

# LUMINATION

Technical Training School

## Student Handbook & Catalog

Published: March 19, 2021

Revised: May 14, 2021

2021



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# Welcome to Lumination Technical Training School

## Foreword

This handbook has been prepared to provide valuable information to students. Answers to many questions regarding training courses with Lumination Technical Training School can be found in this handbook. For specific information regarding an individual course or clarification of any item in this handbook, please email [contact@lumaxia.com](mailto:contact@lumaxia.com).

We sincerely hope your experience with our course will be enjoyable, will diversify your skillset and will set you on the path to the right future!

Aida Regardiz-Vuppala  
President

## Our Values

### Mission Statement

We are committed to preparing each of our students for success in their certification exams. Our standard is that no student should feel like one of the many. The Lumination Technical Training School's objective is to provide students with the tools necessary for short term success in their certification exams while providing access to career guidance that will ultimately lead to long term growth and achievement. Here at the Lumination Technical Training School, we are equipped to help you in elevating your career as we assist you in crafting your future. There are no limitations here at the Lumination Technical Training School; only possibilities and tools for success.

### Core Values

- We guarantee personalized assistance for both course material and career advice.
- Your success is our success, and we will do all we can to ensure you are equipped to pass the certification exams.
- We might be virtual but each of our courses will be interactive, informative, and hands-on as one would find in a classroom setting.
- Our services do not end in the classroom. Our resume and career services are open and accessible to all students during and after the course.

# Why Lumination Technical Training School?

## Our Commitment to You

Lumination Technical Training School is committed to your success! In addition to providing supplemental modules after each training session, and individualized training when needed, if you don't pass your Certification Course, we will allow you to take our Training Session all over again, at NO ADDITIONAL CHARGE\*! This will allow you to become even more prepared with course material and feel ready to begin your career as a Robotics Process Automation Professional.

\*If a student does not pass the RPA Advanced Professional Exam, they will be allowed to retake our training course once at no additional cost. If a student has still not passed the exam after the second training course, they will need to re-register for the training course again and pay the associated fees after a six-month waiting period.

## Personalized Training

Course sizes are limited throughout each training session, to ensure you are receiving as much hands on training as possible. Throughout each session, there is time dedicated specifically to answering your questions and reinforcing any material that you need. Assignments will also be given after each class, to further advance your understanding of the discussed topics. If you are still struggling, or need any extra help, our instructor will work with you one on one, to ensure your success.

## Completed the course, but don't feel ready to take the exam yet?

Upon completion of the technical training course, you will be eligible for an additional week of extra help and tutoring from the instructor before taking the optional Automation Anywhere RPA Advanced Professional Exam. Purchasing an exam voucher is an optional addition to your course, with the exam being administered and completed through Automation Anywhere. The additional training and help may include practice exams, one-on-one tutoring, crash course sessions, or anything else that will help you feel confident in your technical capabilities.

## Career and Resume Services

Lumination Technical Training School intends to provide the most current information about the industry and ensure each student is marketable to prospective employers upon completion of training. Resume services, assistance with interviewing and job placement, as well as potential consulting opportunities are offered to students who successfully complete this course, at no additional cost.

\*Note: Job Placement is not guaranteed through taking this course, but you will have the opportunity to share your Resume with our Talent Acquisition team upon certification.

## **Admissions and Enrollment**

Admission to the Lumination Technical Training School is available to persons 18 years of age and older. Prospective students must complete the enrollment process including submission of a current resume.

# **Robotic Process Automation: Automation Anywhere**

## **Course Overview**

Automation Anywhere (AA) has been recognized as one of the leading Robotic Process Automation softwares available. Through this course, trainees will be asked to use technical and processing skills to identify key areas of automation and create virtual bots. This online certification course is ideal for anyone with a technical background, who wants to build or kickstart a career in Robotic Process Automation (RPA) including: product developers, business analyst, project managers, technology and solution architects, operations support professionals, team leads, product managers, business analysts, and sales engineers.

In this 2 week online training program, we will teach various Automation Anywhere concepts from basic to advanced. All of the concepts will be paired with real-time industry examples, helping you ace the Advanced Professional Exam at the conclusion of the course, if you choose to do so. At the end of every session, various optional Automation Anywhere University modules will be assigned, allowing you to obtain two badges throughout the course: Citizens Developer and Bot Developer. These will allow for additional practice of classroom learned material, as well as to assess your understanding. Students may also be asked to watch additional videos outside of course hours in preparation for assignment help and certificate completion. Open online group meetings will also be coordinated for students to have access to the instructor, in case questions arise from the topics discussed during course sessions.

Automation Anywhere University (AAU) is a free online platform available to any individual. You do not need to enroll in Lumination Technical Training School to gain access to the materials available on this site. AAU will serve as a beneficial supplement to materials learned during the course sessions. Many assignments given throughout the course will be based off of modules completed through Automation Anywhere University. This platform will also serve as the certifying body for the RPA Advanced Professional Exam.

## **Total Number of Instructional Hours**

20 Hours (to be completed virtually on Google Meet, via Google Classroom)

\*Students should expect to spend an additional hour after each session for assignments and additional trainings

## Course Schedule

Week 1: Monday through Friday, 8:00 am to 10:00 am EST

Week 2: Monday through Friday, 8:00 am to 10:00 am EST

## Minimum Entrance Requirements

High School Diploma or its equivalent.

Hardware: Access to a Computer with basic configuration (Operation system: Windows 10).

There are no other prerequisites required to participate in the **Robotic Process Automation (RPA) online training course**, having a basic knowledge of any programming language will be an added advantage. .

## Registration Fee

A non-refundable registration fee of \$50 will be charged to all participants at the time of registration.

## Tuition

\$1099.00 (includes live instructor sessions, access to supplemental material on Google Classroom, and extra support before taking Advanced Professional Exam)

\*Upon Enrollment, students will be given instructions on how to access Automation Anywhere University and how to install the AA Community Edition software, which are free platforms available to the public, regardless of enrollment in this course.

## List of occupations for which RPA Course will prepare students

\*Please Note: The following list is by no means comprehensive nor do we guarantee placement in one of the below fields.

- Business Process Analyst
- RPA Consultant
- RPA Engineer or Developer
- RPA System Administrator
- RPA Business Analyst
- RPA Solutions Architect

## Course Objectives

- By the end of this **Robotic Process Automation (RPA) Online Training**, students will have practical and theoretical knowledge about RPA and tools (Automation Anywhere) to accomplish the following:
  - Understand Robotic Process Automation (RPA) and its value proposition.
  - RPA industry use cases across Banking, Insurance, Healthcare, IT, Finance and SCM, etc.

- RPA Project life cycle and documentation procedure.
- Learn RPA's Automation Anywhere software and how to use different components to automate processes.
- Learn Automation Anywhere tool installation, Bot creator, Bot runner and control room. • Learn to create task bot development, MetaBOT development, IQ Bot and BOT deployment.
- Learn Workload Management (Queue).
- Understand the business functionalities
- Know how these RPA can be utilized across the Organizations
- Implement RPA functions across the Organizations to boost revenues
- Create automation with applications
- Debug and handle exceptions in workflow automation.
- Preparation for the Automation Anywhere Advanced Professional Certification Exam

## Course Outline

- **Day 1: Introduction & Overview of RPA**
  - Logging In & Gaining Access to Automation Anywhere University and Community Edition
  - Introduction to Automation Anywhere and RPA
  - Benefits and Advantages of RPA
  - Example Use Cases & Processes that often use RPA
  - Questions & Answers Session
  - **Homework 1:** Introducing Robotic Process Automation (25 min), Did you Know (5 min) + Identifying Use Cases for Creating Bots (25 min)
- **Day 2: Use Cases and Automation Anywhere Explorations**
  - Review Day 1 Materials & How to Access Automation Anywhere Platform
  - Identify Potential Use Cases for Automation (from Homework)
  - Introduce different elements of Automation Anywhere: Control Room, Bot Creator, and Bot Runner
  - Walkthrough creation of first bot, "Hello Bot"
  - Question & Answers Session
  - **Homework 2:** Hello Bot: Getting Started with Building Bots (60 min)
- **Day 3: Recorder, Files, and Web Browser Cloning**
  - Review Day 2 Materials & Answer Any Remaining Questions
  - Introduce the Recorder Function & Walk Through Example
  - Walkthrough Files & Folders Commands
  - Combine Applications to Introduce Object Cloning on Web Browsers
  - Questions & Answers Session
  - **Homework 3:** Automating Tasks Using Universal Recorder (45 min)
- **Day 4: Error Handling, Emails & Universal Recorder**
  - Review Day 3 Materials, especially File & Folder Commands
  - Use Day 3 Bot (File & Folder) to implement Error Handling
  - Discuss the benefits of Error Handling and when to use it



- Introduce Send Email Command and the different ways to connect to a server
- Use Case on Read data from CSV file and update in application
- Finalize bot by creating table from Universal Recorder and sending the table through email as a saved CSV
- Questions & Answers Session
- **Homework 4:** Automating Tasks Using Excel Commands (45 min)
- **Day 5: Excel & Other CSV/Database Commands**
  - Review Day 4 Materials, and Answer any Final Questions on Error Handling or Recorder
  - Walkthrough the Excel Basic & Excel Advanced Commands in the Control Room
  - Use Case on Excel Commands: Read, update, and delete data
  - Discuss different uses for Excel Commands in Different Industries (refer back to initial Homework Use Cases)
  - Questions & Answers on Excel Commands
  - **Homework 5:** Automating Tasks Using the Enterprise A2019 File and Folder Packages, Email Action Package, and Identifying Citizen Developer Tasks in Enterprise A2019
- \***Completion of Citizens Developer Badge**
- **Day 6: Email, PDF, and String Operations**
  - **Final Assessment:** Introduce Bot Creation Final Assessment
  - Review Week 1 Materials & Answer Any Questions
  - Brief Review of Email Commands & How To Connect to Server
  - Introduce PDF Integration & String Operation with Use Case
  - Discuss Scripts in AA, OCR, and PGP Command
  - Questions & Answers Session
  - **Homework 6:** Building Resilient Bots (45 min)
- **Day 7: Master Bot, Windows, and MetaBot**
  - Review Day 6 Material
  - Introduction to the Master Bot Concept
  - Overview of Windows Commands: Actions & Control
  - MetaBOT Introduction & Example Use Case
  - API's, Image Recognition, and XML Commands (Time Permitting)
  - Questions & Answers Session
  - **Homework 7:** Implementing Front Office Automation Using Automation Anywhere Robotic Interface (45 min) & Submit Bot Proposal for Approval
- **Day 8: Practice Use Cases & Introduction to the IQ Bot**
  - General Course Review / Q&A Session
  - Mainframe & SAP Application
  - Wait Commands & BOT Dependencies
  - Use Case #1: Email, PDF, and Excel File
  - Use Case #2: Excel, Macro, Database, Email & Web Application
  - FTP & SFTP Commands
  - Introduction to IQ BOT (Use Case if time permits)
  - Questions & Answers Session

- **Homework 8:** Implementing Back Office Automation Using Automation Anywhere Robotic Interface (45 min)
- **Day 9: Exploring the Control Room & Credential Locker**
  - Review Day 8 Material & HW Questions
  - Introduction to AA Control Room
  - Overview Roles, Functions, and Triggers between CR & Client
  - Schedule Bot from Control Room & Client
  - Credential Locker: How to Create, Users, and How to Share
  - Workload & Use Case on Workload
  - Questions & Answers Session
  - **Homework 9:** Automating Business Processes Using AISense (30 min) & Writing Inline Scripts (20 min)
  - **Final Assessment:** Submit Final Bot
- \***Completion of Bot Developer Badge**
- **Day 10: Variables, Triggers, and Review**
  - Review Day 9 Material & Answer any Remaining Questions
  - Presentation of Bots
  - Final Review of Automation Anywhere & Practice Questions
  - **Homework 10:** Course Evaluation Survey

## Attendance Policy

Participants in Lumination Technical Training School courses are required to attend a minimum of 80% of all training sessions (8/10 classes). Attendance is noted as logging into each class session and participating in a timely and substantive manner.

Students who have missed one class, will be reminded via email of the attendance policy. After a second class is missed, a warning will be sent from the instructor, informing them that any subsequent absence will result in failure of the course.

Please Note: Failure to attend the required number of modules may result in ineligibility of program certification. In extenuating circumstances in which a participant must be absent, the course instructor will make determinations on a case-by-case basis in excusing an absence. Students are responsible for obtaining course information from the instructor and making up all work missed due to an absence.

## Grading

At the conclusion of each course session, participants will be assigned quizzes and other activities to assess their understanding of course materials on Google Classroom. A final assessment will also be given through the demonstration of creating a bot. All homework assignments and assessments are outlined in the above Course Outline. The grading distribution will be as follows:

**Quizzes:** 45% of overall grade

**Bot Proposal:** 10% of overall grade

**Final Bot Submission:** 25% of overall grade

**Class Participation:** 20% of overall grade

\*Class Participation includes asking questions, participating in class discussions, and being on time for class sessions.

## Grading Policy

Participants in Lumination Technical Training School courses are expected to complete all assigned quizzes and other assignments. Students will be notified of any assignments that are missing when 50% of the coursework has been completed, as well as on the last day of training. If a student fails to complete all required assignments by the final due date (3 days after the course session has ended), they will not be eligible to receive a certificate of completion of the course, and as such, will fail the training course.

## Description of the Requirements for Certificate of Completion

In order to obtain a certificate of completion for this course, students must have attended **at least 80%** of all live training sessions. In addition, all coursework must be completed, with a passing grade of **70% or higher**. Written Progress Reports will be emailed and made available through Google Classroom to all participants at the conclusion of the first week of training, once 50% of the course has been completed. Extra support will be made available for those currently below or near the passing mark.

## How Certification Works

During the Robotic Process Automation course you will learn how to enroll and access supplemental materials in Automation Anywhere University, an online training program, where you can obtain badges and Professional Certifications. Throughout the two week training course, optional modules will be assigned daily to reinforce material and ensure understanding. These modules will consist of demonstrations, quizzes, and other activities. By completing all modules, students will earn a Citizens Developer Badge in their first week of training, and a Bot Developer Badge during the second week. Both badges are free of charge, and optional additions to the training course. A student's grade will in no way be affected if they choose to not complete these additional modules.

Upon completion of the training course, students should feel prepared to take the Automation Anywhere RPA Advanced Professional Exam. This exam will be conducted through Automation Anywhere University, and consist of a timed 2 hour exam, with 60 multiple choice questions. A score of 80% or higher will be needed to obtain the Advanced Professional Certification. Students who do not successfully obtain this mark, will have the opportunity to take our course again, as well as the exam, at no extra cost (Please review the "Our Commitment to You" for further details)..

## Estimated number of students to be enrolled in the program

In order to maintain a strong learning environment, courses will ideally be taught with a group of 10-15 students per training session. This is subject to change, based on demands.

## 2021 Course Calendar

<b>Session (Weekdays 8-10am EST)</b>	<b>Course Start Date</b>	<b>Course Completion Date</b>	<b>Last Day of Access to Materials*</b>
Session #1: June 2021	06/07/2021	06/18/2021	07/02/2021
Session #2: July 2021	07/05/2021	07/16/2021	07/30/2021
Session #3: August 2021	08/02/2021	08/13/2021	08/27/2021
Session #4: September 2021	09/06/2021	09/17/2021	10/01/2021
Session #5: October 2021	10/04/2021	10/15/2021	10/29/2021
Session #6: November 2021	11/01/2021	11/12/2021	11/26/2021
Session #7: December 2021	12/06/2021	12/17/2021	12/31/2021

\*PLEASE NOTE: All participants will have access to course materials for up to 14 days after the last day of the course session (as indicated above).

Lumination Technical Training School will be closed on weekends, for all Federal Holidays, in addition to the Day after Thanksgiving. Otherwise business hours will be Monday - Friday: 9am - 5pm EST.

## Graduation Rates & Certification Rates

DISCLAIMER: Lumination Technical Training School has yet to complete a training course, thus no information is available on Graduation or RPA Advanced Professional Certification rates.

## School's Payment & Withdrawal Policy

### Payment

Lumination Technical Training School accepts all major credit cards as payment for training programs. Participants will be required to pay 50% of tuition at the time of enrollment. The remaining 50% of tuition must be paid upon completion of the course. Participants must complete Lumination Technical Training School's Credit Card Authorization Form at the time of enrollment.

## Withdrawal & Refund Law

Lumination Technical Training School follows Massachusetts law, outlined below, when processing refunds and withdrawing from the School.

### WITHDRAWAL POLICY (AS PER 230 CMR 15.04 (7) AND (8)):

(7) If a student withdraws from a Program in accordance with the School's withdrawal policy, the School shall:

- (a) treat the withdrawal as a termination of the enrollment contract, effective immediately;
- (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination.

(8) If a student stops attending School but does not withdraw in accordance with the School's withdrawal policy, the School shall:

- (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
- (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest;
- (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (d) provide the calculation and any refund to the student within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

### REFUND LAW (AS PER M.G.L. CHAPTER 255, SECTION 13K):

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five

percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.

8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

#### FINANCIAL AID (AS PER 230 CMR 15.04 (5) and (6)):

(5) After April 1, 2017, if a School allows a student to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and the student subsequently is denied some or all of that student loan or financial aid amount, the School shall offer that student in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. e. 255 § 13K.

(6) In addition to the requirements of M.G.L. c. 255, § 13K, for programs beginning after April 1, 2017, prior to the completion of five school days or five percent of the Program, whichever occurs first, a School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less (1) actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K; and (2) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with the supplies or Equipment, so long as the student receives the refund to which they are entitled under M.G.L.c. 255, § 13K. Provided, however, that this provision shall not apply to: (1) Programs not subject to division approval; and (2) Programs 80 hours or less in duration and \$2,000 in total cost.

## Lumination Technical Training School Rules & Policies

### Student Complaint & Resolution Policy

It is the policy of Lumination Technical Training School to maintain a harmonious and positive environment for its students. Lumination Technical Training School encourages its students to express concerns about course-related and other issues to their instructor. Participants who have concerns or complaints prior to commencement of their course, should direct such concerns to the following email address: [registration@lumaxia.com](mailto:registration@lumaxia.com). Per 230 CMR 15.07 (2) a school shall respond to written student complaints in writing within ten days from when the complaint was submitted to the school.

Students also have the right to contact the Massachusetts Division of Professional Licensure's Office of Private Occupational School Education at any time with a complaint by contacting [occupational.schools@mass.gov](mailto:occupational.schools@mass.gov) or (617) 701-8719.

## **Rules & Standards of Conduct**

Lumination Technical Training School's rules and standards of conduct are essential to a productive learning environment. As such, students are expected to familiarize themselves with, and be prepared to follow, the Company's rules and standards.

While not intended to be an all inclusive list, the examples below represent behaviors that are considered unacceptable during virtual training sessions. Behaviors such as these, as well as other forms of misconduct, may result in expulsion from the training program.

- Inappropriate use of technology, discussion boards, etc.
- Use of inappropriate or offensive language on any assignments or during course sessions
- Threatening, intimidating, coercing or otherwise interfering with the learning of fellow students
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism

Other forms of misconduct not listed above may also result in expulsion from the training program. If you have questions regarding Lumination Technical Training School's standards of conduct, please direct them to your instructor.

## **Emergency Closing**

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the inability of hosting a course session (ie. Power Outage). The decision to cancel or delay regular operations will be made by Lumination Technical Training School management. When a decision is made to cancel or modify a training session, students will receive notification from the company or the course instructor.

## **Electronic Device Policy (Cell Phones / Mobile Communication)**

Students may have "silenced" cell phones and mobile communication devices on their person while attending a training course. The use of these devices during instructional time without the permission of the instructor, or in a disruptive manner in the training setting is prohibited.

## **Guidance and Counseling Policy**

It is the goal of Lumination Technical Training School to provide counseling to all students throughout the training process. Instructors are available to provide assistance and ensure each student has a strong understanding of the material. Any student struggling with the course material is encouraged to seek assistance from the instructor.

## **Sexual Harassment and Other Forms of Unlawful Harassment**

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Abusive or malicious conduct that a reasonable person would find hostile, offensive and unrelated to the Company's legitimate business interests.
- Any other visual, verbal conduct or behavior deemed inappropriate by the Company.

## **Anti-Discrimination Policy**

Lumination Technical Training School does not discriminate against any person in its provision of admissions or certification services on the basis of race, religion, sex (including sexual orientation and transgender status), pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

## **Privacy Policy**

Any personal information provided by the student to Lumination Technical Training School will be used for company purposes only, in order to provide our students with the best service possible.