

The logo is a circular emblem with a double-line border. The outer ring contains the text 'PERSONAL INJURY' at the top and 'ACADEMY' at the bottom, separated by two gold stars. The inner circle features a stylized road or path leading towards a horizon, with a gold arrow pointing to the right.

Coaching Pros Personal Injury Academy Catalog

**5358 S. Eastern Ave.
Las Vegas, NV 89119**

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2021-2022 Catalog
Effective date: August 26, 2021

Licensed to operate by the Commission on Postsecondary Education

Introduction

Coaching Pros Workshops are intended for those who want to learn the fundamentals of Personal Injury.

The Workshops are designed to be easy and understandable for people who want to revolutionize their job opportunities or have a need to reinvent themselves and start in a new work field to increase their income.

We train and prepare students, auto accident attorneys, chiropractors, and body shops (just to name a few), to handle injured clients and their insurance claims.

Students will be given "Work Manuals" at each training workshop with the assistance of an experienced Case Manager. They will guide them step-by-step through the entire process of a "case file" from beginning to end. These workshops are intended for anyone who wants to start a career in the legal field.

*WE ARE COMMITTED TO PROVIDING EXCELLENCE IN OUR COACHING
"SUCCESS IS LIKING YOURSELF, LIKING WHAT YOU DO, AND LIKING HOW
YOU DO IT!"*

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School Location/Facility

The School is located at 5358 S. Eastern Avenue, Las Vegas, Nevada 89119. The facility is 2,800 square feet, sitting on almost an acre of land with ample parking. Included is the classroom/workshop area and a cafeteria with built in kitchen where students are welcome to take a break between lectures.

The School is owned by Coaching Pros Personal Injury Academy, LLC. The manager is Jacqueline Villeda.

Faculty & Staff

Director & Academic Director - Jacqueline Villeda

Instructor - Melissa Perez

Substitute Instructor - Yianna Albertson-Reizakis

Business Hours

Office hours:

Monday through Friday 8:30 am to 5:00 pm
(excluding holidays)

School hours:

Saturdays 9:00 am to 12:00 pm
Last Saturday of every month 9:00 am to 4:00 pm
(excluding holidays)

Observed Holidays

New Year's Day
President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas

Entrance Requirements

All students enrolling at the must be at least 18 years of age. A valid photo ID must be provided along with a completed Enrollment Agreement. Coaching Pros Personal Injury Academy is open to all persons who meet entrance requirements, regardless of age, race, color, religion, national origin, disability, sex, sexual orientation, or gender identity or expression.

Credit for Previous Training

Credit for previous education and training will not be accepted at Coaching Pros Academy. This academy does not offer outside funding or reductions for previous training.

Nevada Student Refund Policy NRS 394.449 Requirements of policy for refunds by institutions.

1. Each postsecondary educational institution shall have a policy for refunds which at least provides: (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid. (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less. (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less. (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the: (a) Date of cancellation by a student of his or her enrollment; (b) Date of termination by the institution of the enrollment of a student; (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or (d) Last day of attendance of a student, whichever is applicable.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

4. For the purposes of this section: (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences. (b) The period of time for a training program is the period set forth in the enrollment agreement. (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

(Added to NRS by 1985, 989; A 1989, 1460; 1995, 325; 2005, 635)

Tuition

50% of payment is to be made the day students sign the contract. The remaining 50% of payment is to be made on the date of the first class.

Once enrolled in the program student agrees and acknowledges that they will not miss any sessions. There will be an additional fee of \$150.00 for each make-up session required.

This academy does not offer outside funding. Credit for previous training will not be given.

Program Name	Tuition Cost	Hours to Complete
Basic Foundations of Prelitigation	\$ 1,502	24 hrs
Advanced Prelitigation	\$ 350	3 hrs
Basic Foundations of Litigation	\$ 950	6 hrs

Equipment/Books

*Tuition cost includes cost for e-books, e-manuals, registration fees, lunch and equipment used in classroom, except for laptops.

A laptop or tablet is required for every class. Coaching Pros will not disseminate hard copy materials. Student will be provided with copyright protected manuals on a disk drive they may download for free. Students understand this manual may only be used for education purposes and not for resale.

If a student wants a hard copy of the manual it will be by written request for an additional fee of **\$150.00**.

Standard of Academic Progress

Every student who completes their entire program, meeting an overall attendance of 70% or better and has a cumulative 70% or higher grade, will receive an Acknowledgement certificate that they have completed a program.

Grading Format:

Basic Foundations of Prelitigation

Quizzes	= 50 points
Final Test	= 145 points
Extra Credit	= 5 points
Total	= 200 points

Advanced Prelitigation and/or Litigation

Quizzes	= 95 points
Extra Credit	= 5 points
Total	= 100 points

Basic Foundations of Litigation

Quizzes	= 50 points
Final Test	= 45 points
Extra Credit	= 5 points
Total	= 100 points

% Grade Interpretation

96% - 100%	A Excellent
86% - 95%	B Good
76% - 85%	C Average
70%- 75%	D Poor
0 – 69%	F Fail

All students must meet the following minimum standards:

- Achieve a **70%** or higher in order to complete the program.
- If student is not on track to receive a passing grade, it is the student's responsibility to contact the school office for pricing to retake a module or appeal the finding.
 - Coaching Pros Academy does not have academic probation
- Students who do **not** appeal or whose appeal is **denied** will be **dismissed** and will not obtain any acknowledgement or certificate for the program.

Student Conduct

Students are expected to follow all school rules and regulations. You will be immediately terminated for fighting, stealing or intentional destruction of school property. Terminated students will be treated as if they voluntarily dropped the course for purposes of refund policy.

1. Food or snacks are allowed on breaks in designated area.
2. Cheating on exams or assignments or committing plagiarism will NOT be tolerated.
3. No disruptive, abusive or unprofessional behavior.
4. No possession of alcohol, marijuana, or any controlled substances on the School's premises.

Attendance Policy

If enrolled in Basic Foundations of Prolitigation: Once enrolled in the program student agrees and acknowledges that they will not miss **any** sessions. There will be an additional fee of **\$150.00** for each make-up session required.

* 2 absences in the 8 week will result in termination from the program.

If enrolled in Advanced Prolitigation and/or Litigation programs: If a student is unable to make it on their scheduled one-day session, they will be allowed to attend the following session the following month.

* A written request must be submitted, stating the reason for the absence.

Account for Student Indemnification

In an event of a schools discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a current student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

Career and Placement Services

Placement in a job is not guaranteed nor promised to graduates. Coaching Pros Personal Injury Academy will provide assistance in placement and career services for our graduates as required by NAC 394.381 (6)(k).

PROGRAM LISTING

❖ **Basic Foundations of Prelitigation – 24 hours** **Tuition: \$1,502**

Start Date to End Date	Start Date to End Date
• 10/02/2021 to 11/20/2021	• 05/7/2022 to 06/25/2022
• 01/08/2022 to 02/26/2022	• 07/02/2022 to 08/20/2022
• 03/12/2022 to 04/30/2022	• 08/27/2022 to 10/15/2022

Schedule: Classes are held every Saturday from 9:00 am to 12:00 pm for 8 weeks. We enroll new students every 8 weeks.

*Dates are subject to change. Catalog will be revised if any changes occur.

Course Description/Objective: This program is intended for those who want to learn the basics of personal injury case management. Students will learn to handle all aspects of the pre-litigation case from intake to settlement. At the completion of the program, students will be able to open a claim, understand insurance policies and limits, handle medical treatment for clients, draft demands, negotiate, and settle the claim.

Course Breakdown (Each module is 3 hours in length, for a total of 24 hours)

Module 1) Introduction: Understanding an Auto Policy

Module 2) Intake, Liability, and Investigation

Module 3) Opening a New File

Module 4) Property Damage

Module 5) Medical Treatment and Case Value

Module 6) Preparing a Demand, Negotiation, Dispersal

Module 7) Medical Records, Producing a Demand, and Settlement

Module 8) Final Overview and Exam

❖ Advanced Prelitigation – 3 hours

Tuition: \$350

Monthly Dates		
• 10/30/2021	• 03/26/2022	• 06/25/2022
• 01/29/2022	• 04/30/2022	• 07/30/2022
• 02/26/2022	• 05/28/2022	• 08/27/2022

Schedule: We enroll new students every month. Classes are held on the last Saturday of the month from 1:00 pm to 4:00 pm. (Except in November & December. Please see dates)

*Dates are subject to change. Catalog will be revised if any changes occur.

Course Description/Objective: This program is intended for those who want to learn more in depth important aspects of Prelitigation Case Management. Students should already have knowledge of basic case management or are already working in personal injury. Students will learn in detail topics such as: how to handle the property damage portion of a claim; how to increase case value; what doctors they should designate the client to; how to handle clients with pre-existing injuries; and how to properly disburse the settlement between clients and medical providers.

Prerequisite: Must have knowledge of the basics of a pre-litigation case.

Course Breakdown (Each module is 1 hour in length, total 3 hour class)

Module 1) Advanced Property Damage

- Property Damage Claim Process / Deductible / Deductible Reimbursement
- Loss of Use
- Vehicle Inspection Process
- Tow Yard Facts for Clients
- Vehicle Rental Process / Rental Deposit
- Total Loss
- Diminished Value
- Personal Items Inside the Car / Child Car Seat

Module 2) Advanced Medical Treatment and Case Value

- Medical Treatment and Increasing Case Value
- Designation of Doctors When Signing a New Case
- Build Your Case
- Cases with No Apparent Major or Pre-Existing Injuries
- Evaluate Case Value Through the 1-2-3-4 Process
- Policy Limits and Medical Treatment Ceilings
- Medical List and Medical Expenses
- Reading and Understanding the Medical Reports
- Recommendations and Future Medical Cost
- How to Handle Health Insurance Liens / Procedure Approval / Case Value

Module 3) Advanced Demand and Dispersal

- Preparing File for Demand
- Drafting Demand Letters
- Negotiation
- Dispersal Process

❖ Basic Foundations of Litigation – 6 hours

Tuition: \$950

Monthly Dates		
• 10/29/2021	• 03/25/2022	• 06/24/2022
• 01/28/2022	• 04/29/2022	• 07/29/2022
• 02/25/2022	• 05/27/2022	• 08/26/2022

Schedule: We enroll new students every month. Classes are held on the last Friday of the month from 9:00 am to 3:00 pm. (Except in November & December. Please see dates)

*Dates are subject to change. Catalog will be revised if any changes occur.

Course Description/Objective: This program is intended for those who want to learn the basic stages of a civil lawsuit in a personal injury case. Students will learn about the court structure, court deadlines, and court filings. They will also learn how to draft basic pleadings, the steps to filing a complaint, and how to obtain evidence from other parties by means of discovery methods.

Prerequisite: Must have knowledge of the basics of a pre-litigation case.

Course Breakdown (Each module is 1 hour in length, total 6 hour class)

Module 1) Introduction to Civil Litigation in Personal Injury

Module 2) Pleadings

Module 3) Discovery

Module 4) Preparing for Trial

Module 5) Alternatives to Litigation

Module 6) Final Exam

Thank you for allowing us to introduce this new way in coaching and preparing people for their next career path.

CONTACT US

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