the resolution requested.

Formal grievances may be submitted by email to info@vpac2020.org, by telephone at 720-620-2316 when assistance is needed to prepare the written grievance, or by mail to VPAC, Attention: Grievance Coordinator, 5561 Netherland Street, Denver, Colorado 80249.

3. Acknowledgment and Review

VPAC will acknowledge receipt of the formal grievance within 3 business days. The Grievance Coordinator or an impartial designee will review the complaint, relevant records, and statements from the student and other involved persons. VPAC may request additional information or conduct interviews. Information will be shared only as reasonably necessary to review and resolve the matter.

4. Written Determination

VPAC will ordinarily issue a written determination within 15 business days after receiving the formal grievance. If additional time is required because of the complexity of the matter, availability of witnesses, or other reasonable cause, VPAC will notify the student of the delay and provide an updated expected decision date. The determination will summarize the review, state whether the grievance was substantiated, and identify corrective action or other resolution when appropriate.

5. Appeal

The student may appeal the written determination within 10 business days after receiving it. The appeal must identify the decision being challenged and explain the alleged procedural error, new information, conflict of interest, or reason the outcome should be reconsidered. The appeal will be reviewed by the Executive Director or another designated review authority who did not make the original decision whenever practicable. A written appeal decision will ordinarily be issued within 10 business days and will be VPAC's final internal determination.

6. Protection from Retaliation

VPAC prohibits retaliation against any person who raises a good-faith concern, submits a grievance, participates in an investigation, requests an accommodation, or supports another person in the grievance process. A student who believes retaliation has occurred should report it immediately through this procedure.

7. Accessibility and Support

VPAC will provide reasonable assistance to a student who needs help submitting a grievance because of disability, language, literacy, technology access, or another barrier. A student may have a support person present during a grievance meeting, provided that the support person does not disrupt the review process.

Cancellation and Refund Policy

This policy applies to tuition-based VPAC programs unless a written enrollment agreement, grant, scholarship, public funding source, or third-party payer requires a different refund calculation. When another funding rule applies, VPAC will disclose that rule to the student and follow the controlling written requirement.

1. Three-Business-Day Cancellation Right

A student may cancel the enrollment agreement within 3 business days after signing the agreement or making the initial payment, whichever occurs later, and receive a full refund of all tuition and fees paid, provided training has not started. The cancellation should be submitted in writing, but VPAC will honor any clear and timely notice of cancellation that can be documented.

2. Cancellation Before Training Begins

After the 3-business-day cancellation period but before training begins, VPAC will refund all amounts paid except an administrative or registration charge equal to the lesser of \$150 or 25% of the total contract price.

3. Withdrawal or Termination After Training Begins

The refund is determined by the percentage of the program completed as of the student's official withdrawal or termination date. The percentage completed is calculated by dividing the instructional hours scheduled through the official withdrawal date by the total instructional hours in the program.

Up to and including 10% completed	VPAC retains 10% of the contract price; the remaining unearned amount is refunded.
More than 10% through 25% completed	VPAC retains 25% of the contract price; the remaining unearned amount is refunded.
More than 25% through 50% completed	VPAC retains 50% of the contract price; the remaining unearned amount is refunded.
More than 50% through 75% completed	VPAC retains 75% of the contract price; the remaining unearned amount is refunded.
More than 75% completed	No refund is due.

4. Official Withdrawal Date

The official withdrawal date is the date VPAC receives the student's written withdrawal notice, the date the student communicates a clear intent to withdraw that VPAC can document, or the date VPAC terminates the student's enrollment. If a student stops attending without notice, VPAC may use the last date of attendance after making reasonable efforts to contact the student and determine enrollment status.

5. Refundable and Nonrefundable Amounts

Refund calculations include tuition and mandatory institutional fees paid under the enrollment agreement. Books, supplies, uniforms, kits, equipment, background checks, certification examinations, or other items already issued, consumed, completed, or purchased specifically for the student may be excluded from the refund to the extent disclosed in the enrollment agreement and permitted by the controlling funding requirements. Any excluded amount will be itemized.

6. School Cancellation or Program Discontinuation

If VPAC cancels a program before it begins, the student will receive a full refund of all amounts paid for that program. If VPAC discontinues a program after instruction begins and cannot provide a reasonably equivalent completion option acceptable to the student, VPAC will refund the unearned portion of tuition and fees.

7. Refund Processing

Any refund due will be issued within 30 days after cancellation, withdrawal, termination, or program cancellation. Refunds will generally be returned to the original payer and payment source, including a grant, scholarship, public agency, employer, or other third-party payer, as required by the applicable funding agreement.

8. Refund Questions and Appeals

A student who believes a refund was calculated incorrectly may submit a written request for review within 10 business days after receiving the refund determination. The request should identify the disputed calculation and include supporting information. Requests may be sent to the Executive Director at info@vpac2020.org or mailed to VPAC, 5561 Netherland Street, Denver, Colorado 80249. VPAC will provide a written review decision within 10 business days whenever practicable.

Contact VPAC

Victory Project-based Academics and Competency provides workforce development, career pathways, cultural education, healing arts, youth development, family support, leadership development, and community transformation initiatives.

Mailing Address	5561 Netherland Street, Denver, Colorado 80249
Training Location	1600 Syracuse Street, Denver, Colorado 80220
Website	www.vpac2020.org
Email	info@vpac2020.org
Phone	720-620-2316

Catalogue Notice

This catalogue is intended to provide accurate information for the 2026-2027 publication cycle. VPAC may update schedules, locations, instructors, delivery methods, or administrative policies when necessary. Material changes affecting an enrolled student will be communicated in writing and handled according to the enrollment agreement and applicable policy.

“Education. Healing. Art. Culture. Workforce Development. Community.”