Washington Campus
2101 4th Avenue, Suite 1520
Seattle, WA
98121
604.349.1256

New Hampshire Campus
150 Dow Street
Suite 413B
Manchester, NH 03101

Owners, Personnel, and Licensure

<u>Owner</u>: Prelude Research Inc.

<u>Administrators</u>: Spencer Thompson, CEO
Ed Moyle, General Manager & Chief Content Officer (New Hampshire)
Ted Ipsen, School Director / General Manager (Washington)

<u>Governing Board</u>: Spencer Thompson, CEO

<u>Address of School's Administrative Office</u>:
150 Dow St. Suite 413b
Manchester, NH 03101

<u>Instructors</u>: Ed Moyle (New Hampshire)
Ted Ipsen (Washington)

Additional information regarding our instructors is available on The Prelude Institute's website at:
https://www.preludeinstitute.com/cybersecurity/our-promise.html.

<u>Licensure</u>:

The Prelude Institute's New Hampshire campus is licensed by the New Hampshire Department of Education, Division of Educator Support and Higher Education, Office of Career School Licensing.
(PENDING)

The Prelude Institute's Washington campus is licensed under Chapter 28C.10 RCW. (PENDING) Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board
128 – 10th Avenue Southwest
Olympia, Washington 98501
360-709-4600
workforce@wtb.wa.gov

The Prelude Institute is not accredited and does not participate in federal financial aid programs.

Mission

The Prelude Institute is a new form of higher education designed to help transition people that have been left behind by the current labor market into a new career. Our first program is designed to transition people into becoming cybersecurity analysts in under six months, for $10,000. Our mission is to reduce inequality by changing the infrastructure of higher education.

School Calendar, Class Schedules, and Program Starting Dates

Holidays: The following holidays will be observed and classes will not be held: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Holidays are not counted as part of the contracted time schedule.

Hours of operation: The total hours of each program vary and are dependent upon the curriculum. Business hours are from 9 a.m. until 5 p.m. Monday through Friday. Classes are scheduled Monday through Friday from 9 a.m. until 5 p.m.

Enrollment periods: Students may apply to and enroll in The Prelude Institute up to one week before the start of class.

Term dates: April 29, 2019 – November 8, 2019

Facilities

The Prelude Institute's campuses are equipped with classrooms, student break rooms, conference rooms and restrooms. Training equipment includes a computer, supplied by the instructor, with webcams and recording equipment for recording and transmitting live lectures; microphones; and audio equipment. There is parking available in a well-lit parking lot. The facility is located in close proximity to public transit. The facilities meet ADA standards, and reasonable accommodations will be provided at the request of the student. The maximum class size is 40 and the student/teacher ratio is 30 to 1.

Entrance/Admission Requirements

Students must possess a High School Diploma or a General Education Development (GED) Diploma.

Students will receive a packet of preparatory work prior to beginning the program that covers using Slack, basic business email use, basic word processing, office jargon, standards of professional conduct, basic project management and simple spreadsheets.

The Prelude Institute encourages diversity and accepts applications from all minorities. The Prelude Institute does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. The Prelude Institute acknowledges that information pertaining an applicant's disability is voluntary and confidential, and will be made on an individual basis. If this information is presented, The Prelude Institute will reasonably attempt to provide

an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the General Manager upon registration of the program. To be qualified, an individual with a disability must meet the basic skill, education, training and other eligibility requirements of the relevant job or vocational program, and must be able to perform the essential functions of the relevant job or vocational program, either with or without reasonable accommodation; the employment and academic standards are the same for all individuals enrolled.

The Cybersecurity Analyst Program
880 clock hours, 22 weeks

The Cybersecurity Analyst Program is designed to train students to become Cybersecurity Analysts (Incident Response Analysts) from zero experience. The program starts out with fundamental technology and office skills, and builds towards specialized job readiness by the end of the program.

Courses	Clock Hours
Preparatory Work: Office Tools *Topics include using Slack, basic business email use, basic word processing, office jargon, standards of professional conduct, basic project management and simple spreadsheets.*	40 hrs.
Introduction and Job Readiness *Introduction to what security is all about, roles in the security workplace, and expectations for students and employees in the workforce.*	40 hrs.
Basic Security Concepts and Foundational Knowledge *Learn formal definitions of security concepts (CIA triad, risk, threats, vulnerabilities, etc.) Acquire the foundational knowledge to understand key concepts and a foundational understanding of regulatory compliance and technology governance.*	40 hrs.
Networking Basics *Learn the basics of computing and networking.*	40 hrs.
Phishing and Malware *Learn the fundamentals of phishing: how it works, goals and motivations of phishers, differences between types of phishing (generic, spear-phishing, watering hole attacks, smishing, vishing, etc.). Introduction to malware concepts. Understand how malware works and different types of malware (trojans, worms, viruses, ransomware, fileless, cryptojackers, botnet, etc.). Complete a "real world" exercise focused on finding and remediating malware.*	40 hrs.

Courses	Clock Hours
Applications and Basic Cryptography *Learn the basics of application attacks and defense/mitigation strategies including application threat modeling and basic cryptography.*	80 hrs.
Advanced Cryptographic Concepts *Learn more advanced cryptography concepts, including key management and entropy.*	40 hrs.
Regular Expressions *Regular expressions are used to assist in the location of in-progress attacks. The student will learn regular expression syntax, enabling them to create regular expressions for the purpose of using regular expressions to find cybersecurity attacks.*	40 hrs.
Unix Scripting *Unix system administration knowledge (including bash scripting) allows the automation of incident response and recovery activities on Unix systems. The student will learn UNIX scripting fundamentals, allowing them to create automated response and data gathering scripts as well as use scripts to assist in system recovery.*	40 hrs.
Cryptographic Communications *Utilize knowledge of cryptography to understand the use and operation of commonly-used cryptographic protocols, specifically Secure Shell (SSH) and Transport Layer Security (TLS).*	40 hrs.
Windows Scripting *Windows system administration knowledge (including PowerShell scripting) allows the automation of incident response and recovery activities on Windows systems. The student will learn Windows scripting fundamentals, allowing them to create automated response and data gathering scripts as well as use scripts to assist in system recovery.*	40 hrs.
Operating Systems Foundations *Operating system knowledge including OS architecture, OS administration fundamentals, operating system services, and other design artifacts of the OS are important both in understanding attacker tradecraft (i.e. how systems are attacked) as well as understanding defensive options and response*	40 hrs.

Courses	Clock Hours
strategies. This section covers Linux and Windows from an architecture and service point of view.	
Windows and Linux Architecture *Understand how Windows and Linux are architected, including key operating system services, operating-system specific services and features, and "nuances" of note for each platform.*	40 hrs.
Virtualization and Application Architecture *Learn about virtualization concepts, containers, and how these concepts are used in application development and for enterprise use.*	40 hrs.
Computing Architecture and HTTP Detail *Understand computing architecture at an in-depth level. Learn how to read HTTP and how to understand HTTP in detail.*	80 hrs.
Applications and Databases *Understand how applications are architected and deployed*	40 hrs.
Advanced Networking *Build on simple networking knowledge to build deep networking knowledge.*	40 hrs.
Cloud (AWS and Azure) *Understand cloud services and use common cloud services.*	40 hrs.
Incident Response and Network Forensics *Learn incident response methods, basic tools, and techniques.*	80 hrs.
Pre-Externship Preparation *Prepare for your externship. Topics include workplace professionalism, how to prepare a profile and resume preparation.*	60 hrs.

Every week, 2-4 days will be taught live in each location, with the other class video conferencing in. We do this for two reasons. First - to give you exposure to two different, world class instructors and their unique teaching methods. And second - we want to teach you what it's like to work with colleagues in-person as well as remotely. In 2019, we believe learning to work in both environments is important.

All students are required to obtain the following equipment: student laptop Internet access; Microsoft Office (Word, Excel, Outlook, IDAFree, and PowerPoint); ProjectLibre (free version); virtualization software (VMWare or VirtualBox); and an application proxy (Burp or WebScarab).

Educational Credential

A Certificate of Completion (Certification) is awarded to students who have successfully completed the program.

Tuition

The total cost of training is $10,000, subject to The Prelude Institute's Cancellation and Refund Policy below.

- The upfront cost of the program (Down Payment) is $2,500. We collect this payment after the enrollment agreement is executed. This is the only thing that you'll pay until you have completed training.
- A Second Payment of $2,500 is due upon completion of your pre-externship coursework and before your externship begins. We collect this payment after you pass The Prelude Institute Skills & Knowledge Assessment, demonstrating that you are job ready and eligible to begin the externship.
- A Third Payment of $2,500 is due within 90 days of placement in the field. This payment is contingent on your placement in the field, as defined further below.
- A Fourth and Final Payment of $2,500 is due within 180 days of placement in the field. This payment is contingent on your placement in the field, as defined further below.

Placement in the field means receipt of an offer of at least 30 hours of employment per week, including self-employment, in the cybersecurity field, including but not limited to positions as a cybersecurity analyst, information security officer, incident response analyst, or any equivalent title.

Financial Aid Assistance

The Prelude Institute does not currently offer financial aid.

Grading System/Standards of Progress

The Cybersecurity Analyst program is pass/fail. Prior to entering the externship, students must pass The Prelude Institute Skills & Knowledge Assessment. Once the student has demonstrated (via successful completion of this test) that they have understood the skills and knowledge of incident response (specifically the process and mechanisms of incident response during the phases of: preparation, detection/analysis, containment/eradication/recovery, and post-incident actions) that The Prelude Institute has co-assessed with employers (i.e., by validating with employers the specific nature of the skills required, the student will pass and move into the externship.

Student Evaluation Techniques

The Prelude Institute Skills & Knowledge Assessment will be administered after completion of the program. An assessment score that is below *75 percent in the aggregate* (e.g., indicating incorrect answers of more than 25 percent with respect to test results for all units taken together) is an indication

that the necessary skills for entry into employment were not acquired and that a student has failed the program. Administration may provide progress reports at predetermined intervals in the program. Students should make arrangements for additional practice, independent study, or tutoring, if needed. Grades and/or assessments will be provided to the students on a weekly basis with a final report and transcript provided at the completion of the program if the student is in good status. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students don't turn in work or don't take tests. If a student does not make arrangement to take missed tests, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

Probation For Below Average Grades

The Prelude Institute does not provide a probation option. If a student is not making satisfactory progress per the Standards of Progress policy above, he or she is dismissed from the school.

Attendance Requirements

The Prelude Institute records the daily attendance of each student. Records are available for student review. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. A student who has greater than 20 percent absences will have his or her case reviewed by the school director with the likelihood of being dropped from the program.

Make-up Work

Lessons and/or assignments missed due to absences must be made-up within five business days of returning to school. Students should meet with their instructors to get missed assignments. Make-up work may be required to complete the approved hours of the program(s). Without completing all the missed hours, the school may withhold the final certificate until the hours are completed.

Tardiness

Developing a good work ethic is an important part of the training at The Prelude Institute. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.
- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

Withdrawing from School

Students wishing to withdraw must prepare a written notification and submit it to the school director. This document must contain the student's name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

Code of Conduct

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.

2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.

3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.

4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.

5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.

6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.

7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.

8. Violation of published school policies.

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct

2. Missing more than 20 percent of instruction time

3. Not maintaining satisfactory academic progress

4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school. The decision of the director is final and the student will receive a letter within five business days stating the decision.

Credit for Previous Training

The Prelude Institute's courses are not credit-bearing. The Prelude Institute does not accept hours or credits from other institutions through transfer of credit. Courses taken at The Prelude Institute are unlikely to count as transfer credits to another institution.

Student Grievance-Complaint/Appeal Process

Internal Process

Students are encouraged to discuss concerns directly with their faculty member. If the faculty member is unable to resolve the concern, the student may file a written description of the concern to the CEO, who will investigate the concern and provide a written response.

External Process - New Hampshire Students

Any person who has a complaint against a school who has first sought redress directly from said school through its complaint process, and said process has been completed and was found to be in favor of the school, may file a complaint with the New Hampshire Department of Education, Division of Educator Support and Higher Education, Office of Career School Licensing by completing and submitting the online "Complaint Form" at https://my.doe.nh.gov/ESSWEB/HigherEducation/Complaint.aspx.

Complaints shall be filed within 3 years of the scheduled start date of the course or program that is the subject of the complaint.

External Process - Washington Students

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint. Students who have a complaint or

who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address

2. A statement of the concern including dates, times, instructors, and if applicable, other students involved

3. Date of complaint letter and signature of the student

4. Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

Cancellation and Refund Policy

All refunds shall be paid within 30 days upon written notification from a student of cancellation or withdrawal.

The Prelude Institute does not offer federal financial assistance. In general, students receiving benefits from federal programs shall be subject to federal refund policies, rules and regulations.

Should the student's enrollment be terminated or should the student withdraw for any reason, the student shall not be responsible for paying the Third Payment (due within 90 days of placement in the field) or the Final Payment (due within 180 days of placement in the field). Refunds or collection (as applicable) of the Down Payment and Second Payment (collectively, the "Pre-Externship Payments" and totaling $5,000) will be made according to the following schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.

2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.

3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or $100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to

process student applications and establish a student record system. The Prelude Institute does not charge a registration fee.

4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total Pre-Externship Payments as described in the following table:

If the student completes this amount of training:	The school earns this percentage of the Pre-Externship Payments:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:

    a. When the school receives notice of the student's intention to discontinue the training program;
    b. When the student is terminated for a violation of a published school policy which provides for termination; or,
    c. When a student, without notice, fails to attend classes for 30 calendar days.

6. All refunds must be paid within 30 calendar days of the student's official termination date.

Student Records

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntary or involuntary, educational records or transcripts of Washington students will be forwarded to the Workforce Training and Education Coordinating Board and educational records or transcripts of New Hampshire students will be forwarded to the New Hampshire Department of Education. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

Placement Assistance

Every student being certified from The Prelude Institute will go through The Prelude Institute Cybersecurity Analyst Assessment, a brand new, industry-led certification. Employers will help design the TPICAA and curriculum to ensure that your skills are up-to-date and relevant. We will help develop

your resume (your Prelude Profile), find a company based on "fit" and help you negotiate your starting salary.

Student Review of Catalog

Prospective students are encouraged to review this catalog prior to signing an Enrollment Agreement. By enrolling at The Prelude Institute, you agree to abide by the terms stated in this catalog and all other school policies.