

Acuity Institute
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Introduction

Acuity Institute provides affordable **business-related online training solutions, classroom training, and certifications** for individuals and organizations that are looking to achieve business performance improvement success. All of Acuity Institute's world class programs and courses are developed by **expert curriculum developers and Master Black Belts**. We have worked with many Fortune 500 companies and thousands of Six Sigma practitioner's in achieving all levels of Six Sigma success. We have a diverse student population, with individuals and large corporations that come from all corners of the world enrolled in our courses.

The school is a subsidiary of MindEdge Learning. Acuity Institute has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102. In obtaining this approval, Acuity Institute has demonstrated that it complies with the ANSI/IACET Standards which are widely recognized as standards of good practice internationally. As a result of their Authorized Provider membership status, Acuity Institute is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standards.

Faculty Members

Stephanie Herman, Managing Director of Operations

Lorrie Johnson, Director of Corporate Solutions

Brianna Herman, Student Services

Programs/Courses Offered

Program: Master Black Belt (Approval Required)

Master Black Belt, 273 Hours

Course Code P001.2

Occupation Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of Process/Project Management Improvement.

List of courses: Applied Statistics, Design for Six Sigma, Lean Professional, Kaizen Workshop, Change Management, Presentation Skills and Coaching Belts for Results.

Stand Alone Courses Offered:

Lean Six Sigma Black Belt Course, 150 Hours

Course Code C011.2

The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of Process/Project Management Improvement.

Lean Six Sigma Green Belt Course, 105 Hours

Course Code C012.2

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of Process/Project Management Improvement.

Lean Six Sigma Green Belt to Black Belt Bridge Course, 150 Hours **Course Code C013.2**

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of Process/Project Management Improvement.

Lean Six Sigma White Belt Course, 6 Hours **Course Code C015**

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an entry level employment opportunity and continuing education to enhance education in the occupational area of Process/Project Management Improvement.

Lean Six Sigma Yellow Belt Course, 30 Hours **Course Code C014.2**

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of Process/Project Management Improvement.

Lean Six Sigma Champion, 8 Hours **Course Code C016**

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of Process/Project Management Improvement.

Kaizen Workshop, 13 Hours **Course Code C020**

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of Process/Project Management Improvement.

Design for Six Sigma Course, 30 Hours **Course Code C017.2**

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of Process/Project Management Improvement.

Presentation Skills Course, 10 Hours **Course Code C025**

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and

continuing education to enhance education in the occupational area of Process/Project Management Improvement.

Lean Foundations Course, 6 Hours

Course Code C026

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an entry level employment opportunity and continuing education to enhance education in the occupational area of Process/Project Management Improvement.

Lean Professional Course, 46 Hours

Course Code C019.2

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of Process/Project Management Improvement.

Change Management Course, 30 Hours

Course Code C021.2

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of Process/Project Management Improvement.

Applied Statistics Course, 73 Hours

Course Code C018.2

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of Process/Project Management Improvement.

PMP Exam Prep, 35 Hours

Course Code C032.1

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of Project Management. The course also provides Exam Prep for completing the Project Management Professional certification exam with the Project Management Institute.

Lean Six Sigma Green Belt Refresher Course, 25 Hours

Course Code C033.1

Occupational Objective: The objective of the course is to acquaint previously certified Lean Six Sigma Green Belts with the essential tools used when leading Lean Six Sigma DMAIC projects.

Lean Six Sigma Black Belt Refresher Course, 30 Hours

Course Code C034.1

The objective of the course is to acquaint previously certified Lean Six Sigma Black Belts with the essential tools used when leading Lean Six Sigma DMAIC projects.

Agile Project Management Certification, 30 Hours

Course Code MEP02.1

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of Agile Project Management.

Leadership Certification, 20 Hours

Course Code MEP03.1

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of organizational leadership.

Management Certification, 42 Hours

Course Code MEP04.1

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of management.

Creativity and Innovation Certification, 18 Hours

Course Code MEP05.1

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of process/project improvement.

Operations and Supply Chain Management Certification, 34 Hours

Course Code MEP06.1

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of operations and supply chain management.

PM Skills™ Certified Professional (PMSCP™), 42 Hours

Course Code MEP07.1

Occupational Objective: The objective of the course is to prepare the student by providing the occupational education, training and skills for an advanced level employment opportunity and continuing education to enhance education in the occupational area of project management.

HR Skills™ Best Practices Certificate™, 17 Hours

Course Code MEP08.1

Occupational Objective: The objective of the course is to prepare organizational leaders, managers, supervisors and HR professionals with the interpersonal skills that increase performance, reduce turnover, increase retention and promote job satisfaction.

This is not test prep—the goal of HR Skills™ is to provide leaders and teams with the core skills and practices to foster better connections, communicate effectively, provide useful feedback, and navigate difficult situations. This certificate does carry recertification credits for HRCI® and SHRM®.

Program/Course Costs

Course/Program	Tuition	Downloaded Materials	Printed Books (optional)
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P001.2 (program fee only)	\$ 2,205.00	\$ 0.00	\$ 0.00
C011.2	\$ 1,379.00	\$920.00*	\$ 299.00
C012.2	\$ 959.00	\$640.00*	\$ 250.00
C013.2	\$ 599.00	\$400.00	\$ 299.00
C015	\$ 179.00	\$120.00	\$ 35.00
C014.2	\$ 299.00	\$200.00	\$ 100.00
C016	\$ 150.00	\$ 95.00	\$ 40.00
C020	\$ 239.00	\$160.00	\$ 40.00
C017.2	\$ 419.00	\$280.00	\$ 100.00
C025	\$ 124.00	\$ 75.00	\$ 50.00
C019.2	\$ 399.00	\$250.00	\$ 180.00
C026	\$ 179.00	\$120.00	\$ 45.00
C021.2	\$ 479.00	\$320.00	\$ 55.00
C018.2	\$ 779.00	\$520.00*	\$ 200.00**
C032.1	\$ 1249.00	\$350.00	\$ 0.00
C033.1	\$ 100.00	\$ 99.00	\$ 0.00
C034.1	\$ 200.00	\$ 99.00	\$ 0.00
MEP02.1	\$ 695.00	\$ 0.00	\$ 0.00
MEP03.1	\$ 199.00	\$ 0.00	\$ 0.00
MEP04.1	\$ 699.00	\$ 0.00	\$ 0.00
MEP05.1	\$ 249.00	\$ 0.00	\$ 0.00
MEP06.1	\$ 649.00	\$ 0.00	\$ 0.00
MEP07.1	\$ 695.00	\$ 0.00	\$ 0.00
MEP08.1	\$ 350.00	\$ 0.00	\$ 0.00

*Downloaded Materials include SigmaXL

**Printed course books are required for this course.

Class Schedule

All courses are offered online and are accessible 24 hours a day. Acuity Institute offers Instructor and General Support from 8-4 MST, Monday through Friday. Requests can be submitted via email and are responded to within 2 business days.

Support is not offered on the following holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day and the Following Friday
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin or disability. There are no prerequisite requirements for enrollment.

Enrollment

Prospective students may enroll anytime.

Postponement of Start Date

Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a.) Whether the postponement is for the convenience of the school or student; and,
- b.) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Placement Assistance

Acuity Institute makes no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements

Students are expected to view each of the lessons within their course or program. An overall completion rate of 100% is required. Instructors may request your withdrawal from a course or program if less than 50% of the course is not completed 30 days prior to your course or program end date.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to resume their course or program. Proper documentation will be required to substantiate a student's withdrawal.

Progress Policy

Students must receive a 100% on all quizzes within the lessons. Students are allowed to review their results and repeat the quizzes if necessary in order to obtain the 100% score. Those who do not pass the quizzes with 100% will not receive the "complete" status for the lesson. Those students with less than 50% of their lessons complete 90 days prior to the course or program end date will be placed on probation. During the probation period students must raise their completion status to more than 50% or higher. The student may be terminated if this standard is not met by the end of the probationary period. Termination shall be at the school's Director's discretion. The Director has final authority and shall notify the student of the final decision.

Grading System

Quizzes 100%=Passing
 Under 100%= Failing

Exams 80-100% = Passing
 Under 80%= Failing

Storyboard Accepted or Rejected by instructor

Quiz scores are presented at the end of each quiz. Exam scores are provided at the completion of the exam and correspondence regarding next steps, certification and/or retake exams is sent to the student within 2 business days. Storyboard submissions are reviewed and status provided to the student within 5 business days.

Conduct Policy

All students are expected to act maturely and are required to respect faculty members. All work and projects are to be completed independently by the student and no cheating is accepted. Any violation of school policies may result in permanent dismissal from the school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student may also be withdrawn from classes if he or she makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

Facilities

The school is a Distance Education School. All courses are taken online only. Instructor and/or General Support are provided through our online training portal and students can call our offices during business hours at 303-242-5474.

Educational Services

Refer to the programs/courses offered section for a listing of programs and courses available.

Previous Credits

Credits from another institution will be evaluated on a case-by-case basis. Acuity Institute does not guarantee transferability of our credits to another institution unless there is written agreement with another institution.

Student Grievance Procedure

Student Complaints should be brought to the School Director to attempt resolution. Complaints should be provided via email to the General Support Team. Acuity Institute then has 2 business days to research the matter and provide a response to the student via email. The student then has 2 business days to either accept the resolution or reject it. If the resolution is rejected a phone meeting will be scheduled with the Director, any faculty members directly involved in the grievance and the student to attempt further resolution. A resolution plan will be determined and implemented will be signed by the director and submitted via email for the student to sign.

Complaints

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance at <http://higherred.colorado.gov/dpos>, 303-862-3001.

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within 3 days are entitled to a full refund of all tuition and fees paid. Any student that withdraws after the 3 day period, but before commencement of the lessons, is entitled to a full refund of all tuition and fees except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of lessons, the school will retain a cancellation charge plus a percentage of tuition and fees, which for courses is based on the percentage of number of lessons completed, as described in the tables below. For programs, the percentage is based on the number of months completed, as described in the table below. The refund is based on the last date of recorded online activity.

*Once downloaded materials (eBook, Toolkits and Statistical Software) are accessed, the fees for these items are non-refundable.

Master Black Belt Program

This program contains 6 individual courses as well as a program with its own associated fees. For the costs associated to the 6 courses within the program, the refund is based on the percentage of number of lessons completed in each course, as described in the tables below. For program fees, the percentage is based on the number of months completed, as described in the table below.

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (3 months)	90% less cancellation charge
After 10% but within 25% of program (4-5 months)	75% less cancellation charge
After 25% but within 50% of program (6-12 months)	50% less cancellation charge
After 50% but within 75% of program (13-18 months)	25% less cancellation charge
After 75% (18 months) (if paid in full, cancellation charge is not applicable)	NO Refund

Lean Six Sigma Green Belt, Lean Six Sigma Black Belt, Lean Six Sigma Green Belt to Black Belt Bridge Courses, Lean Six Sigma Green Belt Refresher Course, Lean Six Sigma Black Belt Refresher Course

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Lessons 0-2)	90% less cancellation charge
After 10% but within 25% of program (Lessons 3-6)	75% less cancellation charge
After 25% but within 50% of program (Lessons 7-13)	50% less cancellation charge
After 50% but within 75% of program (Lessons 14-19)	25% less cancellation charge
After 75% (Lesson 20) (if paid in full, cancellation charge is not applicable)	NO Refund

Lean Professional, Applied Statistics Courses

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Lessons 0-2)	90% less cancellation charge
After 10% but within 25% of program (Lessons 2-3)	75% less cancellation charge
After 25% but within 50% of program (Lessons 4-8)	50% less cancellation charge
After 50% but within 75% of program (Lessons 9-12)	25% less cancellation charge
After 75% (Lesson 13) (if paid in full, cancellation charge is not applicable)	NO Refund

Design for Six Sigma, Change Management, Presentation Skills, Lean Six Sigma Yellow Belt Courses

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Lesson 0)	90% less cancellation charge
After 10% but within 25% of program (Lesson 1)	75% less cancellation charge
After 25% but within 50% of program (Lesson 2)	50% less cancellation charge
After 50% but within 75% of program (Lessons 3-4)	25% less cancellation charge
After 75% (Lesson 5) (if paid in full, cancellation charge is not applicable)	NO Refund

Kaizen Workshop, Lean Six Sigma Champion Course, Lean Champion Course

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Lesson 0)	90% less cancellation charge
Within 50% of program (Lesson 1)	50% less cancellation charge
After 50% (Lesson 2) (if paid in full, cancellation charge is not applicable)	NO Refund

Lean Six Sigma White Belt and Lean Foundations Course

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Lessons 0)	90% less cancellation charge
After 50% (Lesson 1) (if paid in full, cancellation charge is not applicable)	NO Refund

Agile Project Management Certification Course

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Part 1 – Intro to Agile)	90% less cancellation charge
Within 50% of program (Part 2 – Leading Agile Teams)	50% less cancellation charge
After 50% (if paid in full, cancellation charge is not applicable)	NO Refund

PMP Exam Prep Course

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Online Lesson 1)	90% less cancellation charge
Within 50% of program (Online Lessons 2-5)	50% less cancellation charge
After 50% (if paid in full, cancellation charge is not applicable)	NO Refund

Leadership Certification Course

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Part 1 – Intro to Leadership)	90% less cancellation charge

Within 50% of program (Part 2 – Leading Teams)	50% less cancellation charge
After 50% (if paid in full, cancellation charge is not applicable)	NO Refund

Management Certification Course

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Part 1 – Intro to Management)	90% less cancellation charge
Within 50% of program (Part 2 –Part 5)	50% less cancellation charge
After 50% (if paid in full, cancellation charge is not applicable)	NO Refund

Creativity and Innovation Certification Course

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Part 1 – Innovation in Teams)	90% less cancellation charge
Within 50% of program (Part 2 – Creativity in Teams)	50% less cancellation charge
After 50% (if paid in full, cancellation charge is not applicable)	NO Refund

Operations and Supply Chain Certification Course

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Part 1 – Logistics and Distribution)	90% less cancellation charge
Within 50% of program (Part 2 – Operations Management)	50% less cancellation charge
After 50% (if paid in full, cancellation charge is not applicable)	NO Refund

PM Skills™ Certified Professional (PMSCP™) Certification Course

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Parts 1-2)	90% less cancellation charge
Within 50% of program (Part 3 –Part 7)	50% less cancellation charge
After 50% (if paid in full, cancellation charge is not applicable)	NO Refund

1. The student may cancel this contract at any time prior to midnight of the 14 days after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives notice of the student’s intention to discontinue the training course; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence and the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.