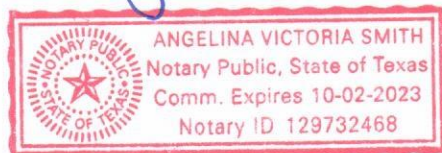# Texas Workforce Commission—Career Schools and Colleges
Summary of Changes

Instructions: Please **mail** this completed form, a list describing the changes, and the proposed or complete catalog pages, if applicable to TWC. **Mailing Address:** Texas Workforce Commission—Career Schools and Colleges, 101 East 15th Street, Austin, Texas 78778-0001. **Required:** Please follow the instructions provided above exactly.

School Information			
School Number:S3199	School Name:CROSSWIND Exam Review LLC		
Physical Address:3333 Earhart Drive, Suite 300			
City:Carrollton		State:TX	ZIP Code:75006

What Is Being Changed?	Page#
1. Catalog—Table of contents and/or index (Submit form CSC-001Y or CSC-001XOUT.)	
2. Name and physical address of school (Submit CSC-033.)	
3. Catalog—Identifying data (Provide volume number, publication date, effective date, revision date.)	1
4. Catalog—History, including any/all accreditations and/or approvals	
5. Catalog—Description of available space, facilities, and equipment (Submit CSC-004.)	
6. Catalog—List of owners (Submit the list as an addendum, supplement, or insert.)	
7. Catalog—List of key staff and faculty members (Submit as an addendum, supplement, or insert.)	5
8. Catalog and/or EA—Fees, tuition, or other charges (Submit as an addendum, supplement, or insert.)	
9. Catalog—School calendar (Submit as an addendum, supplement, or insert.)	10-16
10. Catalog—Normal hours of operation (Submit as an addendum, supplement, or insert.)	
11. Catalog—Admission, enrollment, and readmission policies	
12. Catalog—Policy for granting credit	
13. Catalog and/or EA—Cancellation and refund policy	
14. Course of instruction (Submit CSC-307COI, CSC-302COI, or CSC-303.)	
15. Catalog—Synopsis of each subject offered	
16. Catalog—Grading and marking system	
17. Catalog—Policy concerning satisfactory progress	
18. Catalog—Attendance policy	
19. Catalog—Policy regarding student conduct	
20. Catalog—Requirements for graduation	
21. Catalog—Description of the school's placement assistance policy	
22. Catalog—Policies and procedures to resolve student grievances and/or complaints	
23. EA—Identifying data—Include the revision date.	
24. Addendum, supplement, or insert (Submit CSC-001X.)	

TWC CSC

DEC 06 2021

Certification

I certify that the attached document contains all information required by TWC and that all statements and policies made in the attached document are true, correct, and in compliance with the Texas Education Code, Chapter 132, and Texas Administrative Code, Chapter 807. I understand that submitting false, misleading, or incomplete information may result in a **fine and/or revocation or denial** of the school's Certificate of Approval. I understand that a **100 percent refund** is due to any student whose enrollment was procured as result of misrepresentation in the school's advertising or promotional materials.

Typed or Printed Name of Owner, Director or Owner's Designee:Anthony Johnson	Title:Director
Signature of Owner, Director, or Owner's Designee:	Date: 11/24/21

Notary

State of Texas	County of Dallas , where witnessed.
Subscribed and sworn to me on (mm/dd/yyyy) 11/24/2021	My commission expires on (mm/dd/yyyy) 10/23/2021
Signature of Notary:	

Stamp/Seal:

ANGELINA VICTORIA SMITH
Notary Public, State of Texas
Comm. Expires 10-02-2023
Notary ID 129732468

CSC-042
Rev 05/18

CROSSWIND Exam Review LLC

S3199 – 3333 Earhart Drive, Suite 300, Carrollton TX. 75006

The following is an explanation of Revisions, Adds and Deletes for Crosswind Catalog for changes for our current 2020-2021 Catalog, Volume 6.4. We have updated our school's address change information (Our new address move has already been approved by the TWC.) and added our 2022 class dates. These changes caused some repagination throughout the catalog.

CATALOG REVISIONS/ADDS/DELETES –

Page 1. –On the COVER PAGE, we revised the text "2020-2021 Catalog" to "2021-2022 Catalog". We revised the text "Volume 6.4 to Volume 6.5". We revised text stating the school's address from "2828 E. Trinity Mills Rd., Suite 221, Carrollton TX. 75006" to our new address of "3333 Earhart Drive, Suite 300, Carrollton TX. 75006". We revised the text "Published August 24, 2020", to "Published November 17, 2021". We revised the text "Effective August 24, 2020" to Effective November 17, 2021".

Page 2. –In the TABLE OF CONTENTS page, the text "2020-2021 Course Calendar" was revised to "2021-2022 Course Calendar".

Page 4. – In the FACILITIES AND EQUIPMENT section, in the first sentence, we revised the text, "2828 E. Trinity Mills Road, Suite 221, Carrollton TX 75006", to our new address of "3333 Earhart Drive, Suite 300, Carrollton TX. 75006". In the second sentence, the square footage was revised from "3,236" to "2,840". In the second to the last sentence of the paragraph, the text, "Our training facility is located in the 3-story Building of the Trinity Square Plaza, across from the Bent Tree Hills shopping center." was deleted and the text, "Our training facility is located in the 1-Story Building of the Layfayette Square Business Park, located near Operation Kindness." was added. The previous map graphic showing our old address was deleted and the new map graphic with our new address was added. In the sentence directly below the map, the text, "2828 E. Trinity Mills Road, Suite 221, Carrollton TX. 75006" was revised to our new address of "3333 Earhart Drive, Suite 300, Carrollton TX 75006".

Page 5. – In the FACULTY and STAFF section, the text "Jennifer Hamm…………Registrar, Orders Department" was deleted, as Mrs. Hamm has left our employment.

Page 6. – In the HOLIDAYS OBSERVED and NO CLASS HELD DATES section, all holidays before 11/17/2021 were deleted and all holidays for 2022 were added.

Page 7. – In the PROGRAM SCHEDULE DATES 2020 – 2021 section, the text "2021 – 2021" was revised to "2021 – 2022". All class dates before 11/17/2021 were deleted and all class dates for 2022 were added.
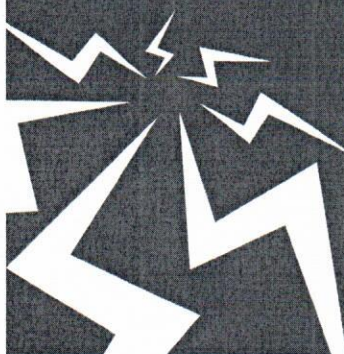
Crosswind
Exam Review

CROSSWIND Exam Review, LLC
2021-2022 Catalog
Volume 6.5

School # S3199

"APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS"

3333 Earhart Drive, Suite 300 ◆ Carrollton, TX 75006 ◆ (214) 764-1338

TABLE OF CONTENTS

TRADEMARKS and COPYRIGHTS

Project Management Training Alliance (PMTA)®

Project Management Institute (PMI)®

Project Management Professional (PMP)®

Certified Associate in Project Management (CAPM)®

PMI Agile Certified Practitioner (PMI-ACP)®

Program Management Professional (PgMP)®

Project Management Institute, *A Guide to the Project Management Body of Knowledge, (PMBOK ® Guide)* – Fifth Edition, Project Management Institute, Inc., 2013.

Project Management Institute, *A Guide to the Project Management Body of Knowledge, (PMBOK ® Guide)* – Sixth Edition, Project Management Institute, Inc., 2017.

PMBOK® Guide

PMI, PMP, CAPM, PgMP, PMI-ACP and PMBOK are all registered marks of the Project Management Institute, Inc.

HISTORY and MISSION STATEMENT

HISTORY:

CEO, Founder and Senior Instructor, Anthony (Tony) Johnson, MBA, CSM, Project +, CAPM, CCBA, PMI-SP, PMI-RMP, PMI-ACP, PMP, PgMP, has over 20 years of experience in industries such as telecommunications, financial, consulting, hardware, software development, education and manufacturing. While he finished his MBA, he started teaching project management classes in the college and university environments and saw opportunities to create products for others to teach from and learn from as well. Having written 34 books and created over 100 different learning products on project management, portfolio management, business analysis and agile development, Tony's view on learning and development is non-traditional and forward thinking. Tony believes that everyone learns differently, and one approach doesn't fit all.

Since starting Crosswind in 2005, he has built a solid educational foundation in his students via accelerated learning techniques and products. His teaching approach involves using communication to simplify complex concepts for easier understanding and application in the workforce.

MISSION STATEMENT:

Our goal at CROSSWIND Exam Review, LLC, is to ensure the services provided meet or exceed the expectations of our students. Through our Quality System, we monitor our company processes and continually focus on improving those processes. We are committed to taking care of our students, growing the business, and continuous process and course improvement.

APPROVALS

CROSSWIND Exam Review, LLC: Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. School number is S3199.

CROSSWIND is also a Certified Training Provider of the Project Management Training Alliance, Inc. Certified Training Provider (CTP) number 24221.

FACILITIES AND EQUIPMENT

Public classes are provided at our office location at 3333 Earhart Drive, Suite 300, Carrollton TX 75006. The 2,840 square foot suite is accessible to persons with disabilities and includes a classroom outfitted with a whiteboard for the Instructor's use. No desktop computers or laptops are required for use in the classroom, as the class is taught primarily by book and Instructor example. The rest of the suite consists of the student break-room and administrative offices. Our training facility is located in the 1-Story Building of the Layfayette Square Business Park, located near Operation Kindness. See map below. **(Due to COVID-19, classes are currently being held virtual/live only. We will return to public classes as soon as possible. This is a fluid situation with the virus.)**

Live/Virtual classes are also provided at our office location at 3333 Earhart Drive, Suite 300, Carrollton TX 75006. Virtual students attend class via our webinar application and are taught in real time (synchronous training) by the Instructor, along with the rest of the students that are attending in person.

OWNER and DIRECTOR

Anthony (Tony) P. Johnson, MBA, CSM, Project +, CAPM, CCBA, PMI-SP, PMI-RMP, PMI-ACP, PMP, PgMP, Director and Senior Instructor

CEO and Founder Anthony (Tony) Johnson, MBA, CSM, Project +, CAPM, CCBA, PMI-SP, PMI-RMP, PMI-ACP, PMP, PgMP, has over 20 years of experience in industries such as telecommunications, financial, consulting, hardware, software development, education and manufacturing. He has been a trainer and curriculum developer in technology, electronic commerce and Project Management. An award winning member of Dallas, Texas PMI® Chapter, Tony is a past member of the Chapter's education committee. He has been the keynote speaker in speaking engagements at PMI® & IIBA® Chapters worldwide. Tony is the author of the CBAP, CCBA, PMP, CAPM, PMI-ACP and PgMP Exam Review products including manuals, audio CDs, exam simulation CDs, flashcards, placemats and PMTV online training, which are used in various industries in 72 countries across the globe. Tony has a Bachelor's degree in Business Administration & Finance and a MBA in Operations & Strategic Management.

ADMINISTRATION

Greg Shetler, Ph.D, PMP, PgMP

Greg has over 28 years of experience in project and program management in areas such as military and defense contractor, financial services, healthcare and IT. He earned his PMP® certification in 2001, his PgMP® certification in 2008 and has authored the book, "Project Management as Warfare".

Adrian Terry, CSM, PMP

Adrian has 15 years of experience in the airline, consulting and auto finance industries. His background includes the breadth of Program and Project Management. He has a bachelors degree and has been certified in SCRUM and Lean Six Sigma. He received his PMP® certification in 2002. His experience includes launching and managing PMOs and IMOs, production support, serving as a PM SME and helping others achieve success as a PMP® Exam Prep Instructor. He has a passion for strategy, process excellence and efficient delivery.

FACULTY and STAFF

Denise Nichols, General Manager

Ms. Nichols manages and coordinates the daily operations of CROSSWIND Exam Review, LLC. As a regulated career school, our company must maintain all requirements and policies of the Texas Workforce Commission and it is Ms. Nichols' job to ensure that these requirements are met and to report back to the Director and CEO.

Elizabeth Ali... Registrar, Orders Department and Designee

TUITION and FEES

PMP®/CAPM® Exam Success Series: Exam Preparation Course

Tuition	$1,495.00
Course Materials	$ 00.00 (Included in price of tuition.)
Total Cost	$1,495.00

** Price of course materials is included in price of registration of $1,495.00.

Crosswind PMI Agile Certified Practitioner (PMI-ACP)®: Exam Prep Course

Tuition	$1,295.00
Course Materials	$ 00.00 (Included in price of tuition.)
Total Cost	$1,295.00

** Tuition for the 5 Week Course schedule for this program may be broken up into 4 payments of $323.75 USD each, if needed. Price of course materials is included in price of registration of $1,295.00.

HOLIDAYS OBSERVED and NO CLASS HELD DATES

2021

Thanksgiving Day - 11/25/2021	No class held on 11/25/2021
	No class held on 11/26/2021

Christmas Day – 12/25/2021	No class held on 12/24/2021
	No class held on 12/25/2021
	No class held on 12/27/2021

2022

New Year's Day - 01/01/2022	No class held on 12/31/2021
	No class held on 01/01/2022

Memorial Day - 05/30/2022	No class held on 05/30/2022

Easter Day – 04/17/2022	No class held on 04/16/2022
	No class held on 04/17/2022

Independence Day – 07/04/2022	No class held on 07/04/2022

Labor Day – 09/05/2022	No clas held on 09/05/2022

Thanksgiving Day – 11/24/2022	No class held on 11/24/2022
	No class held on 11/25/2022

Christmas Day – 12/25/2022   No class held on 12/23/2022
                                              No class held on 12/24/2022
                                              No class held on 12/25/2022
                                              No class held on 12/26/2022

ENROLLMENT PERIOD and ENROLLMENT POLICY

New enrollees attending a public class are welcome to register either by phone at 214.764.1338, our website at www.crosswindpm.com, or walk into our facility to be registered in person.

New enrollees who will be attending a Virtual/Live class virtually via our webinar application, will register online via our online Enrollment Agreement located on our website at www.crosswindpm.com.

Registration for both public and Live/Virtual classes is allowed right up until the day before a class is to start. New enrollees will be entered into our Master Student File, and then given our "Student Enrollment Packet", which includes the "Student Enrollment Agreement", "Receipt of Enrollment Policies Form", and the "Student Admission Document".

If a student enrolls early enough before a class is to start they will be shipped their class materials at no additional charge to them. If registering close to a class start, their class materials will be waiting for them on the first day of class.

New enrollees who are registering for a 4-Day Boot Camp schedule, can either choose to pay for their registration in full via a credit card or check before the class is to start. New enrollees who are registering for the 5-Week class schedule can either pay in full via credit card or check, or split their payments into 4 equal installments over the duration of the course, with the first installment due before the class starts.

PROGRAM SCHEDULE DATES FOR 2021 - 2022

PMP®/CAPM® Exam Success Series: Exam Preparatio nCo urse

QUARTER 4 2021

4-Day Boot Camp Live/Virtual (08:00 a.m. – 05:00 p.m.) – 12/13/2021 – 12/16/2021

QUARTER 1 2022

4-Day Saturday Boot Camp Live/Virtual (08: a.m. – 05:00 p.m.) – 01/08/2022 – 01/29/2022
4-Day Boot Camp Live/Virtual (08:00 a.m. – 05:00 p.m.) – 01/17/2022 – 01/20/2022
4-Day Boot Camp Live/Virtual (08:00 a.m. – 05:00 p.m.) – 03/07/2022 – 03/10/2022
4-Day Saturday Boot Camp Live/Virtual (08:00 a.m. – 05:00 p.m.) – 03/12/2022 – 04/02/2022

QUARTER 2 2022

> 4-Day Boot Camp Live/Virtual (08:00 a.m. – 05:00 p.m.) – 04/25/2022 – 04/28/2022
> 4-Day Saturday Boot Camp Live/Virtual (08:00 a.m. – 05:00 p.m.) – 06/04/2022 – 06/25/2022
> 4-Day Boot Camp Live/Virtual (08:00 a.m. – 05:00 p.m.) – 06/06/2022 – 06/09/2022

QUARTER 3 2022

> 4-Day Boot Camp Live/Virtual (08:00 a.m. – 05:00 p.m.) – 07/25/2022 – 07/28/2022
> 4-Day Saturday Boot Camp Live/Virtual (08:00 a.m. – 05:00 p.m.) – 08/06/2022 – 08/27/2022
> 4-Day Boot Camp Live/Virtual (08:00 a.m. – 05:00 p.m.) – 09/19/2022 – 09/22/2022

QUARTER 4 2022

> 4-Day Saturday Boot Camp Live/Virtual (08:00 a.m. -05:00 p.m.) – 10/22/2022 – 11/12/2022
> 4-Day Boot Camp Live/Virtual (08:00 a.m. – 05:00 p.m.) – 11/07/2022 – 11/10/2022
> 4-Day Boot Camp Live/Virual (08:00 a.m. – 05:00 p.m.) – 12/12/2022 – 12/15/2022

Crosswind PMI Agile Certified Practitioner (PMI-ACP)®: Exam Prep Course

QUARTER 4 2021

> 3-Day Boot Camp Live/Virtual (09:00 a.m. – 05:00 p.m.) – 12/06/2021 – 12/08/2021

QUARTER 4 2022

> 3-Day Boot Camp Live/Virtual (09:00 a.m. – 05:00 p.m.) – 12/05/2022 – 12/07/2022

DAILY CLASS SCHEDULE

PMP®/CAPM® Exam Success Series: Exam Preparation Course

4-Day Saturday students will attend class on Saturday from 08:00 a.m. to 05:00 p.m. for 4 consecutive Saturdays in a row. Four fifteen minute breaks will be taken with this schedule at 08:55 a.m. to 9:10 a.m., 10:50 a.m. to 11:05 a.m., 01:55 p.m. to 02:10 p.m., and 03:50 p.m. to 04:05 p.m. Lunch break is taken from 12:00 p.m. to 01:00 p.m. Exit Exam for the 4-Day Saturday students who are attending class in person occurs on day 4. The students have 4 hours to finish the Exit Exam. Exit Exam is given in a simulated test environment and students may take breaks as needed during that 4-hour time limit. There are no "scheduled" breaks during the simulated test environment. 4 hour-timed Exit Exam for the 4-Day Saturday students who are attending virtually will be provided to them online. The virtual students have 48 hours to submit their completed online Exit Exam to CROSSWIND Exam Review LLC., for scoring.

4-Day Boot Camp students will attend class Monday through Thursday from 08:00 a.m. to 05:00 p.m. Four fifteen minute breaks will be taken with this schedule at 08:55 a.m. to 9:10 a.m., 10:50 a.m. to 11:05 a.m., 01:55 p.m. to 02:10 p.m., and 03:50 p.m. to 04:05 p.m. Lunch break is taken from 12:00 p.m. to 01:00 p.m.

(See Program Schedule Dates above for all course schedules.)

Crosswind PMI Agile Certified Practitioner (PMI-ACP)®: Exam Prep Course

Five Week Wednesday Evening students will attend class on Wednesday in five 4.25-hour sessions from 05:45 p.m. to 10:00 p.m. Two fifteen minute breaks will be taken with this schedule at 06:55 p.m. to 7:10 p.m. and 08:50 p.m. to 09:05 p.m.

3 Day Weekday students will attend class from Monday through Wednesday in three 7-hour sessions from 09:00 a.m. to 05:00 p.m. Three fifteen minute breaks will be taken with this schedule at 09:55 a.m. to 10:10 a.m., 01:55 p.m. to 02:10 p.m. and 3:50 p.m. to 4:05 p.m. Lunch break for this schedule will be from 12:00 p.m. to 01:00 p.m.

(See Program Schedule Dates above for all course schedules.)

OFFICE HOURS

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except days when school will be closed for observed holidays.

2021 - 2022 COURSE CALENDAR

November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Thanksgiving Holiday Office Closed	26 Thanksgiving Holiday Office Closed	27
28	29	30				

December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 3-Day PMI-ACP® Exam Prep Day 1	7 3-Day PMI-ACP® Exam Prep Day 2	8 3-Day PMI-ACP® Exam Prep Day 3	9	10	11
12	13 PMP®/CAPM® 4-Day – Day 1	14 PMP®/CAPM® 4-Day – Day 2	15 PMP®/CAPM® 4-Day – Day 3	16 PMP®/CAPM® 4-Day – Day 4	17	18
19	20	21	22	23	24 Christmas Holiday Office Closed	25 Christmas Holiday Office Closed
26	27 Christmas Holiday Office Closed	28	29	30	31 New Year's Holiday Office Closed	

10

January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 New Year's Holiday Office Closed
2	3	4	5	6	7	8 PMP®/CAPM® 4-Day Saturday Day 1
9	10	11	12	13	14	15 PMP®/CAPM® 4-Day Saturday Day 2
16	17 PMP®/CAPM® 4-Day – Day 1	18 PMP®/CAPM® 4-Day – Day 2	19 PMP®/CAPM® 4-Day – Day 3	20 PMP®/CAPM® 4-Day – Day 4	21	22 PMP®/CAPM® 4-Day Saturday Day 3
23	24	25	26	27	28	29 PMP®/CAPM® 4-Day Saturday Day 4
30	31					

February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

11

March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 PMP®/CAPM® 4-Day – Day 1	8 PMP®/CAPM® 4-Day – Day 2	9 PMP®/CAPM® 4-Day – Day 3	10 PMP®/CAPM® 4-Day – Day 4	11	12 PMP®/CAPM® 4-Day Saturday Day 1
13	14	15	16	17	18	19 PMP®/CAPM® 4-Day Saturday Day 2
20	21	22	23	24	25	26 PMP®CAPM® 4-Day Saturday Day 3
27	28	29	30	31		

April 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 PMP®/CAPM® 4-Day Saturday Day 4
3	4	5	6	7	8	9
10	11	12	13	14	15	16 Easter Holiday Office Closed
17 Easter Holiday Office Closed	18	19	20	21	22	23
24	25 PMP®/CAPM® 4-Day – Day 1	26 PMP®/CAPM® 4-Day – Day 2	27 PMP®/CAPM® 4-Day – Day 3	28 PMP®/CAPM® 4-Day – Day 4	29	30

May 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Memorial Day Holiday Office Closed	31				

June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 PMP®/CAPM® 4-Day Saturday Day 1
5	6 PMP®/CAPM® 4-Day – Day 1	7 PMP®/CAPM® 4-Day – Day 2	8 PMP®/CAPM® 4-Day – Day 3	9 PMP®/CAPM® 4-Day – Day 4	10	11 PMP®/CAPM® 4-Day Saturday Day 2
12	13	14	15	16	17	18 PMP®/CAPM® 4-Day Saturday Day 3
19	20	21	22	23	24	25 PMP®/CAPM® 4-Day Saturday Day 4
26	27	28	29	30		

July 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Independence Day Holiday Office Closed	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 PMP®/CAPM® 4-Day – Day 1	26 PMP®/CAPM® 4-Day – Day 2	27 PMP®/CAPM® 4-Day – Day 3	28 PMP®/CAPM® 4-Day – Day 4	29	30
31						

August 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6 PMP®/CAPM® 4-Day Saturday Day 1
7	8	9	10	11	12	13 PMP®/CAPM® 4—Day Saturday Day 2
14	15	16	17	18	19	20 PMP®/CAPM® 4-Day Saturday Day 3
21	22	23	24	25	26	27 PMP®/CAPM® 4-Day Saturday Day 4
28	29	30	31			

September 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Labor Day Holiday Office Closed	6	7	8	9	10
11	12	13	14	15	16	17
18	19 PMP®/CAPM® 4-Day – Day 1	20 PMP®/CAPM® 4-Day – Day 2	21 PMP®/CAPM® 4-Day – Day 3	22 PMP®/CAPM® 4-Day – Day 4	23	24
25	26	27	28	29	30	

October 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22 PMP®/CAPM® 4-Day Saturday Day 1
23	24	25	26	27	28	29 PMP®/CAPM® 4-Day Saturday Day 2
30	31					

15

November 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 PMP®/CAPM® 4-Day Saturday Day 3
6	7 PMP®/CAPM® 4-Day – Day 1	8 PMP®/CAPM® 4-Day – Day 2	9 PMP®/CAPM® 4-Day – Day 3	10 PMP®/CAPM® 4-Day – Day 4	11	12 PMP®/CAPM® 4-Day Saturday Day 4
13	14	15	16	17	18	19
20	21	22	23	24 Thanksgiving Holiday Office Closed	25 Thanksgiving Holiday Office Closed	26
27	28	29	30			

December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 3-Day PMI-ACP® Exam Prep Day 1	6 3-Day PMI-ACP® Exam Prep Day 2	7 3-Day PMI-ACP® Exam Prep Day 3	8	9	10
11	12 PMP®/CAPM® 4-Day – Day 1	13 PMP®/CAPM® 4-Day – Day 2	14 PMP®/CAPM® 4-Day – Day 3	15 PMP®/CAPM® 4-Day – Day 4	16	17
18	19	20	21	22	23 Christmas Holiday Office Closed	24 Christmas Holiday Office Closed
25	26 Christmas Holiday Office Closed	27	28	29	30	31

COURSE TIME HOURS

A course time hour is at least 50 minutes of instruction during a 60-minute period.

ADMISSION REQUIREMENTS

PMP®/CAPM® Exam Success Series: Exam Preparation Course

Individuals applying for this course are required to:

- Be at least 18 years of age.
- Have either a high school diploma, GED certificate level of education, or global equivalent and at least 1500 hours of experience on project related work, over a minimum of 12 months' time.

Crosswind PMI Agile Certified Practitioner (PMI-ACP)®: Exam Prep Course

Individuals applying for this course are required to:

- Be at least 18 years of age.
- Have either a high school diploma, GED certificate level of education, or global equivalent.
- 2,000 hours (12-months) working on project teams in the last 5 years. Student is not required to be a Project Manager.
- 1,500 hours (8-months) working on project teams using Agile approaches and processes in the last 3 years.

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE NOT APPLICABLE

The PMP®/CAPM® Exam Success Series: Exam Preparation Course is worth 36.00 Contact Hours or Professional Development Units (PDUs) for the Certified Associate in Project Management (CAPM)® and Project Management Professional (PMP)® certifications. This course meets the hour requirement of the Project Management Institute. This course does not count towards college education or transfer for credit. No credit for prior education, experience or training will be granted towards this course.

The Crosswind PMI Agile Certified Practitioner (PMI-ACP)® - Exam Prep Course is worth 21.00 Contact Hours or Professional Development Units (PDUs) for the PMI Agile Certified Practitioner (PMI-ACP)® certification. This course meets the hour requirement of the Project Management Institute. This course does not count towards college education or transfer for credit. No credit for prior education, experience or training will be granted towards this course.

REFUND and CANCELLATION POLICY

REFUND POLICY:

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).

2. The effective date of termination for refund purposes will be the earliest of the following:

    (a) The last date of attendance; or

    (b) The date of receipt of written notice from the student.

3. If tuition is collected in advance of entrance, and the student does not enter the course, no more than $100 shall be retained by CROSSWIND Exam Review, LLC. However, the student will need to send back to CROSSWIND Exam Review, any unused study materials that were sent to them at the time of registration.

4. If the student fails to enter the course after the 3-day cancellation period, withdraws, discontinues or cancels at any time before completion of the course, the student will be refunded the pro rata portion of tuition that the number of class hours remaining in the course after the effective date of termination bears to the total number of class hours in the course.

5. A full refund of all tuition is due in each of the following cases:

    (a) An enrollee is not accepted by CROSSWIND Exam Review, LLC;

    (b) If the course of instruction is discontinued by CROSSWIND Exam Review, LLC, thus preventing the student from completing the course; or

    (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of CROSSWIND Exam Review, LLC, or misrepresentations by the CEO or representatives of CROSSWIND Exam Review, LLC.

(d)   If the enrollee elects to cancel within three days of signing up for the course.

6.   REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a)   If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b)   A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c)   The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

    (1)   Satisfactorily completed at least 90 percent of the required coursework for the program; and

    (2)   Demonstrated sufficient mastery of the program material to receive credit for completing the program.

7.   Refunds will be totally consummated within 60 days after the effective date of termination.

PMP®/CAPM® EXAM SUCCESS SERIES: EXAM PREPARATION COURSE

COURSE OBJECTIVE and PURPOSE:

Students taking this course will experience intensive project management training to either prepare them to take their certification exams or to simply help them become better project managers. The course discussion topics include: The Ten Knowledge Areas of Project Management: Integration, Scope, Time, Cost, Quality, Human Resources, Communications, Risk, Procurement and Stakeholder. The Five Process Groups of Project Management: Initiating, Planning, Executing, Monitoring and Controlling, and Closing. Two additional topics are covered: Professional and Social Responsibility and Framework.

COURSE MATERIALS:

Students taking this course will be given the Crosswind Coursework book for use in class, as well as the Crosswind Study System of materials that includes the following:

- Crosswind Bootcamp Manual with over 500 exam questions and Web-based Exam Simulation Application
- Web-based Exam Simulation Application with 168 tests and over 5,200 questions to allow creation of custom tests with various custom topics
- Discovering the *PMBOK® Guide* Audio Recording Download
- Terminology Audio Download
- Three 11" X 17" laminated certification exam placemat/wall posters (Processes, Swimlanes and Mindmaps)
- Web-based Flashcard Application
- Crosswind Flipnotes
- Two Quick Reference Guides
- One Acronym Guide
- Cross Reference Guide
- Durable Carrying Case

COURSE LENGTHS & UNITS:
Length of course is 32.00 clock hours. (Equates to 36.00 Contact/PDU hours.)

4-DAY BOOT CAMP COURSE SYLLABUS –

Startup, Framework (Day 1 a.m.)
Integration (Day 1 a.m.)
Scope (Day 1 PM, Day 2 a.m.)
Time (Day 1 PM, Day 2 a.m.)
Human Resources (Day 2 p.m.)
Stakeholder (Day 2 p.m.)
Communications (Day 2 p.m.)
Professional and Social Responsibility (Day 2 p.m.)
Cost (Day 3 a.m.)
Quality (Day 3 p.m.)
Risk (Day 3 p.m., Day 4 a.m.)
Procurement and Exit Exam (Day 4 a.m.) (Students attending virtually have 48 hours to submit their online Exit Exam to CROSSWIND Exam Review, LLC.)

4-DAY SATURDAY COURSE SYLLABUS –

Startup, Framework (Day 1 a.m.)
Integration (Day 1 a.m.)
Scope (Day 1 PM, Day 2 a.m.)
Time (Day 1 PM, Day 2 a.m.)
Human Resources (Day 2 p.m.)
Stakeholder (Day 2 p.m.)
Communications (Day 2 p.m.)
Professional and Social Responsibility (Day 2 p.m.)
Cost (Day 3 a.m.)
Quality (Day 3 p.m.)
Risk (Day 3 p.m., Day 4 a.m.)
Procurement and Exit Exam (Day 4 a.m.) (Students attending virtually have 48 hours to submit their online Exit Exam to CROSSWIND Exam Review, LLC.)

"This program is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin TX."

CROSSWIND PMI AGILE CERTIFIED PRACTITIONER (PMI-ACP)®: EXAM PREP COURSE

COURSE OBJECTIVE and PURPOSE:

Upon successfully completing this course, students will have a deeper understanding of Agile principles and how to apply the in the work place, as well as on the PMI Agile Certified Practitioner (PMI-ACP)® Exam. Students will realize key differences between Scrum, Lean, Kanban, XP and other variations of Agile Project Management.

COURSE MATERIALS:

Students taking this course will be given the Crosswind Exam Success Series: Certification Study System for the PMI Agile Certified Practitioner (PMI-ACP)®, which includes the following materials:

- Crosswind Exam Success Series: Bootcamp Manual with 240 exam style questions and 120 question Exam Simulation Application for the PMI Agile Certified Practitioner (PMI-ACP)®, Crosswind Publishing, 2016.
- Terminology Audio Download
- Processes Placemat
- Quick Reference Guides
- Web-based Flashcard Application

COURSE LENGTHS & UNITS:
Length of course is 21.00 clock hours. (Equates to 21.00 Contact/PDU hours.)

3-DAY WEEKDAY COURSE SYLLABUS –

Exam Registration and Environment (Day 1 - AM)
Agile Principles and Mindset (Day 1 – AM)
Agile Tools & Technologies (Day 1 – PM)
Value-Driven Delivery (Day 1 – PM)
Rest of Value-Driven Delivery (Day 2 - AM)
Stakeholder Engagement (Day 2 – AM)
Team Performance (Day 2 – AM and PM)
Adaptive Planning (Day 2 – PM)
Rest of Adaptive Planning (Day 3 – AM)
Problem Detection and Resolution (Day 3 – AM)
Continuous Improvement – Product, Process and People (Day 3 – PM)
Course Exit Exam and PMI-ACP® Exam Readiness Assessment (Day 3 – PM)

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FIVE WEEK WEDNESDAY EVENING COURSE SYLLABUS –

Exam Registration and Environment (Day 1)
Agile Principles and Mindset (Day 1)
Agile Tools & Technologies (Day 1 and Day 2)
Value-Driven Delivery (Day 2)
Stakeholder Engagement (Day 2)
Team Performance (Day 3)
Adaptive Planning (Day 3)
Problem Detection and Resolution (Day 4)
Continuous Improvement (Product, Process and People) (Day 4)
Course Exit Exam and PMI-ACP® Exam Readiness Assessment (Day 5)

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STUDENT PROGRESS and CERTIFICATE OF COMPLETION POLICIES

STUDENT PROGRESS POLICY

CROSSWIND Exam Review, LLC is dedicated to ensuring that all students have the assistance they need from both our Instructors and courses materials to prepare them to sit for PMI®'s various certification exams.

Throughout the duration of all of our courses, both live and virtual, our Instructors encourage questions and comments from the students to ensure they are getting the most out of the course and that they are digesting all of the information being provided to them. Our students who are attending virtually have the ability to ask the Instructor questions in real time via our webinar application, as well as answer questions, communicate with the other class students and send messages to the Instructor. Training is synchronous. Our virtual students are watching the Instructor teach the class live. The classroom has a dry-erase board application that allows the dry-erase content to show up on the webinar application. All of our students also benefit from a one-on-one personal interview with the Instructor after they take our version of the course exit exam. This is a very useful tool for the

student to gauge where their strong and weak areas might be and also to give them advice as to whether the Instructor feels they are ready to sit for the actual PMI® exam, or if they need to do some further studying.

After having gone through one of our courses, all students have the ability to "sit-in" on future classes at no further cost to them if they need to brush up on a knowledge area until they are certified. They also have access to our Instructors via email and phone for additional tutoring after a course, if needed, upon request.

CERTIFICATE OF COMPLETION POLICY –

All students who complete one of our courses will receive a Certificate of Completion.

All students both live and virtual, must be present for all knowledge areas taught during the course and take our version of an exit exam on the last day of class (or within 48 hours in the case of virtual students) in order to qualify for a Certificate of Completion. Students who are attending virtually will be required to complete all of their online tests, including the Exit Exam in order to receive their completion certificate. Our virtual application records login statistics, and our Instructor monitors this throughout the class to determine that all students are attending.

If for any reason a student was absent for any part of the class or is unable to stay for the exit exam, he/she will need to reschedule with the Instructor to make up the time or exam in a future class in order to obtain a Certificate of Completion. (See "Student Attendance Policy".) After the student has sufficiently made up the time and knowledge area(s) he/she missed to satisfy the Instructor, or sit for the exit exam, the student will be able to receive their Certificate of Completion.

STUDENT ATTENDANCE and CONDUCT POLICIES

ATTENDANCE POLICY –

Students have the responsibility for attending class on time every day of the course and for attending each knowledge area of study.

If it is necessary for a student to be absent for an entire day or a partial day of class, it is the student's responsibility to reschedule with the Instructor to make up that time and whatever knowledge area/s they missed.

Our virtual application records login statistics, and our Instructor monitors this throughout the class to determine that all students are attending. Instructor will take attendance for all students at the beginning of class, after the lunch break and at the end of class.

It is CROSSWIND Exam Review, LLC.'s responsibility to maintain accurate attendance records to keep in accordance with the requirements set forth by the Texas Workforce Commission.

STUDENT CONDUCT POLICY -

CROSSWIND Exam Review, LLC is committed to providing a safe and productive environment for learning and study. As such, we have a vested interest in both the safety and wellbeing of both our students and our staff. The following actions or behavior will not be tolerated inside the building or on school property:

1. Disruption of operations of the school. Disruption is an action by an individual or group which interferes with, or prevents the regular and essential operation of the school or infringes upon the rights of others to freely participate in its programs and services.
2. Physical or psychological/emotional abuse, intimidation or harassment of any person. This includes sexual harassment*, gender, racial and disability harassment and any form of fighting.
3. Theft of/or damage to property of the school.
4. Conduct which threatens or endangers the health or safety of any person.
5. Use, possession, or distribution of narcotic or illegal drugs or drug paraphernalia on school property, except as expressly permitted by law.
6. Use, possession, or distribution of alcoholic beverages on school property.
7. Illegal or unauthorized possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property.
8. Solicitation, including the distribution of advertisements and samples, on school property without prior authorization by the appropriate school official(s).
9. Tampering with fire/safety equipment.

*Sexual harassment in any form by students or any member of the administration, faculty or staff is prohibited. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student can deny or limit, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the school's program. CROSSWIND Exam Review, LLC. is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace.

STUDENT COMPLAINT POLICY

STUDENT COMPLAINT POLICY –

CROSSWIND Exam Review, LLC is dedicated to ensuring that all of our students have the best experience possible when taking our courses.

If, however, a student is not happy with the training that he/she received or the experience that he/she had, the student is welcome to file either a verbal or written complaint with any school official. That staff member will be responsible for investigating the complaint and taking action to correct the problem.

If a student feels that their complaint or grievance has not been resolved, they can direct the unresolved complaint or grievance to:

<div align="center">

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: 512-936-6959

</div>

PLACEMENT SERVICES NOT AVAILABLE

CROSSWIND Exam Review, LLC does not currently provide employment placement service, nor do we monitor or keep track of placement results of our students.
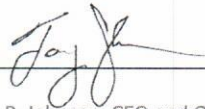
READMISSION

If a student has previously had to cancel a course and received their refund, they are welcome to re-register for the course again at any time with no restrictions. Any students who have already sat through the PMP®/CAPM® Exam Success Series: Exam Preparation Course and then later took their actual exam and became certified are also able to retake the course at a lesser tuition amount of $750.00 USD to obtain PDU's (Professional Development Units) required to maintain their certification. The course is worth 36.00 PDU's for a student who is already a certified Project Management Professional (PMP)®.

TEXAS WORKFORCE COMMISSION Career Schools and Colleges

<u>True and Correct Statement</u>

"The information contained in this catalogue is true and correct to the best of my knowledge."

_____

Anthony P. Johnson, CEO and Owner

CROSSWIND Exam Review, LLC

School #S3199