Key to Knowledge

TRAINING INSTITUTE

CATALOG

www.key2knowledge.org

Our Company

Key To Knowledge Training Institute is co-owned by President and Founder, Dr. Penny R. Smith and Dr. Wanda Lott Collins. The mission of the Key To Knowledge Training Institute is to provide interactive continuing education training in an online format to licensed professionals. With over 30 years of experience in education, the owners include a higher education distance learning expert and a higher education tenured faculty member in the area of Social Work.

Key to Knowledge Training provides a new service to licensed professionals called "Wikitinuing Education" ™. Wikitinuing Education ™ is continuing education training that is delivered online to licensed professionals and includes the utilization of Wikis to facilitate learning. A wiki is a website that allows participants to create and edit webpages about a particular subject. In addition to facilitating learning by using Wikis, all courses developed by Key to Knowledge Training include other quality features such as case studies, video clips and interactive discussions.

Key to Knowledge Training Institute's Unique Course Feature
Wikitinuing Education

A Wiki is web site consisting of one or more web pages that can be edited by students in a course. The purpose of the Wiki tool is to provide an online workspace that can be used for collaborative work within a course. As contributors to a Wiki, professionals are ble to edit and publish content, upload files, and link to other resources within the Wiki and other web sites. Wiki software tracks revisions so that a student can revise their work at any time.

At Key to Knowledge Training Institute, all Wiki changes are viewed by content developers before being posted to assure that the content does not violate any laws, nor contains offensive materials. The advantage to the professional is that when they participate in a course offered by Key to Knowledge Training Institute, they will have access to the Wiki for up to one year. During this time, the professional will be able to revisit information related to course content and continuously retrieve updates from their peers related to topics and real life experiences.

Continuing Education Provider Approval

Key to Knowledge Training Institute has a license to operate as an approved Kentucky Proprietary School as reviewed by the Kentucky State Board of Proprietary Schools. In addition, the school is having all current courses and any courses developed in the future approved for provision of continuing education regulatory units in each state or organization. You may learn more about which states or organizations Key to Knowledge Training Institute is authorized as an approved provider on our website at: www.key2knowledge.org.

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1. Distance Learning in the 21st Century

According to the Sloan Consortium, it is abundantly clear that online education as an option for learning is of extreme importance to the learner. The rates of students taking classes online has actually surpassed the overall rate of new students entering into higher education in the past five years. In fact many institutions are moving toward online offerings due to increased competition and the growing appeal of online instruction for non-traditional students involved in continuing and professional education.

Here at Key to Knowledge Training Institute, we realize that adult learners are becoming more unable to complete career and continuing education courses due to work schedules, family responsibilities and geographic restrictions. We believe it is imperative to bring learners of all ages together from widespread locations for live interaction, which leads to new relationships with colleagues, instructors, and distinguished leaders in the field. The ubiquity of distance learning technologies will ensure that we can reach all individuals regardless of their location, learning style, or when they are available to learn.

2. Online Course Delivery

The Key to Knowledge Training Institute delivers Internet-based courses via an online course management and administrative system. Professionals seeking continuing education credits will use traditional textbook chapters and on-line material to familiarize themselves with the subject area. Students must respond to discussion questions which are reviewed by an instructor and posted to the course website. These postings can be viewed by the instructor as well as by other students in the class. Student interaction and discussion is mandatory.

In order to be able to participate in our continuing education offerings, you must make sure you have the following minimum requirements:

Operating System:

Windows XP (32-bit, with Service Pack 2).

It is highly recommended that you have administrative rights to the computer used for online coursework. If you must use a computer over which you do not have administrative rights (such as a library computer or a workplace computer), you may experience difficulties with needed functions.

MAC OS 10 is supported, but there are some applications that require the Windows OS. You should be prepared to run the Parallels desktop and a Windows OS if you elect to use a MAC system.

Productivity Tools:

We recommend Microsoft Office 2003 Professional for Windows or newer OR Microsoft Office 2003 or newer for the Mac systems.

Internet Access:

Students must have an Internet Service Provider account for Internet access and email address.

Browser:

Java-enabled internet browser:

Windows: Internet Explorer 6.0 (Free download available at http://www.microsoft.com/windows/ie/ie6/default.mspx)

OR

Windows: Internet Explorer 7.0. (Free download available at http://www.microsoft.com/windows/downloads/ie/getitnow.mspxa)

OR

Windows: Mozilla Firefox 2 (Free download available at http://www.mozilla.com/en-US/firefox/all-older.html)

OR

MAC: Mozilla Firefox 3 (Free download at http://www.mozilla.com/en-US/firefox/)

Other browsers including the AOL browser, Opera, Google Chrome, and Safari may NOT be supported for online components of your coursework. You may use AOL for your ISP, but should use either Internet Explorer or Firefox browser versions listed above. As new browser versions are released, announcements will be issued to notify students when the new versions have been tested and may be used safely.

Plug-ins:

The following plug-ins are required for many of the resources available in your online courses.

Adobe Flash Player

Adobe Acrobat Reader

Adobe Digital Editions

RealPlayer (Basic) (Click on the Get RealPlayer Free button)

Apple QuickTime Player

Windows

MAC

Additional plug-ins and/or downloads will be required by specific courses. The courses will include information for obtaining and installing the appropriate plug-ins.

Computer Security (Windows):

Anti-virus, firewall, anti-spyware

Recommended and supported:

- McAfee Virus Scan 8.5
- Windows Internet Connection Firewall
- Windows Defender Anti-Spyware

Laptop Requirements:

- Intel® CoreT2 Duo Processor T7300 (2.0 GHz, 800 MHz FSB, 4MB L2 cache) OR AMD TurionT 64 X2 Dual-Core Mobile Technology Processor, TL-64 (2.2 GHz, 2x512-KB L2 cache)
- Memory - 2 GB
- Hard drive - 160GB 7200rpm SATA Hard Drive
- Optical drive - DVD+/-RW SuperMulti DL Drive
- Video graphics - Mobile Intel® Graphics Media Accelerator X3100, up to 384 MB of shared memory
- Wireless LAN - Intel® PRO/Wireless 3945ABG Network Connection
- Battery - 6-cell (55 WHr) Lithium-Ion battery

Desktop Requirements:

- Operating system - Genuine Windows XP Professional OS
- Processor - Intel® Core 2 Duo E6300 (1.86/1066/2M)
- Memory - 2GB PC2-5300 (DDR2-667)
- Hard drive - 80GB SATA 3.0Gb/s
- Optical drive - 16X DVD+/-RW Drive (LS/DL) - SATA
- Video/graphics - Integrated Intel Graphics Media Accelerator 3000
- Network card - Integrated Intel 82566DM Gigabit Network Connection
- Keyboard - USB Standard Keyboard
- Mouse - USB 2-Button Optical Scroll Mouse
- Power supply - dc7700 CMT chassis E-Star 3.0

Email Account:

A valid email address, which is checked frequently, is required for participation in components of your online coursework. All students are provided with an email address that we recommend you use. This will avoid issues with Spam blockers and other problems that may prevent you from receiving email from your instructors. Email accounts such as AOL, Bellsouth, hotmail, etc, will not be accepted or responded to in this course. Spam folders are never checked. It will also enable you to participate in special student offers that are available only to students with a valid email address. If you change your email address, you must supply the correct address to the Key to Knowledge Training Institute as soon as possible.

3. Licensure

Key to Knowledge Training Institute is licensed by the Kentucky State Proprietary School Board.

4. Mission

Key to Knowledge Training Institute's mission is to provide online continuing education for adult learners. The institute's goal is to provide quality online education to licensed professionals.

5. Equal Educational Opportunity

Key to Knowledge Training Institute believes that all public and private educational entities should make a conscious effort to build healthy and diverse learning environments appropriate for their missions. The Key to Knowledge Training Institute will provide equal educational opportunity to persons of every race or ethnic heritage, and without regard to gender, religious beliefs, sexual orientation, age, handicap or disability.

6. Notice of Non-Discrimination

Key to Knowledge Training Institute does not discriminate on the basis of race, ethnicity, national origin, gender, sexual orientation, age, religious beliefs, handicap, or disability in its admission to, access to, or treatment or employment in any of its programs or activities.

7. Disclaimer

This catalog represents current curriculum, educational plans, offerings, requirements, tuition, and fees that may be altered from time-to-time to carry out the institute's purposes and objectives. The Key to Knowledge Training Institute reserves the right to change any provision, offering, requirement or fee at any time with prior notification to current prospective students. The Key to Knowledge Training Institute further reserves the right to require a student to withdraw from the school for cause at any time. Students may exercise their right to appeal the decision and request reinstatement by submitting in writing a request to appeal denial of reinstatement. This letter should be submitted to the administrator by email at: tech@key2knowledge.org.

8. Student Responsibility and Handbook Amendment Policy

Students are responsible for knowing the information contained in this handbook, and for the compliance with the policies and procedures detailed herein. For clarification on particular program requirements, policies, or procedures, students should contact the administrator by email at: tech@key2knowledge.org. The Key to Knowledge Training Institute reserves the right to amend the policies and procedures outlined in this handbook with reasonable notice to the student.

9. Petitions for Exception to School Policy and Procedures

Petitions for exception to school policy and procedures are not permitted by this institution.

10. Governing Body and Faculty Qualifications

The following individuals comprise the Key to Knowledge Training Institute's officials and faculty.

School & Program Administration:

Penny R. Smith, Ed.D. - President and School Director
Wanda L. Collins, Ph.D. - Vice President for Academic Affairs

Administration and Faculty Qualifications:

Wanda L. Collins, Ph.D. – Licensed Mental Health Professionals

11. Academic Calendar

The Key to Knowledge Training Institute's online classes operate asynchronously. A student is free to enter and exit a program at any time. Once the student pays the tuition, they will have access to the online course for twelve months. Although students will have access to course materials for the specified period of time, however, technical and instructional support will not be available on the following holidays:

New Year's Day	President's Day	Good Friday
Memorial Day	Independence Day	Labor Day
Thanksgiving Week	Christmas Week	

12. Institutional policies and regulations

A. Enrollment:

The school shall enter into an agreement under which the student will pay tuition and fees as indicated in the Enrollment Agreement as well as, adhere to the school's rules and regulations as set forth in the school catalog. Key to Knowledge Training Institute will then enroll the participants into the course management system. Once enrolled in the course, the process is as follows:

- Each enrolled student will receive an email with the URL and their username and password needed to participate in the course.
- Key to Knowledge Training Institute will not be responsible for undeliverable email addresses, therefore, it is imperative that valid email accounts are submitted.

Students do need to meet any specific minimum requirements to enroll in Key to Knowledge Training Institute courses. However, the courses available to the general public provide a specific benefit to licensed professionals who are required to matriculate in continuing education courses on an annual or biannual basis.

B. Deadlines:

Students register for courses on-line via the Internet. Course availability schedules and syllabi appear on the Key to Knowledge Training Institute's Web site at www.key2knowledge.org along with detailed registration instructions. Students must follow the instructions for their particular course or program carefully or risk an invalid registration. Registration requests are not accepted via phone, fax, or postal mail.

C. Course Runtime:

Course runtime refers to the time from the date and time a student has access to an online course to the date and time the student no longer has access to the course. Course runtimes shall follow the Runtime Determination Table below.

Runtime Determination Table	
CONTACT HRS	**RUNTIME**
Up to 4 HRS	**No more than 30 CALENDAR DAYS**
More than 4 HRS	**No more than 60 CALENDAR DAYS**

D. Minimum Requirements for Successful Completion:

Each course shall set forth criteria for successful completion of the course. Criteria for successful completion shall be identified in the syllabus. The minimum passing score for exams and/or quizzes shall be 70% unless otherwise specified in the course syllabus. Each course has at least one exam with ten or more questions. Participants will have at least three opportunities to pass the exam unless otherwise noted in the syllabus. Exams and/or quizzes shall be related to course objectives.

Upon the successful completion of the courses or programs, students will receive via e-mail, a certificate of completion from the Key to Knowledge Training Institute.

E. Course Failure:

If a participant fails to meet the minimum requirements for successful completion of a course as identified in the syllabus the participant will be notified via email. The participant will be notified of their options for a reassessment. The participant will be notified of the procedure to request a reassessment. If the student does not successfully complete a reassessment the participant will not receive credit for the course and will be required to re-enroll and pay another course fee to matriculate through the course for a subsequent attempt.

F. Conduct and Grounds for Dismissal:

Any student who is disruptive, insubordinate, or submits inflammatory, violent, or discriminatory materials to discussions, or chats to instructors, or other students will be given a warning and potentially revocation of course access will be implemented.

Disruptive Participant

A disruptive participant is an individual or group that through electronic conveyance disrupts the normal flow of a course.
This includes but is not limited to:

- Using inflammatory language or imagery
- Using disrespectful language or imagery
- Causing unnecessary concern
- Spreading defamatory or unsubstantiated rumors or messages
- Spreading or initiating chain letters
- Sending unnecessary emails or discussion threads
- Sending unnecessary emails or discussion threads that doesn't pertain to the assignment

Insubordinate Participant

An insubordinate participant is an individual or group that through electronic conveyance fails to comply with the instructions of the Key to Knowledge Training Institute staff.

Training Dishonesty

A participant that has been found to have engaged in training dishonesty is subject to the following penalties of this section.

Removal/Denial from the Course

Key to Knowledge Training Institute staff, can remove or deny access to any participant that is suspected of any violation of this section pending an investigation. Removal or denial from the course means that the participant shall be locked out of the course and denied access until an investigation is conducted by staff. The President or designee shall determine final disposition of any removal or denial from a course.

G. Withdrawal, dismissal and re-entry

Students may voluntarily withdraw from a course at any time, however re-entry requires that a student pay full price to re-enter any course. The student will be required to complete all assignments required from a course that he/she re-enters.

Any student who is dismissed for disciplinary reasons is banned from participating in Key to Knowledge Training Institute courses in the future.

H. Transcript Request

Students may request copies of their Certificate of Completion by emailing info@key2knowledge.org. Please allow for at least 48 hours for all Certificate of Completion requests.

I. Transfer of Credits

Key to Knowledge Training Institute does not accept any form of transfer credit.

J. Previous education, training and experience

Key to Knowledge Training Institute does not give credit for any prior education, training or experience.

13. Financial Information

Course Fee Schedules
Course Fees are payable with mastercard, visa, or discover card. Each course's fee is listed with each course. This price includes all materials needed for the course. All fees are payable in full before the student's course password can be provided.

14. The Key to Knowledge Training Institute's guidelines on refund policies

All on-line courses offered by the Key to Knowledge Training Institute are subject to the following standard refund policy. A student who cancels within 7 days of entering into the enrollment agreement and has not logged into the class will receive 50% of the costs of training refunded to them by certified check within 4 weeks.

Tuition Reimbursement Fund:
"The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses, which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the Kentucky Proprietary School Board, you may be eligible to receive a tuition refund if the Board is able to provide factual support that your complaint is valid and determine that there was a violation of Law or Regulations as specified on the website at: www.bpe.ky.gov. The physical address of the Kentucky State Proprietary School Board is: P.O. Box 1360, Franfort, Ky 40602.

15. Procedures for submitting student work

Students are to submit all assignments online as instructed by the course syllabus.

16. Student course evaluation

Students must submit the Course and Instructor Evaluation Form together with the final exam. The form is available on-line. This evaluation is intended to provide continuous improvement of the course and materials for future students. An on-line course evaluation is provided to allow the student to submit an anonymous evaluation of the course and instruction provided. All submitted course evaluations are confidential. Only aggregate data and comments will be shared with the faculty.

17. Harassment Policy

The Key to Knowledge Training Institute is committed to maintaining an environment free of objectionable and disrespectful conduct and communication. As such the school rigorously adheres to Title VII of the federal Civil Rights Act of 1964 for all protected classifications including race, color, creed, national origin, sex, religion, age, disability, sexual orientation, marital status, and status in regard to public assistance.

It shall be considered a violation of this policy for any Key to Knowledge Training Institute employee, faculty member, or student to abuse another through harassing conduct or communication. Whenever such misconduct exists, the supervisor or other appropriate person is required to take prompt and corrective action consistent with the discipline provisions of the appropriate policy.

18. Filing a Grievance

A student, faculty, or staff member alleging harassment may file a grievance with the Vice President of Administration. In addition, the complainant may call either the appropriate staff member and/or office for immediate counseling and advice. Filing of a grievance or otherwise reporting harassment will not cause any reflection on the individual's status with the institution. Filing of a grievance may, however, initiate reassignment of the accused for a short and reasonable period in order to allow for unbiased acquisition of pertinent facts.

19. Right to Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected insofar as it does not interfere with the school's legal obligation or ability to investigate allegations of misconduct brought to the school's attention or to take corrective action when it is found that misconduct has occurred.

In each case, and in addition to the right to confidentiality, the accused will be accorded due process in the handling of the investigation and the disposition of the case. No school official, as a result of an accusation, shall treat the accused arbitrarily or capriciously.

20. Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to such conduct is made either explicitly or implicitly as a term or condition of a student's academic progress; submission to or rejection of such conduct by an individual is used as a basis for decisions affecting assessment of academic progress; or such conduct has the purpose or effect of interfering with academic performance or creating an intimidating, hostile, or offensive environment.

21. Complaint Procedures

Key to Knowledge Training Institute is fully committed to conducting all activities in strict conformance with the rules and regulations of all approving bodies. Key to Knowledge Training Institute will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities, program content and in the treatment of program participants. The monitoring and assessment of compliance with these standards will be the responsibility of the Division Chair in consultation with the members of the Advisory committee.

While Key to Knowledge Training Institute goes to great lengths to assure fair treatment for all participants and attempts to anticipate problems, there will be occasional issues which come to the attention of the convention staff which require intervention and/or action on the part of the convention staff or an officer. This procedural description serves as a guideline for handling such grievances.

When a participant, either orally or in written format, files a grievance and expects action on the complaint, the following actions will be taken.

1. If the grievance concerns a speaker, the content presented by the speaker, or the style of presentation, the individual filing the grievance will be asked to put his/her comments in written format. The Division Chair will then address the student directly assuring the confidentiality of the grieved individual. The following three options will be offered:

a. attempt to move the participant to another course or

b. provide a credit for a course to be taken in the future or

c. provide a partial or full refund of the workshop fee.

Actions 2b and 2c will require a written note, documenting the grievance, for record keeping purposes. The note need not be signed by the grieved individual.

22. Student Assistance

Perspective and enrolled students may access a call center via a toll-free number during the business hours of 8 a.m. to 6 p.m. EST to get help with registration or password issues. There is also the option to email anytime. Students may use these vehicles of assistance to address any questions or comments regarding the courses to the call center. The call center number is: 1-877-740-4357

23. Courses

ABUSE of the ELDERLY

As older adults become more physically frail, thousands of elderly Americans are preyed upon financially or abused in their own homes, in relatives' homes, and even in facilities responsible for their care. More than half a million reports of abuse against elderly Americans reach authorities every year, and millions more cases go unreported. By learning the damaging legacy of elder abuse, social and mental health professionals can act on behalf of an elderly person who is being abused or victimized.

Four clock hours/ $100

THE ETHICS OF SOCIAL NETWORKING

Learning to optimize the art of online networking is becoming an increasingly essential survival skill, especially as social networking sites offer opportunities for self-expression and professional collaborations. Social networking websites and online tools contribute to enhancing the quality and quantity of relationships, the amenities of global interconnectedness, and may become a key catalyst in fostering business growth. However, there are also social risks to consider. With this new technology, questions about ethical use and the lines regarding what is private and what is not have become so blurry and misunderstood that professionals can find themselves involved in situations that are less than desirable.

Four clock hours/ $100

HEALTH IN AN AGING SOCIETY

Professionals in public and mental health and social service related professions have often promoted social actions and policies aimed at older adults which revolved around the view that failing health is a consequence of aging. It is now clear that it is possible to postpone or even prevent much of the age-related decline in health that was once thought inevitable. Future policies must integrate a changing paradigm emphasizes the importance of attention to the economic, political, and institutional factors that perpetuate poverty and undermine healthful aging among certain groups.

Four clock hours/ $100

SEX AND THE ELDERLY

One of the most significant losses with advancing age is the loss of intimacy. Many seniors have no opportunity for physical contact, affectionate dialogue, or snuggling. The continuing development of sexual identity represents a basic fulfillment for older adults in their advancing years. This class explores society's attitudes and myths about sexuality in later life, as well as presents information about ongoing research into physiological and emotional changes affecting sexuality and intimacy.

Four clock hours/ $100

MANAGING WORK STRESS AND BURNOUT

Stress at work is common for many people. Workers who are really stressed feel close to or are consumed by burnout much of the time. Under stress the body "gears" up and reacts to situations to protect itself. Once the stressor is removed, the body returns to its normal state. Managing stress on a regular basis can make it easier to maintain stress reduction as an ongoing part of life.

Four clock hours/ $100

Catalog Disclaimer:

"The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or a teaching personnel listed in the catalog may have changed. It is again recommended that you check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog."

KENTUCKY STATE PROPRIETARY SCHOOL BOARD
CATALOG CERTIFICATION

Key to Knowledge Training Institute

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Name of Institution

Certification of Catalog
VOLUME # __3**_____ ISSUE # __**1**_____ DATE November 2009___**

This is the current catalog of this institution, and it is certified to be true and correct in content and in policy.

Penny R. Smith, Ed.D. – President/Owner

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Certifying Official/Title

November 2009

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Date