

Peck Academy

School Catalog

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¹ The Catalog is updated annually.

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Welcome to Peck Academy

We're excited to have you here.

Peck Academy is an online career school where aspiring instructional designers can gain the skills, support, and confidence needed to transition into the field successfully and make an impact on their teams.

Our mission is simple: we help people transition into rewarding instructional design careers by helping them build real-world skills and highlight those skills via polished, professional portfolio websites.

If you're an aspiring instructional designer, you'll enjoy our industry-focused curriculum and emphasis on practical skills, as well as our in-depth feedback that will help you stand out in the job market.

Our Values

At Peck Academy, our values guide everything we do. Here's what we believe in:

Positivity Wins

We believe in focusing on possibilities, embracing challenges with a can-do attitude, and supporting each other to grow and succeed.

Feedback is Love

Constructive feedback is how we get better. Whether we're giving or receiving it, we approach feedback with openness and respect, knowing it's a key to growth.

We Grow Together

Collaboration makes us stronger. By working as a team and learning from one another, we build a supportive community that helps everyone succeed.

Balance Matters

Progress is important, but so is taking care of ourselves. We encourage sustainable growth so we can all stay energized and at our best.

Meet the Team

Peck Academy's team consists of experienced instructional designers, former teachers, and professionals from diverse backgrounds.

We want to share the knowledge and strategies that have transformed our lives so that you can experience the same success and joy in your own journey.

School Director

Devlin Peck

Devlin started his freelance instructional design business as a master's student, and he was able to find quick success due to his portfolio. As his business grew and he saw the opportunities that existed in the field, he helped many of his friends and peers transition into the field by showing them how to upskill and create portfolios of their own.

As word spread, Devlin created everything from free content to formal educational programs to help current and aspiring instructional designers build their skills and land new opportunities. This passion for helping people become instructional designers led him to found Peck Academy.

Today, Devlin helps guide the direction of the school, ensuring that our curriculum is aligned with market demands. He also leads a team of skilled, community-focused instructional designers to help students get the quality support and education that they need to succeed.

Instructional Design Mentors

Sabrina Gonzales

Sabrina has been designing instruction and helping people learn since 2013. She started her career as a math teacher and once she discovered instructional design, she transitioned into a freelance career in the field. Since then, she has worked with many aspiring instructional designers, helping them secure sought-after industry positions.

Overall, Sabrina has a great eye for visual design and a deep understanding of how people learn, and she will work with you closely as you complete your program deliverables. She gets inspired by seeing student's growth and helping them achieve their career goals.

Scott Schmidt

Scott started his career in education in 2005, and he eventually became an instructional designer at a large urban school district. During that time, he also completed freelance projects for corporate clients and helped many people build their eLearning skills to become instructional designers.

Now, he is our resident Storyline Pro and a passionate instructional designer on our team. If you have an eLearning development question, he'll help you solve it, and he'll give you industry insights to help you craft the most compelling portfolio possible.

Besides working closely with you on your deliverables, you can also join Scott for live Storyline workshops each week, where he'll help you troubleshoot your eLearning projects and get inspired on what to create next.

Administrative Staff**Nathan Wolfe** – Operations Manager

Nathan is here to make sure your experience at Peck Academy is seamless and rewarding. As a former educator, he understands the excitement and challenges of stepping into a new field, and he works with the rest of the team to keep the academy running smoothly, ensuring that your experience is as good as it can be.

Overall, Nathan helps make sure that everything we do is aligned with our mission to help you become an instructional designer. He's inspired by the transformations students experience as they build their skills and launch fulfilling careers in instructional design.

Additional Information

Peck Academy is owned by Devlin Peck and his wife, Taylor Villucci. The academy does not maintain in-person facilities that are accessible to students. All asynchronous courses, synchronous sessions, and communications occur exclusively in an online format.

Discover Our Programs

At Peck Academy, we believe that confidence, real-world practice, and strong mentorship are what launch careers—not just credentials.

All three of our online programs provide access to the full curriculum of seven courses and live workshops, and give you the tools to build the skills employers are looking for.

The difference comes down to the **level of feedback, mentorship, and career support** you receive. Each path is designed to build your confidence, prepare you for real opportunities, and help you grow step by step.

Instructional Design Foundations

- Complete **1 core project** with mentor feedback.
- Join a **goal-setting meeting** to plan your learning journey.
- Build confidence with the fundamentals and finish with a polished portfolio.

Instructional Design Practitioner

- Feedback on **3 full-build projects** to strengthen your skills and portfolio.
- **Resume support** directly from your ID Mentor.
- Participate in **2 strategic planning meetings** to keep your career transition on track.

Instructional Design Professional Certification

- Feedback on deliverables spanning the **full instructional design process**, resulting in a flagship project with as many resubmissions and reviews as you need.
- Access to **Mock Interviews** with ID Mentors.
- Support from a dedicated **Career Mentor** for resume optimization, interview prep, and LinkedIn strategy.
- **6 strategic planning meetings** plus the **Peck Academy Promise** and lifetime certification recognition.

Become an ID Professional

Instructional Design Professional Certification

What You'll Learn

We've designed this program to prepare you for a mid-level instructional design position. Through comprehensive training and hands-on practice, you'll develop the skills you need to break into instructional design and make an impact in your new role (no prior instructional design experience required).

Whether you're new to the field or looking to upskill your current ID abilities, we'll help you build a strong foundation and create an impressive portfolio that showcases your talents and helps you land better opportunities.

By the end of the program, you'll be able to:

- Design and develop a range of **portfolio-ready projects** that demonstrate advanced instructional design skills.
- Apply industry-standard tools and processes to create professional, job-ready deliverables.
- Confidently present your work, navigate interviews, and launch a successful job search.

What's Included

When you join the Instructional Design Professional program, you get:

- **Unlimited project feedback** from your ID Mentor, with resubmissions encouraged until your work meets professional standards.
- Access to **Mock Interviews** with ID Mentors to prepare for real-world hiring processes.
- Support from a **Career Mentor** who will guide you through resume writing, interview prep, and LinkedIn optimization.
- **Six strategic planning meetings** to set goals, launch major projects, prepare your job materials, and support your job search.

- Seven comprehensive courses with on-demand videos that you can watch at your own pace
- Weekly workshops where you can get feedback on your work and see what others in the community are creating
- Access to our private community space where you can network with peers, share your work, and get extra feedback

Our courses cover everything you need to succeed as an instructional designer. The content will help you:

- Apply instructional design theory and best practices
- Gain hands-on experience with Articulate Storyline 360 (the industry standard eLearning authoring tool)
- Develop a portfolio website that showcases your best work
- Tailor your resume to instructional design roles
- Prepare for your interviews and practice answering common interview questions
- Optimize your LinkedIn profile so that you can secure better opportunities

Program Timeline

The official program length is **9 months**, but we know that life happens and everyone moves at a different pace. That's why we give you a total of 18 months to complete the program with our feedback. You'll also have complimentary access to all program content for the lifetime of the program.

If you'd like to move faster and you have the availability to do so, you can complete the program in as little as 3-6 months. However, because the program is comprehensive and includes **over 30 rounds of personalized feedback** on your work, you will not be able to complete the program in under 3 months.

Your Path to Success

We've designed the program with **176 lessons** spread across **seven courses**. But don't worry - you'll have plenty of guidance along the way! Your ID Mentor will help you stay on track and make sure you're getting the most out of each lesson.

The best part? You don't need any prior instructional design experience to join us. We know ID roles require a mix of different skills, so we've built the program to help you develop each one step by step.

We'll start with the basics and help you build your skills gradually through hands-on practice. Whether you're familiar with basic tools like PowerPoint or completely new to software like Articulate Storyline, we'll meet you where you are and help you grow into a confident instructional designer.

The goal? To help you create an impressive portfolio of work that shows employers exactly what you can do – and lands you that instructional design role you're aiming for.

In addition, you'll work closely with a **dedicated Career Mentor** who will help you refine your resume, optimize your LinkedIn profile, and prepare for real-world interviews. This one-on-one support ensures that your professional materials are as strong as your portfolio, giving you a complete package for your job search.

Finally, when you graduate, you'll receive recognition through **lifetime certification** from Peck Academy, confirming your successful completion of our highest-level program. And with the **Peck Academy Promise**, you can move forward knowing that we're invested in your success: if you meet the requirements and still don't land a qualifying role within six months of graduation, we'll refund your tuition.

Become an ID Practitioner

Instructional Design Practitioner

What You'll Learn

The Practitioner program is designed for learners who want to deepen their applied instructional design skills and build a strong portfolio without committing to the full Professional program. You'll complete multiple projects with mentor feedback, practice applying real-world processes, and receive targeted support on your job materials.

By the end of the program, you'll be able to:

- Develop a polished portfolio with **three full-build projects** that showcase your applied skills.
- Demonstrate your ability to design and deliver professional instructional materials.
- Present your experience more effectively on your resume and LinkedIn profile.

What's Included

Just like the Professional certification program, the Practitioner program gives you access to all seven courses, live weekly workshops, and our private community. In addition, you'll receive:

- Feedback on **three full-build projects** to ensure your portfolio demonstrates real-world readiness.
- **Resume and LinkedIn support** directly from your ID Mentor.
- **Two strategic planning meetings** to set goals and guide your career transition.

Program Timeline

The Practitioner program follows the same flexible pacing as the Professional program. While the official timeline is **9 months**, you have up to **15 months of**

feedback access to complete your projects. You'll also have **lifetime access** to all course content so you can refresh your skills whenever you need to.

Your Path to Success

Your ID Mentor will guide you through each project, providing multiple rounds of feedback to help your work meet professional standards. By completing three significant projects, you'll finish the program with a portfolio that shows employers your ability to solve problems and create impactful learning experiences.

In addition to project feedback, your ID Mentor will help you refine your resume and LinkedIn profile, giving you a stronger foundation for your job search. And with two strategic planning meetings, you'll have the opportunity to set clear goals, stay on track, and make the most of your learning experience.

Begin with the Foundations

Instructional Design Foundations

What You'll Learn

The Foundations program is designed for learners who want to explore instructional design, gain confidence with the basics, and complete their first portfolio project. It's a flexible, low-commitment way to test the waters while still producing meaningful work that demonstrates your skills.

By the end of the program, you'll be able to:

- Complete **one core project** with mentor feedback that results in a polished portfolio piece.
- Apply the fundamentals of instructional design to create professional, job-ready work.
- Build the confidence and momentum you need to continue growing in your career.

What's Included

Like the Practitioner and Professional programs, you'll have access to all courses, workshops, and the private community. What makes Foundations unique is its streamlined, focused support:

- Feedback on **one core project** to help you build a stand-out first portfolio piece.
- A **goal-setting meeting** with your mentor to plan your next steps and learning journey.

Program Timeline

The Foundations program is designed to be completed more quickly than Practitioner or Professional. Most learners finish their core project within a few months, but you'll still receive up to **12 months of feedback access** and **lifetime content access** to revisit the lessons at any time.

Your Path to Success

With the Foundations program, you'll gain confidence by completing your first project and learning how to apply instructional design basics in practice. You'll walk away with a tangible portfolio piece and a clearer understanding of the field.

Your mentor will help you set achievable goals during your planning meeting and provide constructive feedback on your project. By the end, you'll not only have a polished project and stand-out portfolio but also a solid sense of whether you'd like to continue to the Practitioner or Professional program to deepen your skills further.

Explore the Content

Courses Included in All Programs

Course Listing

Ready to dive into the details? Here's a breakdown of all the courses included in the programs. Each one is filled with on-demand video lessons you can watch at your own pace, downloadable resources you can use right away, interactive practice opportunities, submission opportunities for feedback from our team, and optional homework assignments to help you practice what you've learned.

While you can work through the content at your own speed, you'll need to complete key projects and incorporate feedback from your dedicated ID Mentor to graduate.

Course #1:

The Instructional Design Project Lab

Your foundation in instructional design starts here! Learn instructional design theory, process, and models.



You'll also build hands-on projects that give you simulated on-the-job practice as an instructional designer.

Course Objectives:

- Conduct analysis in real-world scenarios so that you can recommend the best solutions for the needs at hand
- Create surveys to gather key insights from your audience that will guide your learning design decisions
- Interview subject matter experts to learn more about your audience and gather content for your learning solutions
- Apply instructional design theory, models, and principles to create instructionally sound learning experiences

- Design real-world learning deliverables, including a self-paced eLearning storyboard, video script, instructor-led workshop facilitator guide, job aid, and more
- Evaluate learning solutions to determine their effectiveness

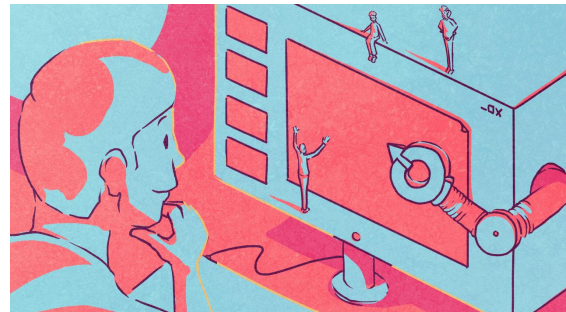
Course Outcomes:

- Conduct comprehensive needs analyses and recommend appropriate solutions
- Design and develop effective instructional materials including storyboards, scripts, and workshops
- Confidently interview SMEs and gather relevant information for instructional projects
- Apply ID theories to create impactful and engaging learning experiences

Course #2:

The Storyline Project Lab

Time to master Articulate Storyline, the industry's most popular eLearning development tool! Through nine hands-on projects, you'll go from complete beginner to confident developer.



We'll start with the basics and gradually build up to advanced features, helping you create everything from simple click-through courses that use layers and states to complex, gamified AI learning experiences that give you practice with variables and conditions.

Course objectives:

- Navigate the Storyline user interface to develop more efficiently
- Insert text and media to create balanced, professional slides
- Implement entrance and exit animations to add visual appeal
- Sync narration with on-screen elements via the timeline
- Add interactivity with triggers to make the experience interactive
- Adjust player settings to display what is necessary and hide what's not

- Make text, images, videos, and audio accessible
- Display conditional content with variables and conditions
- Report scores and completion data to learning management systems
- Publish eLearning packages to the web for anyone to access
- Develop with built-in Storyline interactions to master the basics
- Work with slide masters and global settings to save development time
- Build custom slides and interactions to extend what's possible and make the experience more customized
- Troubleshoot errors quickly and efficiently
- Develop from real-world storyboards to simulate what it's like on the job

Course outcomes:

In the Storyline Project Lab, students will develop eight real-world projects that cover the full range of Storyline's features and functions. The projects include:

1. Tab interaction
2. Drag-and-drop interaction
3. Scored assessment with pulls from question banks
4. Custom menu with variables and conditions
5. Interactive timeline
6. Software simulation
7. Interactive video
8. Scenario-based eLearning
9. Gamified AI Quiz

Course #3:

Designing Scenario-based eLearning

Follow a proven instructional design process from start to finish to create a story-driven, scenario-based eLearning project that changes behavior.



This project will become the centerpiece of your portfolio and demonstrate your ability to solve real business problems with modern instructional design principles.

Course objectives:

- Follow a comprehensive instructional design process that's focused on behavior change, creating deliverables including an action map, storyboard, visual mockups, interactive prototype, and final project.
- Write conversational, story-driven content to engage your learners, including the hiring managers and potential clients who will view your portfolio
- Determine whether a performance problem is caused by a lack of knowledge or skill
- Apply visual design principles to create balanced layouts
- Create a high-quality flagship project that showcases instructional design skills and solves a real-world problem.

Course outcomes:

- Identify and solve a real-world problem with your instructional design
- Write a business goal that helps guide an organization's performance improvement efforts
- Apply visual design skills to create a polished, professional layouts and learning experiences
- Create an action map that outlines the high-priority actions people must perform to achieve a business goal
- Write a scenario-based, story-driven storyboard that includes notes about programming and visuals
- Create a mood board, style guide, and visual mockups
- Develop and collect feedback on an interactive eLearning prototype
- Turn an interactive prototype into a final, polished eLearning project

Course #4:

Building your Stand-out Portfolio

Transform your projects into a professional portfolio that gets noticed! We'll help you choose your best work, write compelling case studies, and present everything in a way that showcases your unique talents.

Course objectives:

- Build a professional portfolio website that highlights your professional skills and projects to attract potential employers and clients
- Apply visual design principles to enhance the aesthetic appeal and functionality of the portfolio

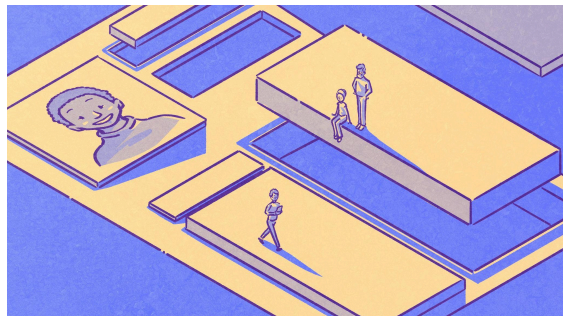
Course outcomes:

- Choose a domain name and website builder
- Decide which projects to include on your portfolio site
- Write engaging website copy that builds a connection with your audience
- Drive traffic to your site and use it to land opportunities

Course #5:

The Ultimate ID Resume

Position your experience to show off your instructional design skills you've already been using in your current and past roles.



We'll help you craft a resume that speaks directly to what ID hiring managers are looking for, complete with metrics that prove your impact.

Course objectives:

- Identify the instructional design skills that you've used in previous roles

- Identify metrics that you've impacted so that you can bolster your resume with results
- Research companies and job listings to identify keywords to include on your resume

Course outcomes:

- Create a resume that highlights your instructional design experience
- Tailor your resume to the specific instructional design roles that you're applying to

Course #6:

Acing the ID Interview

Get ready to nail your interviews! We'll prepare you for the most common instructional design interview questions and help you connect your experience to what employers are looking for.



You'll develop confident, compelling responses that show why you're the right person for the job.

Course objectives:

- Identify and respond to common instructional design interview questions
- Connect your past experience to the instructional design roles you'd like to apply to
- Prepare for interview day by researching the company and rehearsing your responses

Course outcomes:

- Create an interview prep guide that includes your responses to common instructional design interview questions
- Interview confidently and competently for instructional design roles

Course #7:

Getting Leads on LinkedIn

Learn how to optimize your profile to attract recruiters and potential clients and build meaningful connections in the ID community.



By the end of this course, you'll have a LinkedIn presence that generates real opportunities.

Course objectives:

- Edit your LinkedIn profile to include industry keywords
- Add content to your LinkedIn profile to ensure that your profile is complete
- Build new connections with practitioners and hiring managers in the instructional design industry

Course outcomes:

- Create an instructional design LinkedIn profile that highlights your professional skills and portfolio
- Write posts and comments on LinkedIn to build your personal brand
- Generate leads from hiring managers and potential clients via your optimized LinkedIn profile and networking efforts

Apply to the Program

Who Can Apply?

You don't need any prior instructional design experience to join Peck Academy. We know that instructional designers come from all sorts of backgrounds, and we'll help you leverage your experience to make an impact.

So whether you're a teacher, trainer, writer, graphic designer, or coming from a completely different field, we'll help you build on your existing skills and develop new ones.

Our programs start with the basics and build from there. We'll help you learn everything else you need to know about instructional design and eLearning development.

Each program is tailored to help you become a confident, effective instructional designer. We'll help you practice in-demand skills and build a unique, impactful portfolio that showcases your expertise.

What We're Looking For

To make sure you'll get the most out of the program, here are a few things we need from you:

- Strong written and spoken English skills
- Enthusiasm for learning and development
- A clear understanding of typical ID salaries and career expectations
- Ability to communicate regularly with your ID Mentor and teammates through email, messages, and Zoom
- Willingness to participate in our feedback process and apply what you learn
- Agreement to our feedback terms and conditions, including our cancellation and refund policies

How to Apply

1. **Submit your application** telling us about your current and past professional experience, as well as your instructional design career goals.
2. **We'll review your application** and reach out within 3 days to clarify any questions you may have asked and let you know if you're ready for next steps.
3. **Our team will confirm next steps via email**, including program details, feedback expectations, and answers to any questions you may have before enrollment.

In case you were wondering whether or not you should apply, you should know that you can apply to the program free of charge. There is no application fee, so there's no risk in submitting an app to let us know that you're interested in joining the program. Whether your application is accepted or not, you may always reapply for a later cohort.

What Happens Next?

If it seems like you'd be a good fit for the program based on your application and follow-up communication, we'll invite you to secure a start date based on our seat availability. You'll then have 7 days to confirm your preferred start date, sign your enrollment paperwork, and make your initial deposit if you aren't enrolling immediately.

Required Information

When you apply, we'll just need to know your current employment status and education level. If you're accepted, we'll collect some additional details like your billing address and contact information. We also welcome optional demographic information to help us better serve our community.

How to Reapply

If we determine during the application process that it doesn't seem like the program would be a good fit for you, we will inform you either on your enrollment call or via email that your application has been denied. Depending on the circumstances, you may either reapply immediately or apply again after a 30-day period:

1. If your application is denied before you get on an enrollment call (for example, if your text-based application does not include sufficient detail, seems to misinterpret the questions asked, etc.) then we will provide you with additional feedback and give you the option to reapply as soon as you would like.
2. If your application is denied on or after the enrollment call (or after submitting your second text-based application), we will give you an explanation as to why and give you the opportunity to apply again after a 30-day period.

School Calendar

Since cohorts are offered during different times of the year, please refer to the following calendars for expected graduation dates and holidays that may impact how quickly you receive feedback.

Course Start Date	Projected End Date
Seasonal Cohorts	
February 2, 2026	November 2, 2026
April 1, 2026	January 4, 2027
June 1, 2026	March 2, 2027
October 1, 2026	July 1, 2027
Supplemental Cohorts*	
March 2, 2026	December 2, 2026
August 3, 2026	May 3, 2027
November 2, 2026	August 2, 2027
December 15, 2026	September 15, 2027
*Available between seasonal cohorts based on seat availability. Students may also have the option to start immediately pending team availability.	

Holidays	Date
New Year's Day	January 1, 2026

Presidents' Day	February 16, 2026
Memorial Day	May 25, 2026
Independence Day	July 4, 2026
Labor Day	September 7, 2026
Veterans Day	November 11, 2026
Thanksgiving Week	November 23-27, 2026
Christmas & New Year	December 24, 2026-January 1, 2027
*Students may continue to utilize the private community spaces, move through course content, and request feedback during holidays. Our team will resume reviews and support on the business day following the holiday.	

Making the Investment

Program cost

Each Peck Academy program has flexible payment options so you can choose what works best for you.

Instructional Design Professional Certification

The Instructional Design Professional Certification program requires an investment of **\$9,400** if you’re paying up-front. Also, if you’d like to secure your seat for a future launch, we require a **deposit**. We want to make the program accessible, so we offer several flexible payment options:

Payment Options

	Payment(s)	Total Amount
Up-front	\$9,400	\$9,400 (save \$500)
Payment Plan	18 payments of \$550	\$9,900

Please note: If paying by credit card, a 3% surcharge will be added to the total amount to cover processing fees.

When you enroll with a payment plan, you’re agreeing to make all of your payments (even if you complete the program sooner, which you likely will). We offer these options so that you can pay for the bulk of the program after you’ve landed your role. There are also no fees if you want to pay off your payment plan early.

We can also customize your payment plan to be shorter than 18 months if you prefer. Please note that the total amount for custom payment plans will still be \$9,900.

If you fail to make payments on your payment plan and your payment becomes more than 35 days delinquent (or you miss four retried payments, whichever occurs sooner), it will result in removal from the program and / or revocation of your certification.

Instructional Design Practitioner

The Instructional Design Practitioner program requires an investment of **\$7,400** if you're paying up-front. Just like the Professional certification program, if you'd like to secure your seat for a future launch, we require a **deposit**.

Payment Options

	Payment(s)	Total Amount
Up-front	\$7,400	\$7,400 (save \$500)
Payment Plan	18 payments of \$438.89	\$7,900

Please note: If paying by credit card, a 3% surcharge will be added to the total amount to cover processing fees.

When you enroll with a payment plan, you're agreeing to make all of your payments (even if you complete the program sooner, which you likely will). We offer these options so that you can pay for the bulk of the program after you've landed your role. There are also no fees if you want to pay off your payment plan early.

We can also customize your payment plan to be shorter than 18 months if you prefer. Please note that the total amount for custom payment plans will still be \$7,900.

If you fail to make payments on your payment plan and your payment becomes more than 35 days delinquent (or you miss four retried payments, whichever occurs sooner), it will result in removal from the program and / or revocation of your certification.

Instructional Design Foundations

The Instructional Design Foundations program requires an investment of **\$5,400** if you're paying up-front. Just like the other programs, if you'd like to secure your seat for a future launch, we require a **deposit**.

Payment Options

	Payment(s)	Total Amount
Up-front	\$5,400	\$5,400 (save \$500)
Payment Plan	18 payments of \$327.78	\$5,900

Please note: If paying by credit card, a 3% surcharge will be added to the total amount to cover processing fees.

When you enroll with a payment plan, you're agreeing to make all of your payments (even if you complete the program sooner, which you likely will). We offer these options so that you can pay for the bulk of the program after you've landed your role. There are also no fees if you want to pay off your payment plan early.

We can also customize your payment plan to be shorter than 18 months if you prefer. Please note that the total amount for custom payment plans will still be \$5,900.

If you fail to make payments on your payment plan and your payment becomes more than 35 days delinquent (or you miss four retried payments, whichever occurs sooner), it will result in removal from the program and / or revocation of your certification.

Discounts

If you've enrolled in any of the courses offered on devlinpeck.com, then you can apply the exact amount you've paid for those courses towards the total tuition cost of any of Peck Academy's programs.

We also offer group enrollment savings for students who choose to enroll together with friends, family members, or coworkers.

- Groups of 2–4 students enrolling together are eligible for a 10% tuition reduction per student.
- Groups of 5 or more students enrolling together are eligible for a 20% tuition reduction per student.

To qualify, all students must enroll within the same enrollment window and coordinate their enrollment with our team prior to submitting payment. Group enrollment savings cannot be combined with other discounts or applied retroactively.

Deposits

When you decide to join the program, you'll have two options:

1. If our team has availability to start working with you right away (or it's during a launch week), you'll have the option to enroll immediately with one of the payment options above. When you enroll immediately, no deposit is required.
2. If you'd like to secure your seat for an upcoming launch, you'll be able to reserve your seat by making a refundable \$550 deposit. This deposit will go towards the total cost of the program. If you're enrolling with a payment plan, the deposit will count as the final payment (so you'd still need to make your first payment when it's time to enroll).

Getting Started

When it's time for you to enroll, you'll receive an enrollment link that's valid for 72 hours. This is when you'll make your first (or full) payment and get access to all of your course materials.

Your future payments will automatically process on the same date each month via bank transfer. We also accept all major credit and debit cards (subject to a 3% processing fee).

Additional Costs to Consider

We believe in transparency, so here's what else you'll need:

- A computer that can run Articulate Storyline (Windows PC or Mac with Windows emulation). See Articulate's website for minimum specs.
 - For Windows: 8GB RAM recommended, Intel Core i5 or higher
 - For Mac: You'll need to run Windows through Parallels or similar software
- Access to Articulate Storyline (don't worry – free trials are available!)
- A reliable internet connection

Optional paid tools that can enhance your portfolio:

- Custom domain name for your website, e.g. yourname.com
- Adobe Creative Cloud for access to professional media editing tools
- Vyond for creating animated videos
- Professional video editing software, such as Camtasia
- Website builders such as Squarespace or Webflow
- AI tools like ChatGPT Plus or Claude Pro

We'll help you decide which tools make sense for your goals and budget. Many students start with just the essentials and add other tools as needed (many free alternatives are available, too, that work just as well). Finally, if you're a teacher or student in a degree program, then you can access many of these tools at heavily discounted prices.

Everything else you need for the course will be either provided by us or available as a free tool – we'll guide you to the right options when you need them.

Understanding Our Refund Policy

100% Refund within 7 Days of Enrollment

We want you to feel confident about your investment with us. That's why we offer a full refund within your first 7 days – no questions asked! If you decide the program isn't right for you during this time, simply email us at support@peckacademy.com, and we'll process your refund.

Need to Withdraw Later?

If you need to leave the program after the first week but before you're halfway through, then we'll calculate a prorated refund based on how long you've been in the program. Check out our detailed refund schedule below for specific amounts per program.

Instructional Design Professional Certification Refund Schedule

Week in Program	Percentage You'll Receive Back	Refund Amount (if paid in full)
1	100%	\$9,400
2	96.94%	\$9,114.36
3	93.89%	\$8,828.54
4	90.83%	\$8,542.86
5	87.78%	\$8,257.22
6	84.72%	\$7,971.58
7	81.67%	\$7,685.86
8	78.61%	\$7,400.18
9	75.56%	\$7,114.54
10	72.50%	\$6,828.75
11	69.44%	\$6,542.96
12	66.39%	\$6,257.22

13	63.33%	\$5,971.42
14	60.28%	\$5,685.86
15	57.22%	\$5,400.18
16	54.17%	\$5,114.54
17	51.11%	\$4,828.75
18	50.00%	\$4,700.00
After Week 18	See Peck Academy Promise	See Peck Academy Promise

Instructional Design Practitioner Refund Schedule

Week in Program	Percentage You'll Receive Back	Refund Amount (if paid in full)
1	100%	\$7,400
2	96.94%	\$7,174.36
3	93.89%	\$6,948.86
4	90.83%	\$6,724.42
5	87.78%	\$6,498.72
6	84.72%	\$6,272.08
7	81.67%	\$6,047.58
8	78.61%	\$5,812.34
9	75.56%	\$5,593.36
10	72.50%	\$5,365.00
11	69.44%	\$5,139.92
12	66.39%	\$4,914.66
13	63.33%	\$4,689.58
14	60.28%	\$4,464.72
15	57.22%	\$4,239.44
16	54.17%	\$4,014.02

17	51.11%	\$3,788.36
18	50.00%	\$3,700.00
After Week 18	No Refund	No Refund

Instructional Design Foundations Refund Schedule

Week in Program	Percentage You'll Receive Back	Refund Amount (if paid in full)
1	100%	\$5,400
2	96.94%	\$5,234.76
3	93.89%	\$5,070.06
4	90.83%	\$4,909.82
5	87.78%	\$4,745.07
6	84.72%	\$4,580.02
7	81.67%	\$4,415.18
8	78.61%	\$4,249.94
9	75.56%	\$4,075.02
10	72.50%	\$3,915.00
11	69.44%	\$3,750.02
12	66.39%	\$3,585.00
13	63.33%	\$3,420.02
14	60.28%	\$3,255.07
15	57.22%	\$2,089.94
16	54.17%	\$2,925.02
17	51.11%	\$2,760.00
18	50.00%	\$2,700.00
After Week 18	No Refund	No Refund

Refund Policy for Payment Plans

Refunds are calculated based on the percentage of the program completed, as outlined in the refund chart above. To determine your tuition liability for any given week, subtract the amount in the “Refund Amount” column from the total tuition cost.

- If you’ve paid more than your tuition liability by the week you withdraw, you will receive a refund for the difference.
- If you have not yet paid your full tuition liability, you will not be eligible for a refund and must pay the remaining balance.

Please note that on an 18-month payment plan for our 9-month program, your payments will be lagging behind your tuition liability and you will not be eligible for a refund if you need to withdraw.

The Peck Academy Promise

We’re fully committed to helping you land a fulfilling role as an instructional designer.

That’s why we offer the Peck Academy Promise for the Instructional Design

Professional certification program—if you meet all of the eligibility criteria listed below and you’re still unable to land a qualifying instructional design role within six months of graduating, we’ll refund 100% of your tuition.

Your official graduation date is the day you attend your first “Securing the Role” career support meeting. This meeting must take place within 30 days after you complete and pass all required program assignments.

Your six-month job search window—and eligibility period for the Peck Academy Promise—begins on the date of that first meeting.

This is our way of putting our money where our mouth is and showing you that we’re just as invested in your success as you are. Here’s what you need to do to qualify for the Peck Academy Promise:

1. Graduate in good standing: complete and pass all required program assignments and assessments.
2. Attend 3 “Securing the Role” meetings during your job search so that we can provide updated guidance based on your job search experience:
 - a. Securing the Role Meeting #1: On the date of your graduation

- b. Securing the Role Meeting #2: Two months after Meeting #1
 - c. Securing the Role Meeting #3: Four months after Meeting #1
3. Submit an action plan within 7 days of each “Securing the Role” call. If you receive feedback on your action plan from our team, make updates and send us the revised plan within another 7 days. We will email you the action plan template after each meeting.
4. Apply to at least 40 instructional design jobs per month (an average of 10 jobs per week) during your six-month job search window. We recommend applying consistently each week for the best chances at success. You must track your applications in the job search tracking spreadsheet that we provide during the program.
5. When you apply to roles, use the resume, portfolio, and other materials that you finalized during the program. If you want to make any big changes (like redesigning your website or resume), check with our team first so we can make sure that it won’t hurt your chances at success. Applying with unapproved deliverables may void the Peck Academy Promise.
6. While not explicitly required beyond the requirements listed above, we ask that you keep our team in the loop throughout your job search. If something isn’t working, we want to know so that we can help you adjust.

We’ve made these requirements as clear as possible to protect you as well as us. Overall, if you are actively trying to land an instructional design role for 6 months after the program and you do not land one, then the Peck Academy Promise is here to protect you.

What if the job market doesn’t cooperate? Sometimes, there are broader events that make the job market unpredictable. If certain conditions occur during your job search, we may need to pause or cancel the Peck Academy Promise. These include:

- A sharp drop in available jobs: If there are fewer than 200 new “Instructional Designer” job postings in the U.S. on Indeed.com during any 14-day period.
- A national recession: If the U.S. unemployment rate rises above 6%, based on data from the Bureau of Labor Statistics.
- Widespread corporate hiring freezes or layoffs: If 10 or more large U.S.-based companies in corporate sectors—such as tech, healthcare, finance, or

consulting—publicly announce layoffs or hiring freezes that affect teams in Learning & Development, Instructional Design, People Enablement, or similar roles during your six-month job search process.

- Examples of companies include: Google, Meta, Microsoft, Amazon, Salesforce, Accenture, Deloitte, Kaiser Permanente, UnitedHealth Group, or other similarly sized employers.
- These events must be publicly reported by at least one reliable source, such as major news outlets, Layoffs.fyi, or official company announcements.

If any of these events start to happen, we'll notify you right away and do everything we can to help you adjust your strategy. While we are confident that our students will thrive in tight market conditions, we must ensure that the school is protected under the conditions listed above.

What counts as a qualifying role? When it comes to the Peck Academy Promise, a qualifying instructional design role is a paid, full-time or part-time position (contract or salaried) in which the primary responsibilities involve at least one of the following:

- Designing instructional materials or learning experiences (eLearning, instructor-led training, blended learning, etc.)
- Developing courses or training programs using instructional design principles
- Creating storyboards, course scripts, or media for learning
- Using authoring tools (e.g., Articulate Storyline, Rise, Adobe Captivate, etc.)
- Applying adult learning theory, learning models, or needs analysis
- Conducting learner assessments or evaluating training effectiveness
- Analyzing performance problems to identify appropriate solutions

The role may have a title such as *Instructional Designer*, *Learning Experience Designer*, *eLearning Developer*, *Curriculum Developer*, *Training Designer*, or similar.

The **Peck Academy Promise** is offered exclusively to students in the **Instructional Design Professional certification program**. Practitioner and Foundations students are not eligible for this guarantee.

If Things Aren't Working Out

We want to make sure you're getting the most out of our program, so if we notice any of the following, then it may lead to your removal from the program (after a series of warnings):

- You're not following our process
- You're not applying our feedback
- You're disrespecting other students or team members
- You're disregarding team boundaries

Before escalating to removal from the program, we'll always:

1. Give you three clear warnings (written or verbal) from our team
2. Consider your explanation for what happened (and you'll have 5 days to appeal any decisions we make)
3. Try our best to adjust and set clear expectations before escalating to removal

If we do need to remove you from the program, we'll provide a partial refund based on your time with us and the support you've received (see the refund chart and policies above).

Remember – our goal is to help you succeed! We'll only consider removal if absolutely necessary, and we will try to work things out together first.

Receiving Refunds

If you need to receive a refund for any of the reasons outlined above within 15 days of your initial payment, then we can refund it to your initial form of payment. If it has been more than 15 days since your initial payment, then you have two options:

1. Bank transfer via ACH (no fee, but you will need to provide your account and routing number)
2. PayPal (you will receive your funds faster, but you will need to pay PayPal's processing fee)

Your Learning Journey

Before joining the program, it's important that you know how to get the most out of your experience. This section covers how you'll be able to engage with the program and get feedback, as well as how you'll be evaluated on your work.

Program Participation

We understand that life is busy, which is why we've designed our program to be flexible. Here's how it works:

- All course content is available on-demand, so you can learn during times that work best for you
- Live workshops are optional but highly valuable – join when you can! Workshop times change and fluctuate to accommodate varying schedules.
- Work at your own pace through the course modules
- Schedule strategic 1-on-1 meetings with your ID Mentor or Career Mentor at times that work for you

While we're flexible with timing, we do recommend keeping in touch with your ID Mentor. If you need to reschedule a strategic planning meeting, try to let us know as early as possible – this helps us ensure you stay on track toward your goals. Also, due to this flexibility, we do not have a strict attendance policy.

How We Evaluate Your Work

We believe in learning through iteration – just like real instructional designers do! Here's how our evaluation process works:

Our Approach

Instead of traditional grades, we use a simple Pass/Fail system based on professional standards. Every three months, you'll receive a progress report that shows how you're doing on each assessment or activity:

- Pass: Meets professional standards
- Fail: Needs additional work

- In Progress: Currently being revised

All assessments must be given a passing grade in order to graduate the program.

The Feedback Process

Here's the best part – you can keep improving your work until it meets professional standards! Here's how:

1. Submit your work
2. Get detailed feedback from your ID Mentor
3. Apply all of the the feedback
4. Submit your revised version
5. Repeat if or as needed!

There's no limit to how many times you can revise your work (as long as you're staying on track and implementing the feedback each time). We're here to help you create portfolio-worthy projects that showcase your best abilities.

Keep in mind that to graduate from the program, all of your deliverables need to meet professional standards. Even if you've completed all the course content, you'll need to revise any submissions that haven't yet met the mark. Don't worry, though – we'll be here to help you get your work to professional-level quality.

How We Measure Success

We use two types of evaluation tools:

Rubrics for Complex Projects

Our 3-point scale helps you understand exactly where you stand:

Rubric Rating System	
1	Needs Improvement - does not meet expectations
2	Getting There - meets most expectations
3	Good to Go - meets all expectations

Checklists for Specific Tasks

A simple yes/no format:

Checklist Rating System	
1	Yes, meets expectations
0	No, does not meet expectations

To pass any assessment, you'll need to hit all the marks - that means getting "Good to Go" on every part of the rubric or "Yes" on every item in the checklist. Don't worry though - we'll help you get there!

How We Track Your Growth

When you join the program, we create a clear roadmap for your success. Throughout your journey, you'll receive written progress reports and attend 1-on-1 strategic planning meetings to keep you on track.

Quarterly Progress Reports

Every 12 weeks, you'll receive a detailed progress report that:

- Highlights what you've accomplished
- Shows the courses and content you've completed
- Identifies areas where you're excelling
- Suggests focus areas for improvement

When you receive your quarterly progress report via email, we encourage you to carefully review the document. Take your time to read through all the comments from your instructor, paying special attention to what you've accomplished, recommended improvements, and specific feedback on your work. We may discuss these comments on your scheduled strategic planning meetings (see more below).

Acknowledging your progress report isn't just a formality – it's a meaningful moment of reflection. By signing the report, you're confirming that you've thoroughly understood the feedback and are committed to your learning journey. This is your opportunity to pause, recognize how far you've come, and strategically plan your next steps toward becoming an exceptional instructional designer.

Crafting Your Action Plan

When You Haven't Met All Expectations

If some of your work hasn't quite hit the mark, don't worry – this is a normal part of the learning process! You'll work with your instructor to:

- Understand exactly why the work didn't meet expectations
- Develop a clear, actionable plan for improvement
- Use specific feedback to guide your next steps

Action Plan Process:

1. Review instructor feedback thoroughly
2. Identify specific areas needing improvement
3. List concrete steps to address these areas
4. Set realistic timelines for resubmission
5. Seek additional support if needed
6. Sign and submit your progress report with action plan included

When You're Exceeding Expectations

If you've met all criteria and are crushing it:

- You'll work with your instructor to:
 - Identify what you'll be working on next
 - Set stretch goals to keep you motivated

- Plan your next area of skill development

Strategic Planning Meetings

At Peck Academy, we believe clear planning and accountability are essential for your success. That's why each program includes a set number of **strategic planning meetings** with your mentor(s). These aren't just aimless check-ins – they're collaborative strategy sessions designed to support you beyond the quarterly progress reports. Here are the 6 strategic planning meetings:

1. **Setting Goals for Success:** An initial meeting to map out your personal learning journey and establish clear, achievable objectives.
2. **Kicking Off the Flagship Project:** A dedicated session to launch and strategize your most important portfolio project, ensuring you have the guidance and support to create an exceptional piece of work.
3. **Job Search Success:** A comprehensive meeting focused on preparing your job search materials, refining your approach, and developing a strategic plan for finding and landing your top-choice instructional design role.
4. **Securing the Role:** A final strategic session to review your job search progress, troubleshoot any challenges, and receive tailored coaching to help you successfully transition into your new instructional design career.
 - a. **Securing the Role Follow-Up #1:** 2 months after the initial Securing the Role meeting, this session checks on your job search progress and provides extra support where needed.
 - b. **Securing the Role Follow-Up #2:** 4 months after the initial Securing the Role meeting, this meeting reviews your efforts, troubleshoots any hurdles, and ensures you've got the guidance to land that role.

These meetings are where you and your ID Mentor (or Career Mentor) will work together to review recent progress, celebrate wins, address challenges, and continuously align your learning with your career goals.

Foundations program: Includes **1 goal-setting meeting** (Meeting #1).

Practitioner program: Includes **2 meetings** (Meeting #1 and Meeting #2).

Professional program: Includes the full set of **6 meetings** listed above.

Student Achievement and Graduation Requirements

To officially graduate from your chosen program at Peck Academy, you must complete all required projects, participate in your planning meetings, and meet professional standards on your deliverables.

Instructional Design Professional Certification Graduation Requirements

To officially graduate from the program and earn your Instructional Design Professional Certification, you'll need to:

1. Complete all 176 lessons across our seven courses
2. Get approval from your dedicated instructor on all assessments
 - This means meeting expectations on every criteria
 - No outstanding incomplete or failed assessments
3. Attend all four (up to 6) strategic planning meetings (unless this requirement was waived by your ID Mentor)
4. Submit the program exit survey

Instructional Design Practitioner Graduation Requirements

To officially graduate from the Instructional Design Practitioner program, you'll need to:

1. Complete all 176 lessons across our seven courses
2. Get approval from your dedicated instructor on all program-required assessments
 - This means meeting expectations on every criteria
 - No outstanding incomplete or failed assessments
3. Attend both strategic planning meetings (unless this requirement was waived by your ID Mentor)
4. Submit the program exit survey

Instructional Design Foundations Graduation Requirements

To officially graduate from the Instructional Design Foundations program, you'll need to:

1. Complete all 176 lessons across our seven courses
2. Get approval from your dedicated instructor on all program-required assessments
 - This means meeting expectations on every criteria
 - No outstanding incomplete or failed assessments
3. Attend the Goal Setting strategic planning meeting (unless this requirement was waived by your ID Mentor)
4. Submit the program exit survey

Your Graduation Recognition

Instructional Design Professional Certification

When you complete the Instructional Design Professional certification program, you'll receive an official certificate featuring:

- Program Name: Instructional Design Professional Certification
- Your Full Name
- Graduation Date
- Official School Signature

You'll also receive a digital badge that you can feature on your LinkedIn profile and website, highlighting to hiring managers, potential clients, and peers that you have completed the program and achieved the standards necessary to operate as a professional instructional designer.

Instructional Design Practitioner Certificate of Completion

When you complete the Instructional Design Practitioner program, you'll receive an official certificate of completion featuring:

- Program Name: Instructional Design Practitioner
- Your Full Name

- Graduation Date
- Official School Signature

You'll also receive a digital badge that you can feature on your LinkedIn profile and website, highlighting to hiring managers, potential clients, and peers that you have completed the program and achieved the standards necessary to operate as a practicing instructional designer.

Instructional Design Foundations Certificate of Completion

When you complete the Instructional Design Foundations program, you'll receive an official certificate of completion featuring:

- Program Name: Instructional Design Foundations
- Your Full Name
- Graduation Date
- Official School Signature

You'll also receive a digital badge that you can feature on your LinkedIn profile and website, highlighting to hiring managers, potential clients, and peers that you have completed the program and achieved the foundational standards necessary to operate as an instructional designer.

Student Conduct Policy

Purpose

This policy establishes standards for student behavior to ensure a respectful, inclusive, and professional learning environment. All students enrolled in the program are expected to uphold these standards and conduct themselves with integrity, respect, and responsibility.

Standards of Conduct

Students must adhere to the following conduct standards while participating in any program-related activities, including online discussions, assignments, live sessions, and correspondence with peers, instructors, or staff:

1. **Respect for Others:** Treat all members of the school community with respect, dignity, and fairness, and actively contribute to an inclusive environment that values diversity and promotes equity.
2. **Professional Behavior:** Use language and behavior that reflect professionalism in all communications, and refrain from actions or expressions that may be offensive, disruptive, or harmful to others.
3. **Academic Integrity:** Complete all assignments and assessments honestly, without plagiarism or cheating. Give proper credit for ideas, words, and works that are not your own. This also prohibits publicly sharing program templates (with or without your own branding).
4. **Responsible Use of Technology:** Use the school's online platforms and resources for educational purposes only. Refrain from sharing inappropriate content, unauthorized materials, or personal attacks in online forums or emails.

Prohibited Conduct

The following behaviors are considered violations of the Student Conduct Policy and will result in disciplinary action:

1. **Discriminatory Behavior:** Any act of discrimination, harassment, or bullying based on race, color, religion, gender, sexual orientation, national origin, disability, age, or any other protected characteristic.

2. **Hate Speech:** Use of language, symbols, or expressions that promote hatred, violence, or prejudice.
3. **Academic Misconduct:** Acts of plagiarism, cheating, falsification, or misrepresentation of academic work.
4. **Disruptive Behavior:** Actions that interfere with the learning environment, including excessive interruptions, disrespectful comments, or refusal to follow guidelines.
5. **Unauthorized Activities:** Accessing or distributing confidential information, hacking, or misusing online platforms.
6. **Other Misconduct:** Threats, intimidation, stalking, or any conduct that violates school policies or applicable laws.

Reporting Violations

Students are encouraged to report any violations of this policy to the program administration. Reports will be handled confidentially to the extent possible while ensuring a thorough investigation.

Consequences of Violations

Violations of the Student Conduct Policy may result in disciplinary actions (read more in the Student Discipline Policy section), including but not limited to:

- Verbal or written warnings
- Loss of access to online platforms or resources
- Suspension or expulsion from the program
- Referral to law enforcement authorities if applicable

Supporting Your Success: Student Discipline Policy

At Peck Academy, we're dedicated to your success as an instructional designer. Our discipline process is designed to support you through challenges while maintaining program standards. Here's how it works:

When Support May Be Needed

We'll step in if you:

- Struggle to implement feedback after multiple attempts
- Miss several scheduled meetings without notice
- Fail to sign and respond to progress reports
- Violate community guidelines
- Fail to meet financial commitments

Our Process

Step 1: Email Check-In (Written Warning)

We'll send you a friendly email to discuss challenges, identify resources, and create an action plan for resolving the identified issues. No formal sanctions at this phase—just collaboration. If emails are not sufficient to resolve the issue, we may invite you onto a 1-on-1 call to resolve the issue before moving to Step 2.

Step 2: Academic Probation (If Needed)

If the issues are ongoing and we are unable to resolve them in Step 1, then we may need to place you on academic probation. This is a formal indicator that your performance or behavior is not meeting Peck Academy standards. Here are additional details about academic probation:

- Our team will tell you clearly what's needed from you in order for academic probation to be lifted.
- You will need to resolve any issues before receiving additional feedback or support from our team.
- Your access to the program content and community continues.

- After being placed on academic probation twice, your third academic probation may result in immediate suspension.
- Payments remain due as scheduled if you're on a payment plan.
- Academic probation will be lifted when you implement the steps provided by our team.
- If you are unable or you refuse to complete the steps provided in a timely manner, then your probation may escalate to temporary suspension.

Step 3: Temporary Suspension (If Needed)

Triggered by failing academic probation, requiring a third academic probation, or exhibiting serious conduct issues (heinous disrespect of students or staff, malicious actions, etc.).

- 2-4 week pause in access; timeline extends if or as needed.
- Reinstatement requires meeting suspension terms and receiving approval from the school director.
- After your first suspension, a second suspension results in program termination.
- Payments continue during suspension if you're on a payment plan.

Step 4: Program Termination (Last Resort)

Triggered by getting suspended a second time, committing severe policy violations, failing to pay a scheduled payment for more than 35 days (or failing to pay 4 retried payment withdrawals, whichever occurs sooner), or refusing to take the actions required to bring yourself back into good standing with the school.

- If you are terminated from the program within 4.5 months of joining, then you will receive a prorated refund based on our refund policy.
- If you are terminated from the program after 4.5 months of joining, then you will not receive a prorated refund and you will be required to pay your outstanding payments if you're on a payment plan.

Returning After Withdrawal

Voluntary Withdrawal:

- If you withdrew from the program voluntarily, then you can rejoin within 12 months, resume where you left off, and receive credit for all prior payments.
- If you rejoin after 12 months, you will not receive credit for your prior payments.

Involuntary Termination:

- If you were terminated from the program by our team, you may have the opportunity to apply again after 6 months. Your application will need the school director's approval, and you will not receive credit for any prior payments.
- Your application will need to include a written explanation of why you were terminated from the program and what your plan is to ensure that you succeed upon rejoining.

Our Commitment

Our goal is your success, and we hope to never have to use the disciplinary policies outlined above. We'll work with you to overcome obstacles, so please reach out early at support@peckacademy.com if you ever have questions or concerns.

Student Grievance Policy

Peck Academy encourages students to bring any grievances or complaints about academic-related situations or policies to our immediate attention. Most questions or concerns that students may have can be resolved through discussion.

Peck Academy will investigate all complaints or grievances promptly and to their full resolution. A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment or treatment by ID Mentors, other students, or staff.

A student may present a grievance through the following complaint and dispute resolution procedures:

1. A student should first bring the grievance to the attention of the Peck Academy team by emailing hello@peckacademy.com.
2. The School Director and / or Operations Manager evaluates the claim and attempts to resolve the conflict.

3. Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact:
 - Oregon Higher Education Coordinating Commission
Private Career Schools
3225 25th Street,
Salem, OR 97302
Telephone: 503-947-5751
 - After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

Non-Discrimination Policy

Peck Academy prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, or disability. This policy applies to all programs, services, and activities conducted or funded by Peck Academy.

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

The school's policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior.

Release of Information Policy

Access to Educational Records

Educational records refer to your progress reports and official transcripts with Peck Academy.

1. **Student Rights**

Students have the right to inspect and review their educational records maintained by Peck Academy.

- This includes records such as grades, enrollment history, and communications related to academic progress.
- Records do not include personal notes of instructors or staff, law enforcement records, medical records, or alumni records.

2. **Procedure for Access**

To access their educational records, students must:

- Submit a written request to the program administrator (hello@peckacademy.com) specifying the records they wish to review.
- Requests can be sent via email.
- The school will respond to the request within **7 days** of receipt.

3. **Request for Amendment**

If a student believes their records contain inaccuracies or violations of their privacy, they may submit a written request for amendment to the program administrator.

Release of Student Information

1. **Student Privacy Rights (FERPA Compliance)**

Peck Academy complies with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records and restricts the release of personally identifiable information (PII) without written consent, except as permitted by law.

2. **Release Without Consent**

The school may disclose information from a student's records without prior consent in specific circumstances, including:

- To school officials with legitimate educational interests.
- To comply with a judicial order or subpoena.

- To appropriate officials in cases of health or safety emergencies.
- To federal, state, or local education authorities for audit or evaluation purposes.
- For directory information (unless the student opts out by emailing us at hello@peckacademy.com).

3. **Directory Information**

Directory information may include a student's name, email address, program of study, dates of attendance, current employer, and awards received.

- Students may opt out of directory information sharing by submitting a written request to hello@peckacademy.com.

4. **Third-Party Access**

- Written consent from the student is required to release information to third parties, such as employers, other schools, or family members.

Record Maintenance and Security

- All educational records are stored securely to protect against unauthorized access.
- Digital records are only accessible via password-protected accounts owned or managed by members of the Peck Academy team.

Questions or Complaints

Students with questions about this policy or concerns about potential violations of their FERPA rights may contact the program administrator or file a complaint with the

U.S. Department of Education at:

Family Policy Compliance Office

400 Maryland Avenue, SW

Washington, D.C. 20202

Articulation Agreements

Peck Academy has not entered into an articulation or transfer agreement with any other trade school, college, or university.

Accreditation and Licensing

Peck Academy is a private institution and is under the purview of the Higher Education Coordinating Commission (HECC). HECC is an agency responsible for granting authority to operate and provide oversight of Oregon's private postsecondary educational institutions. Any inquiries and concerns may be sent directly to the state headquarters at:

Oregon Higher Education Coordinating Commission
3225 25th Street SE
Salem, Oregon 97302
Telephone: 503-947-5751

Peck Academy and its programs are not currently accredited through a nationally recognized accrediting organization.