



Student Catalog for School Year

2022 – 2023

**Certified to Operate
By
SCHEV**

Certified to Operate By SCHEV

School Contact Information and Main Campus Address

**555 Grove Street Suite 208
Herndon, VA 20170**

www.threetinstitute.com

Phone Number: (352) 397- 5771

Email: Team@institute.com

Hours of Operation

**Monday through Saturday
9 AM to 6 PM**

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Introduction Section

Letter from the CEO & President of Three T Institute

Dear Students,

Thank you for selecting the Three T Institute as your school for taking courses in Information Technology, Project Management, and Leadership training. At Three T Institute, students receive an education that provides them the knowledge and skills needed to excel professionally.

Our instructors and coaches support our mission in providing training that focuses on three learning tiers. The Three T or Three-Tiered, system is an entire education apparatus that ensures each student gets conventional and customized training for the highest chance at success, with each of the Tiers reinforcing the other.

Tier One - Classroom

Classroom modules that allow each student to move through the course at their own pace. Although a pace is set out for them, they are by no means beholden to it and have access to the material as needed.

Tier Two - Coaching

These calls give students in small groups time to speak with a Subject Matter Expert or “Coach” in their choice certification. These Coaches have years of experience in the certification program they teach and eagerly answer questions and are available for one-on-one calls and emails.

Tier 3 - Community

Each student has a community of like-minded students at their fingertips with whom they can interact. This community is there for students to talk about ideas, study hints, schedule in-person study sessions if they so choose. Nevertheless, it also reminds students they are not alone and instead have an entire community of students and coaches who right alongside them.

Thank you for being part of our school, at your service.

Mahjooba Bianchi,

CEO & President

Administration Team

Administration

Mahjooba Bianchi (CEO & President)

Faculty

Sarah Basha
Charles Gavin
Sheila Anwari

Support Staff

Maria Salimi
Jane Ignacio

Student Guidelines and References

Vision Statement

Three T Institute will provide training that is dynamic and accessible focusing on providing a curriculum that increases knowledge and understanding of difficult concept in a simple manner.

Mission Statement

To provide an e-learning and classroom experience that is personable, hands-on, and effective through a Three-Tiered approach to support each student enrolled in our training programs.

History of the school

Three T System is a woman-owned small business in the Washington, DC area focused on providing training and consulting services to the federal government, private organizations, and individuals. As a company, we have over 21 years of combined experience in the field of project management, consulting, and training. We bring our shared knowledge and skills to the classroom to help train professionals to obtain certifications that will help with employee retention, professional growth, and proficiencies to further the organization's mission and vision. Mahjooba Bianchi started the company in 2019 to provide an e-learning and classroom experience that is personable, hands-on, and effective through a Three-Tiered approach to support each student enrolled in our training programs.

Description of online platform, Student, and Instructor Interaction

The online training course is delivered via a website and can be viewed on a mobile device, tablet, or web browser. Students conveniently access the course material from anywhere and at any time. The training courses include educational videos, images, and worksheets. The course has a discussion forum, community group, and messaging options, enabling students to communicate with each other and or the teacher.

Statement of Purpose

Three T Institute is a professional development training company created to provide professionals with the flexibility of learning without taking time away from their families, work responsibilities, and other obligations. The goal of the school is to provide flexibility through various means of e-learning platforms that can easily integrate into a student’s life.

List of Programs Offered

Program Name	Campus	Method of Delivery	Clock Hours	Credential Awarded
Project Management Professional Training	Herndon, VA	Online/In-Person	40 Hours	Certificate of Completion
Certified Associate Project Management Training	Herndon, VA	Online/In-Person	30 Hours	Certificate of Completion
Information Technology Infrastructure Library	Herndon, VA	Online/In-Person	25 Hours	Certificate of Completion
CompTIA Security +	Herndon, VA	Online/In-Person	30 Hours	Certificate of Completion
SAFe Scrum Master Training	Herndon, VA	Online/In-Person	16 Hours	Certificate of Completion
Clinical Research Training	Herndon, VA	Online/In-Person	35 Hours	Certificate of Completion
PMI Agile Certified Practitioner Training	Herndon, VA	Online/In-Person	21 Hours	Certificate of Completion

Program Description

All online classes must be completed within one year from the date of enrollment.

Project Management Professional Training

This course qualifies for the 35 contact hours towards the PMP® certification from the project management institute (PMI). The course provides an in-depth understanding of how each of the

knowledge areas correspond to the 5 process groups (Initiating, planning, executing, Monitoring/Controlling, and Closing).

Certified Associate Project Management Training

This course is an introduction to project management and provides a detailed understanding on how to manage projects and roles of the project manager. Through this course students obtain 23 contact hours that can be used to apply for the certification through the Project Management Institute (PMI) to write the CAPM exam.

Information Technology Infrastructure Library

This ITIL®4 Foundation training course provides IT managers and practitioners with a practical understanding of the key concepts, principles, dimensions, and practices that enables successful IT Service Management provision. It also prepares delegates for the ITIL4 Foundation Course Examination. The course is based on the ITIL4 service value system.

CompTIA Security Plus

CompTIA Security+ is a global certification that validates the baseline skills you need to perform core security functions and pursue an IT security career.

CompTIA Security+ is the first security certification IT professionals should earn. It establishes the core knowledge required of any cybersecurity role and provides a springboard to intermediate-level cybersecurity jobs. Successful candidates will have the following skills:

- Detect various types of compromise and understand penetration testing and vulnerability scanning concepts
- Install, configure, and deploy network components while assessing and troubleshooting issues to support organizational security
- Implement secure network architecture concepts and systems design
- Install and configure identity and access services, as well as management controls
- Implement and summarize risk management best practices and the business impact
- Install and configure wireless security settings and implement public key infrastructure

The CompTIA Security+ exam focuses on today's best practices for risk management and risk mitigation, including more emphasis on the practical and hands-on ability to both identify and address security threats, attacks, and vulnerabilities.

SAFe Scrum Master Training

The SAFe Scrum Master Training is a two-day course where attendees understand the role of a Scrum Master in a SAFe enterprise. Unlike traditional Scrum Master training that focuses on the fundamentals of team-level Scrum, the SAFe Scrum Master course explores the role of the Scrum Master in the context of the entire enterprise. It prepares attendees to successfully plan and execute the Program Increment (PI), the primary enabler of alignment throughout all levels of a SAFe organization. This includes learning the key components of Agile at scale

development, how Scrum is facilitated throughout the enterprise, and how to execute Iteration Planning.

Clinical Research Training

The Clinical Research Training program is consistent with Three T Institutes mission vision of providing a three-tiered specialized training for adult learners. This course addresses Clinical Trial management and scientific research methodologies, tools, and techniques. This course helps Three T Institute students to obtain careers in Clinical Research for all entry and upper management roles globally. Those that are clinical research aspirants looking to land their first role as a Clinical Research Coordinator, Clinical Research Associate, Clinical Data Manager and so on will benefit from taking the Three T Clinical Research training program.

PMI Agile Certified Practitioner Training

Three T Institute's Agile Certified Practitioner (PMI-ACP) program introduces a methodology that helps organizations improve time to market, efficiency, and customer satisfaction by prioritizing rapid development and continuous delivery of products and services. Collaborative and adaptive by design, Agile breaks requirements into small manageable pieces, providing teams focus and clarity as they work toward organizational goals. Course content covers key agile focus areas similar to those identified as scrum key competencies.

Certified SAFe® Product Owner/ Product Manager Training

Develop the skillsets needed to guide the delivery of value in a Lean enterprise by becoming a SAFe® 5 Product Owner/Product Manager (PO/PM). During this two-day course, attendees gain an in-depth understanding of how to effectively perform their role in the Agile Release Train (ART) as it delivers value through Program Increments.

Attendees explore how to apply Lean thinking to decompose Epics into Features and Stories, refine Features and Stories, manage Program and Team backlogs, and to plan and execute Iterations and Program Increments. Attendees also discover how the Continuous Delivery Pipeline and DevOps culture contribute to the relentless improvement of the ART.

Students' rights, privileges, and responsibilities:

Students, as members of the Three T Institute, shall have certain rights. These rights shall include the freedom to pursue educational goals, the freedom of expression and inquiry, the right to privacy and confidentiality of records, and the right to due process as established in the Code of Student Conduct. These rights are subject to the limitations of the Code.

Students also have certain responsibilities and code of conduct:

- The responsibility to act in such a manner as to ensure that other students may enjoy the rights mentioned above.
- The responsibility to respect and comply with schools' rules and regulations.
- The responsibility to respect and comply with local, state, and federal law.
- The responsibility to act in a manner which promotes an atmosphere of learning and free expression.
- The responsibility to respect the human rights, dignity, and worth of every individual in the school's community.

Notice of Nondiscriminatory Policy

Three T Institute admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, and scholarship.

Procedures Section

Course Payment Obligation

All students must make the first tuition payment and register for a class by or on the last day of the registration period. Students will not be allowed to enter or continue attending class until they have paid 100% of tuition before the end of the registration period. The school is not offering financial aid currently.

Cost of Programs

The tuition cost includes registration fees, program books, supplies, tools, and equipment for each program in the table below. The school will require a \$100.00 processing fee in connection with the student's enrollment, please refer to the "Cancellation Policy" for further details.

Program Name	Program Cost	Credit Hours
Project Management Professional Training	\$2,500.00	35
Certified Associate Project Management Training	\$2,500.00	35
Information Technology Infrastructure Library	\$1,900.00	35
CompTIA Security Plus	\$2,300.00	40
SAFe Scrum Master Training	\$1,500.00	16
Clinical Research Training	\$3,800.00	35
PMI Agile Certified Practitioner Training	\$1,900.00	21

Tuition Payment

All students must make the first tuition payment and register for a class by or on the last day of the registration period. Students will not be allowed to enter or continue attending class until they have paid 100% of tuition before the end of the registration period.

Cancellation Period Before Student Starts Class

Students may cancel the Enrollment Agreement prior to the first day of class to receive full refund of all monies paid for tuition, as long as the student has not actually attended classes. The school will require a \$100.00 processing fee in connection with the student's enrollment. Students have three business days, excluding weekends and holidays, during which a student applicant may cancel his enrollment without financial obligation other than the nonrefundable fee described of \$100.00.

Following the 3 business days student (one who has applied for admission to a school) may cancel, by written notice, their enrollment at any time prior to the first-class day of the session for which application was made. When cancellation is requested under these circumstances, the school will refund all tuition paid by the student, less a \$100, processing fee. A student applicant will be considered a student as of the first day of classes.

Leave of Absence Policy

In the case of a student's prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, students can request a leave of absence in writing. The school does not impose additional charges to the student because of the leave of absence. A leave of absence is not regarded as a withdrawal from the school, a leave of absence is an approved leave of absence

- Students must submit in writing a request for leave of absence that entails the following:
 - A letter stating your reason for the leave of absence, dated, and signed and emailed to team@threetinstitute.com
- Three T Institute approves the absence based on the reason provided and will inform the student within 10 business days through email of their decision.

The leave of absence cannot exceed 180 days in any 12-month period, and upon the student's return from the leave of absence, the student is permitted to complete the coursework they began prior to the leave of absence. If a student does not resume attendance at Three T Institute on or before the end of an approved leave of absence, the student will be processed as withdrawn from the date the absence was approved will be considered the last date of attendance for refund purposes.

Refund Policy

1. If a student decides to withdraw, refunds will be made according to the following schedule:
 - a. Refunds will be determined based on the last attendance date.

Proportion of Total Course Taught by Withdraw date	Tuition Refund
0% of Class Attended	100% Refund minus \$100 for processing
First quartile 25%	75% of course cost
Second quartile After 25% through 50%	50% of course cost
Third Quartile After 50% but less than 75%	25% of Course Cost
After third Quartile 75%	No Refund

2. If the school closes, cancels, or discontinues a course or program, the full amount of tuition and fees will be refunded to all enrolled students.
3. If a student fails to return to the program by the end of an approved temporary (180 Days in any 12-month period) leave of absence and does not resume attendance at the institution on or before the end of an approved leave of absence, Three T Institute will treat the student as a withdrawal and the date that the leave of absence was approved should be considered the last date of attendance for refund purposes.
4. All refunds due will be paid within 30 days of the student's last day of attendance and written notice received by the administration office.

5. Purchased books are students' property and are not refundable unless they are returned before classes begin.

Three T Institute Inc.
555 Grove Street Suite 208
Herndon, VA 20170

Transfer for Credits

Transfer for course and program credits earned is at the discretion of the receiving school. The clock hours obtained by taking any program at Three T Institute does not guarantee direct credit transfer to any other institution.

Established Grievance and Complaints Process

Three T Institute instructors and staff attempt to create a positive learning environment where students feel safe to discuss issues related to their instructor or course. Our grievance procedure addresses any school-related problem, concern, or complaint. Students may express concerns to any school administrator without being subject to unfair action because of initiating a complaint proceeding. All documents collected in the grievance procedure shall be handled with confidentiality by those who have responsibility for or access to them.

Step 1:

Student who wants to initiate a grievance can contact the student administrative office by email at team@threetsystem.com with the subject line "Grievance" Once the email has been submitted the formal process begins.

A Confirmation email will be sent to the student confirming the receipt of the grievance email.

Step 2:

The student administrative office will process the grievance and reach back out to the student if additional information is needed.

Step 3:

Within 3 business day a meeting request will be sent out to discuss the issue and facilitate a discussion with the student, and parties involved to resolve the issue.

Step 4:

The school will discuss the issue internal and will respond back to the student within 5 business days of the next step or case closure.

If the student feels that their concerns have not been resolved, they can address these concerns in writing to **State Council of Higher Education for Virginia (SCHEV)**

- Website: www.schev.edu
- Address: James Monroe Building, 9th Floor, 101 N. 14th Street, Richmond, VA 23219
- Phone Number: (804) 225-2600

Admissions Policy

Three T Institute will maintain and provide to all applicants a course document accurately defining the minimum requirements for eligibility for admission to the school and for acceptance at the specific certification programs offered by Three T Institute that are relevant to the school's admissions standards. Three T Institute is open for enrollment throughout the year. Student can register based on their choice of courses.

Admission Procedure:

Step 1: Program Registration

- Face to Face or online submissions are accepted
- Upon Completion of the “Student Enrollment” document and successful payment, the student is enrolled into the program and can begin classes.

As a post-secondary school, due to the type of courses offered Three T Institute is unable to accept transferred credits, as each certification requires a set number of learning hours to write the exam.

Career Advising

Three T Institute provides career services to students based on request. Services available to students are as follows:

Resume Reconstruction:

Students can have their resume reconstructed and customized to their experience and the trainings taken at the school. Career counselors are available to support the students in a one-on-one session to ensure career experiences are captured accordingly.

Career Path Discovery

Students who are looking to change careers and understand the next best step in professional life, can meet with career coaches to help understand the student’s current experiences paired with new trainings and certifications obtained and create a career pathway that ensures students have successful and fulfilling careers.

Support Services

The students have 24-hour access to messaging instructors and can attend twice a week coaching calls that are 2 hours long. This allows students to ask questions related to their lessons and clarify key concepts. The platform prevents students from advancing too quickly into the next week as they are asked to complete “Check your understanding Quizzes”. This system is in place to support learning outcomes and compliance with licensing requirements.

Description of online platform, Student, and Instructor Interaction

The online training course is delivered via a website and can be viewed on a mobile device, tablet, or web browser. Students conveniently access the course material from anywhere and at any time. The training courses include educational videos, images, and worksheets. The course has a discussion forum, community group, and messaging options, enabling students to communicate with each other and or the teacher.

System Requirements

The following are recommended computer system requirements for those taking online courses:

- Microsoft Internet Explorer 10 or later or Chrome,
- Adobe Flash Player which is needed to view other types of multimedia content
- Sound card
- Pop up blocker disabled.
- Courses are supported using a smart phone or tablet

Library Resources

Three T Institute provides students with study resources and books to enhance their learning. The library is in the lobby of the school and books are stored in a bookshelf by category. Students can use the books as they need them and have the option of checking books out.

The office manager Maria Salimi is responsible for ensuring that library books are stocked, labeled and are available for the field of studies provided within the school.

Attendance

Three T Institute training courses require the exact contact hours to qualify for certification exam. In the event of absence once enrolled in the class, the cancellation policy will be followed. Regular attendance is a critical component for success in school. When students are absent from programs, it is critical that students work with administrative staff for re-scheduling attendance for the class missed. Excused absences are for re-scheduling of classes only, refund policy will

adhere to Three T Institutes cancellation policy.

Excused Absences

- Personal Illness
- Illness in the Family
- Quarantine of the Home
- Death of a Relative
- Emergency or set of circumstances which, in the judgment of the CEO & President, constitutes a good and sufficient cause for absence from school.

Excessive Absences

1. The maximum number of hours a student may be absent from a training course is 5 hours from the pre-defined contact hours needed for the program. If the student is absent beyond 5 hours, they will immediately be dropped from the course and have to re-schedule for the next best opening of the same program.
2. The cancellation policy is applicable for all absences.

Prearranged (Permitted) Absences

Prolonged absences during the program are strongly discouraged, but we recognize that on rare occasions it may be necessary. In such event, students must inform the admin office in writing, **two weeks prior** to the beginning of the leave of absence. Class work will **not** be given in advance since lesson plans may change while the student is away. The student upon his/her return will be asked to register for the same class with the dates that work best for the student.

Student Activities

Opportunities for Student Involvement

Students that are involved in school activities and are integrated into an academic culture succeed. Three T Institute provides the following opportunities for students to participate:

Student to Student Mentoring

Students that graduate from a program are encouraged to come back and provide mentoring to those students that are in programs that require certification exams. Students are provided the tools to ensure the communication between students is a success.

Mental Health Workshops

At Three T Institute, we seek to provide a well-rounded professional development education. This means making opportunities available that will support professional's mental health through activities that encourage breathing techniques, relaxation tips to remove anxiety and reduce stress.

Rules Regarding Smoking, Drinking, Weapons, Explicit Material

Three T Institute prohibits the following on the premise of the school, use of illegal drugs or weapons.

Safety Issues

COVID-19 Precautions

Due to the global pandemic, students must complete the following waiver prior to attending any in-person events or programs: <https://forms.gle/RXoP3jcY5V3maQfP6>

Emergency Closing of School

Whenever the school administrator deems it necessary, cancel programs because of inclement weather or unforeseen emergencies. School closings will be broadcast through email and student portal.

General and Miscellaneous Information

School Hours

Three T Institute is open Monday through Saturday from 9 AM to 6 PM

Lost and Found Items

Items that are lost or found can be turned to the administrative office

Student Handbook

The Student Handbook can be found on our website (www.threetinstitute.com/studenthandbook) or/and you may obtain a hard copy of the student handbook from the enrollment office.