

Institutional Catalog & Student Handbook

2026 APPLICATION REVIEW EDITION | VOLUME 1, ISSUE 1

Prepared and proposed effective date: September 20, 2026
Institution: Copper Canyon Institute, an Arizona limited liability company
Programs: Career-focused, non-degree certificate education

This combined catalog and handbook describes the Institute, program curricula, tuition, student services and proposed operating policies. It is prepared for application review and institutional adoption. It does not represent that a license or accreditation has been issued.

Drafting basis. Published program information and the supplied CCI materials are identified in the source notes. New admissions, academic, financial and student-service provisions are proposed policies, not statements that those policies were previously adopted. Management must approve them before student distribution. Required factual disclosures still needing verification are identified on page 16; they have not been invented.

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Checklist references appear below section titles. The separate Catalog Checklist Cross-Reference identifies the corresponding pages, including items that require verification rather than merely policy adoption.

Institution, Governance & Contacts

CATALOG CHECKLIST 1-5 | RULE R4-39-301(A)(1)-(5)

Institutional identity and purpose

Copper Canyon Institute (CCI) is an Arizona limited liability company developing focused, employer-informed certificate education. Its mission is to provide practical education connected to employment, professional development and entrepreneurship. Programs serve adult learners, career changers and working professionals. Instruction emphasizes application of concepts, rather than a traditional degree curriculum. [C1; W1]

Institutional and administrative contact information

Item	Information
Institution / legal form	Copper Canyon Institute / Arizona LLC
Address supplied for correspondence	3219 E. Camelback Road, Unit 426 Phoenix, Arizona 85018
Website	coppercanyoninstitute.org
Proposed administrative contact	Gabriel Vadasz - President / Executive Director (proposed designation)
Contact from submitted resume	(928) 255-7555 Gabriel@DNGLV.com
Fax / out-of-state headquarters	No fax number or out-of-state headquarters is identified in the supplied records.

The address is not represented in this catalog as a verified classroom or student-visit facility. The proposed contact designation and use of the resume telephone/email require institutional confirmation before publication. [C2; C3]

Ownership and management disclosure

The supplied materials confirm LLC status but do not identify the legal member(s), any parent company, persons with 20% or more ownership, board members, or the complete executive-management roster. No ownership or board appointment is inferred. Those names and titles must be verified against the LLC records and included before publication. The draft organizational chart identifies Gabriel Vadasz as the proposed President / Executive Director; other functional roles are not confirmed appointments. [C2]

Program portfolio and authorization

The website lists AI Development & Implementation, Tech Sales, Financial Markets & Trading Strategies, and Data Analytics & Business Intelligence. Insurance Sales & Agency Formation is an additional proposed program. All five are described on pages 4-8. No accreditation, professional license, employment outcome or authorization to begin a new cohort is conferred by this catalog. [W1; C1]

Admissions, Delivery & Schedule

CHECKLIST 6, 11, 12, 13(a), 13(k) | PROPOSED OPERATING POLICIES

Admission and enrollment

Applicants must be at least 18 years old, possess a high-school diploma or recognized equivalent, communicate sufficiently in English to participate in the coursework, and demonstrate basic computer, email and file-management skills. No entrance examination or previous professional experience is required. Admissions reviews identification, educational documentation and a brief technology-readiness exercise, with reasonable accommodations available.

Students request information, discuss their goals with admissions, submit an application, and receive an acceptance decision. Before enrolling, students receive this catalog, the program schedule, all charges, the refund policy and any payment agreement. Enrollment requires acceptance and signatures from the student and an authorized CCI representative. The proposed policy does not award transfer credit or advanced standing for prior education, work or life experience.

Online delivery and instructional time

The source materials describe 12-week programs with two classes per week. The planning schedule uses 24 instructor-led, 50-minute class meetings, totaling **1,200 minutes or 20 elapsed instructional hours**. Earlier planning documents call these 24 contact hours under a 50-minute convention; that is not a claim of 24 sixty-minute hours or an approved regulatory conversion. No academic credits are awarded. Each two-week unit has four meetings and 200 minutes of instruction. [C1; W1]

Delivery combines live online instruction, demonstrations and supervised practice. Independent reading and assignments are additional work and are not counted in the 1,200 minutes. Recorded content alone does not replace attendance unless an instructor assigns and verifies an equivalent supervised make-up activity. No classroom, physical laboratory, clinical placement or externship is included in the proposed delivery model.

Enrollment period and holidays

CCI proposes cohort-based enrollment rather than a fixed semester calendar. Each enrollment agreement and attached schedule will identify the actual start date, last instructional date and all 24 meetings before the student signs. A cohort is not announced until staffing and required authorization are in place. No live classes are scheduled on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the following Friday or Christmas Day. Affected meetings are rescheduled and disclosed; the full instructional time is preserved.

Technology, learning materials and library resources

Students need a computer, reliable internet, a current web browser, webcam/microphone, email, PDF access, and basic document and spreadsheet capability. CCI provides designated course materials and instructional software access within tuition under this proposal. No separately purchased textbook is required. The online course space contains readings, demonstrations, practice files, vendor documentation and curated public reference links; no physical library or subscription research database is represented as currently available.

AI Development & Implementation

PUBLISHED PROGRAM | CHECKLIST 6 | PROPOSED UNIT TIMING

Format: Online, 12 instructional weeks, 24 meetings of 50 minutes.

Tuition / proposed total institutional charges: \$6,000. No added institutional fees under this proposal. See pages 9-10.

Develop practical skills for evaluating and implementing AI tools in business workflows. Students will learn to design useful prompts, connect processes, assess outputs and prepare an implementation plan. The topics below follow the website's six curriculum highlights. [W2]

Weeks	Unit / skills to be developed	Instruction
1-2	Prompt Engineering & Modern AI Tools Structured prompts, context design and output evaluation.	4 meetings 200 minutes
3-4	Workflow Automation Process mapping, repeatable tasks and information flows.	4 meetings 200 minutes
5-6	AI Assistants & Intelligent Workflows Assistant instructions, business knowledge and connected tools.	4 meetings 200 minutes
7-8	Systems Integration APIs, data flows and connections to business applications.	4 meetings 200 minutes
9-10	Responsible AI & Deployment Privacy, security, hallucinations, testing and human oversight.	4 meetings 200 minutes
11-12	AI Implementation Planning Use-case selection, business requirements and rollout planning.	4 meetings 200 minutes
Total	Six units; 24 meetings; no academic credit	1,200 minutes 20 hours

Applied work and completion

Prepare a scoped AI implementation proposal and demonstrate a small workflow using test data. Evaluate the output and document privacy and human-review controls. Completion requires all units and the academic, attendance and final-project standards on page 12. No clinical placement, externship or internship is required.

Prerequisites, technology and materials

Basic computer skills; no prior programming credential required. Browser-based AI and automation tools and test accounts are used. Students must not upload confidential or regulated real-world data. Shared entry requirements and digital resources are on page 3.

Career relevance and practice requirements

Relevant skill areas include AI implementation support, business-process automation and technology-enabled operations. Software, systems or data roles may require additional education and experience. This certificate is not a professional license, vendor certification or assurance of eligibility for a particular occupation. No external licensing examination is included.

Tech Sales

PUBLISHED PROGRAM | CHECKLIST 6 | PROPOSED UNIT TIMING

Format: Online, 12 instructional weeks, 24 meetings of 50 minutes.

Tuition / proposed total institutional charges: \$4,900. No added institutional fees under this proposal. See pages 9-10.

Develop the skills to identify prospects, understand business needs, explain technology solutions and manage a sales opportunity. The website also describes this program as Technology Sales & Business Development. The outline preserves its six published curriculum highlights. [W3]

Weeks	Unit / skills to be developed	Instruction
1-2	Prospecting & Lead Generation Customer profiles, prospect research and outreach.	4 meetings 200 minutes
3-4	CRM & Pipeline Management Sales stages, follow-up and accurate activity records.	4 meetings 200 minutes
5-6	Discovery & Qualification Questions, customer priorities and solution fit.	4 meetings 200 minutes
7-8	Product Demonstrations & Solution Selling Value propositions, demonstrations and business use cases.	4 meetings 200 minutes
9-10	Objection Handling & Negotiation Pricing discussions, concerns and professional negotiation.	4 meetings 200 minutes
11-12	Closing & Account Development Next steps, follow-up, retention and account growth.	4 meetings 200 minutes
Total	Six units; 24 meetings; no academic credit	1,200 minutes 20 hours

Applied work and completion

Develop a prospecting sequence, maintain a sample CRM opportunity, and deliver a simulated discovery conversation and product presentation. Completion requires all units and the academic, attendance and final-project standards on page 12. No clinical placement, externship or internship is required.

Prerequisites, technology and materials

Basic digital and written communication skills. Students use a training CRM or equivalent simulation, video meetings and presentation tools. No purchase of leads or paid sales subscription is required. Shared entry requirements and digital resources are on page 3.

Career relevance and practice requirements

Skills relate to sales development, business development, customer-facing technology sales and account support. Employers determine qualifications; technical sales and management roles may require additional experience. The program does not confer any industry-specific sales license or professional credential. It is not an insurance or securities sales licensing program.

Financial Markets & Trading Strategies

PUBLISHED PROGRAM | CHECKLIST 6 | PROPOSED TOPICAL SEQUENCE

Format: Online, 12 instructional weeks, 24 meetings of 50 minutes.

Tuition / proposed total institutional charges: \$5,400. No added institutional fees under this proposal. See pages 9-10.

Build an introductory understanding of markets, analysis, strategy testing and disciplined risk management. The six-unit sequence below is a proposed organization of the subject areas in the website and CCI Executive Summary, not a previously supplied detailed syllabus. [W1; C1]

Weeks	Unit / skills to be developed	Instruction
1-2	Market Structure & Instruments Market participants, order types and common financial instruments.	4 meetings 200 minutes
3-4	Fundamental Analysis Business information, financial statements and economic context.	4 meetings 200 minutes
5-6	Technical Analysis Price, volume, trends and limitations of indicators.	4 meetings 200 minutes
7-8	Strategy Design & Testing Rules, historical testing and avoiding misleading conclusions.	4 meetings 200 minutes
9-10	Risk & Portfolio Considerations Position sizing, diversification, drawdowns and risk limits.	4 meetings 200 minutes
11-12	Trading Plan & Evaluation Document a simulated strategy and evaluate its limitations.	4 meetings 200 minutes
Total	Six units; 24 meetings; no academic credit	1,200 minutes 20 hours

Applied work and completion

Submit a rules-based research and risk-management plan supported by a paper-trading or historical-data exercise. No live trading or funded brokerage account is required. Completion requires all units and the academic, attendance and final-project standards on page 12. No clinical placement, externship or internship is required.

Prerequisites, technology and materials

Basic arithmetic and spreadsheet skills. Instruction uses sample data, spreadsheets and a simulation or charting environment supplied for coursework. Shared entry requirements and digital resources are on page 3.

Career relevance and practice requirements

Skills may support further study or work involving market research, financial operations or investment analysis. The certificate alone does not qualify a graduate as an investment adviser or securities representative. Regulated securities activity can require separate registration, examinations and other qualifications. This course grants none of those permissions and does not replace regulator or employer requirements. No investment returns are promised. [R4]

Data Analytics & Business Intelligence

PUBLISHED PROGRAM | CHECKLIST 6 | PROPOSED TOPICAL SEQUENCE

Format: Online, 12 instructional weeks, 24 meetings of 50 minutes.

Tuition / proposed total institutional charges: \$5,600. No added institutional fees under this proposal. See pages 9-10.

Learn to organize data, analyze information and communicate useful business findings. The sequence below is proposed from the supplied descriptions of spreadsheet analysis, SQL, databases, visualization and dashboards. It is not represented as a previously approved syllabus. [W1; C1]

Weeks	Unit / skills to be developed	Instruction
1-2	Business Questions & Data Quality Define a question, examine data and identify quality problems.	4 meetings 200 minutes
3-4	Spreadsheet Analysis Organize, clean, calculate and summarize business information.	4 meetings 200 minutes
5-6	Databases & SQL Tables, queries, filtering, joins and aggregation.	4 meetings 200 minutes
7-8	Data Visualization Select clear charts and explain patterns responsibly.	4 meetings 200 minutes
9-10	Dashboards & Business Intelligence Build indicators and an interpretable dashboard.	4 meetings 200 minutes
11-12	Communicating Findings Present conclusions, limitations and recommended next steps.	4 meetings 200 minutes
Total	Six units; 24 meetings; no academic credit	1,200 minutes 20 hours

Applied work and completion

Clean a sample dataset, perform spreadsheet or SQL analysis, and present a dashboard with a short explanation of the findings and their limitations. Completion requires all units and the academic, attendance and final-project standards on page 12. No clinical placement, externship or internship is required.

Prerequisites, technology and materials

Basic computer and numerical skills. Students use a spreadsheet application, an instructional SQL environment and a visualization tool designated by the instructor. Shared entry requirements and digital resources are on page 3.

Career relevance and practice requirements

Skills are relevant to reporting, business-intelligence support and junior analytical tasks. Data-science and advanced analytics roles may require additional mathematical training, credentials or experience. This certificate does not confer a regulated professional license or a software-vendor certification. No external certification examination is included.

Insurance Sales & Agency Formation

PROPOSED PROGRAM AND TUITION | CHECKLIST 6 | NOT ANNOUNCED FOR ENROLLMENT

Format: Online, 12 instructional weeks, 24 meetings of 50 minutes.

Tuition / proposed total institutional charges: \$4,900. No added institutional fees under this proposal. See pages 9-10.

Introduce insurance products, ethical client development and the operational planning involved in an insurance practice or agency. This proposed program is drawn from CCI's Executive Summary and is not one of the four programs currently listed on the website. Its structure and \$4,900 tuition require adoption and applicable authorization. [C1]

Weeks	Unit / skills to be developed	Instruction
1-2	Insurance Industry & Product Fundamentals Personal and commercial lines; basic coverage concepts.	4 meetings 200 minutes
3-4	Ethical Sales & Client Needs Needs discussions, communication and suitable referrals.	4 meetings 200 minutes
5-6	Prospecting, Marketing & CRM Lead development, marketing practices and client records.	4 meetings 200 minutes
7-8	Agency Operations & Carrier Relationships Service workflows, documentation and carrier arrangements.	4 meetings 200 minutes
9-10	Business Formation & Compliance Planning Entity choices, licensing awareness and operational controls.	4 meetings 200 minutes
11-12	Agency Business Plan & Financial Basics Budgeting, financial management and an agency launch plan.	4 meetings 200 minutes
Total	Six units; 24 meetings; no academic credit	1,200 minutes 20 hours

Applied work and completion

Prepare an agency business plan including target customers, a basic budget, client-service processes and a licensing/compliance checklist. Classroom simulations do not authorize actual insurance solicitation. Completion requires all units and the academic, attendance and final-project standards on page 12. No clinical placement, externship or internship is required.

Prerequisites, technology and materials

General admission requirements apply; no producer license is required to study. Students need document, spreadsheet and presentation tools. No carrier appointment, agency purchase or insurance policy purchase is required. Shared entry requirements and digital resources are on page 3.

Career relevance and practice requirements

Relevant areas include agency administration, insurance customer-service support and, after meeting separate licensing requirements, insurance sales or agency entrepreneurship. Employment or an agency appointment is not guaranteed. Selling, soliciting or negotiating insurance generally requires the appropriate Arizona producer license. A business entity may also need its own license. Completion does not satisfy an examination or confer producer/agency authority; consult Arizona DIFI for individual and entity requirements. [R3]

Tuition, Fees & Discounts

CHECKLIST 6, 8 | PROPOSED FINANCIAL POLICIES

The four published tuition figures are carried forward from CCI's website. Insurance tuition and the fee, materials and discount provisions below are proposed for institutional approval. Charges are in U.S. dollars. [W1; C4]

Program	Tuition	Added CCI fees	Total
AI Development & Implementation	\$6,000	\$0	\$6,000
Tech Sales	\$4,900	\$0	\$4,900
Financial Markets & Trading Strategies	\$5,400	\$0	\$5,400
Data Analytics & Business Intelligence	\$5,600	\$0	\$5,600
Insurance Sales & Agency Formation (proposed)	\$4,900	\$0	\$4,900

What the proposed price includes

Tuition includes instruction, required digital course materials, designated classroom software access, program assessments, the initial completion certificate and standard electronic transcript copies. This proposal charges no application, registration, laboratory, graduation, installment setup, late-payment or transcript fee. Students supply their own computer and internet service. Optional personal software, external licensing examinations, professional licenses and business-formation costs are not included or required purchases from CCI.

Proposed early-enrollment discount

A 5% tuition discount is available to every otherwise eligible applicant who completes admission and signs the enrollment documents at least 14 calendar days before the scheduled first class. Eligibility does not depend on choosing full payment, an installment plan or an outside lender. A student requests the discount with admissions before signing; CCI records the adjusted tuition in the agreement. The discount is not combined with another reduction. It remains part of the student's contracted tuition when a refund is calculated.

Discounted tuition is \$5,700 for AI; \$4,655 for Tech Sales; \$5,130 for Financial Markets; \$5,320 for Data Analytics; and \$4,655 for the proposed Insurance program. Four-installment amounts are recalculated from that discounted tuition, with any cent adjustment in the final payment.

Scholarships, educational loans and price changes

This proposal establishes no institutional scholarship award or long-term school-funded loan beyond the short installment plan on page 10. No federal student-aid eligibility is represented. Any future scholarship or reduction will have published eligibility criteria and be available consistently to eligible students. New prices apply prospectively after written publication, not retroactively to a signed enrollment agreement.

These proposed financial terms must be incorporated consistently into the enrollment agreement, payment-plan document and marketing disclosures before they are offered. A forecast discount assumption by itself is not an adopted student policy.

Payment Plans & Financing

CHECKLIST 7-8 | PROPOSED SCHEDULE IMPLEMENTING CCI'S PAYMENT-PLAN STATEMENT

CCI has stated that it will offer in-house payment plans and utilize independent third parties. The schedule below supplies proposed concrete terms; the earlier Payment Plans Statement did not specify amounts, dates, rates or providers. [C5]

Full payment or four equal installments

Students may pay tuition in full before the first class or select four installments of 25% each. Installment one is due after acceptance and signing, before the first class; the remaining installments are due at the beginning of instructional Weeks 4, 8 and 12. Exact calendar due dates appear in the signed plan. The annual interest rate is 0%, with no finance, origination or prepayment charge and no late fee under this proposal.

Program	Each of four payments	Total
AI Development & Implementation	\$1,500	\$6,000
Tech Sales	\$1,225	\$4,900
Financial Markets & Trading Strategies	\$1,350	\$5,400
Data Analytics & Business Intelligence	\$1,400	\$5,600
Insurance Sales & Agency Formation (proposed)	\$1,225	\$4,900

Amounts above are before the optional 5% early-enrollment discount. The discounted total is divided by four; rounding is reconciled in the fourth payment. No interest accrues solely because an account is overdue.

Eligibility, application and missed payments

The in-house plan is available consistently to accepted students age 18 or older who request it through admissions before the first class, sign the written schedule and make the initial payment. No credit-bureau score is required under this proposal. Students receive a copy of the agreement and may pay early without penalty. After a missed installment, CCI provides written notice and at least 10 calendar days to pay or request a revised arrangement. Any enrollment action is communicated in writing; withdrawal and refunds are recalculated under page 11, rather than automatically accelerating all tuition.

Independent third-party arrangements

CCI intends to work with various independent payment or financing providers. A particular lender, partnership, approval, loan rate or repayment term is not established by the materials supplied. Before any provider-specific product is offered, CCI will issue a catalog supplement naming the provider and describing eligibility, application steps, principal limits, interest/APR, all fees, payment amounts, term and applicable disclosures. Students may decline financing, and approval is not guaranteed. Personal borrowing arranged by a student does not establish a CCI partnership.

No financing agreement waives cancellation or refund rights. Refunds are paid to the appropriate payer or provider, with an account reconciliation for the student. Until the provider-specific supplement is issued, this draft does not represent a specific third-party loan as available. [R1]

Cancellation, Withdrawal & Refunds

CHECKLIST 9, 13(b) | PROPOSED POLICY BASED ON R4-39-308 AND R4-39-404

Three-day cancellation right

A student may cancel an enrollment agreement by providing written notice within three days after signing, excluding Saturdays, Sundays, and state and federal holidays. CCI will refund 100% of all tuition and student fees paid within 30 calendar days after receiving that notice. No cancellation or administrative fee is retained. A written email or delivered notice to the administrative contact is acceptable. [R1]

Withdrawal, nonattendance and calculation period

After the cancellation period, a student may withdraw by written notice. CCI uses the last documented date of attendance or academically related participation for the withdrawal calculation, not the later date of processing. Four consecutive missed scheduled sessions without approved leave trigger outreach and an administrative-withdrawal review. The refund period is the entire 12-week program. The time-expired percentage equals scheduled instructional minutes elapsed through the last attendance date divided by 1,200 minutes; missed earlier classes do not reduce elapsed time.

Time expired when the student withdraws / is terminated	Refund of contracted tuition
Before instruction begins	100%
More than 0% through 10%	90%
More than 10% through 20%	80%
More than 20% through 30%	70%
More than 30% through 40%	60%
More than 40% through 50%	50%
More than 50%	0%

Account reconciliation and timing

Contracted tuition means tuition after any documented discount. CCI computes the refundable tuition and reduces the remaining obligation accordingly. Amounts already paid above the resulting earned charge are returned; an unpaid balance is limited to the resulting earned charge. The proposed policy issues withdrawal refunds within 30 calendar days after determining withdrawal. No separate fee is retained. Refunds go to the student or original payer/provider, with a written calculation.

Example: A student with \$5,400 contracted tuition withdraws after eight 50-minute meetings. Elapsed instruction is $400 / 1,200 = 33.33\%$; the tuition refund is 60%, or \$3,240. CCI may retain \$2,160. If the student paid in full, \$3,240 is returned.

CCI cancellation and closure

If CCI cancels a cohort before it starts, all payments are refunded within 30 calendar days unless the student elects a later cohort in writing. If CCI cannot finish a started program, it will address unprovided instruction, records, refunds and any teach-out under applicable requirements. No existing teach-out partner is represented.

Academic Progress & Completion

CHECKLIST 6, 13(c), 13(f), 13(h), 13(j) | PROPOSED ACADEMIC POLICIES

Assessment and grading

Applied exercises account for 50% of the program grade, knowledge checks for 20%, and the final applied project for 30%. Instructors provide assignment instructions and rubrics before assessment. Students must submit their own work and identify permitted assistance. A score of at least 70% overall and at least 70% on the final project is required.

Grade	Percentage	Standing
A	90-100%	Pass
B	80-89%	Pass
C	70-79%	Pass
F	Below 70%	Not passing
I / W	Incomplete / Withdrawn	No certificate awarded while this status remains

Attendance and make-up instruction

Students must participate in at least 80% of scheduled live instructional time and complete authorized make-up work for every missed instructional unit. To receive a certificate, students must complete all six units and all 1,200 minutes of instruction, including verified supervised make-up instruction. A simple login or unverified recording view is not attendance. Instructors record attendance, late arrival, early departure, make-up participation and completed work.

Progress review, warning and probation

Progress is reviewed at the end of Weeks 4 and 8, with an additional review whenever a concern arises. A cumulative score below 70%, incomplete required work or live participation below 80% results in a written warning and a 10-business-day improvement plan. Continuing deficiency leads to academic probation with written conditions through the next review. A student who cannot meet completion requirements within the allowed period may be withdrawn; the account is adjusted under page 11. Status decisions may be appealed through page 15.

Graduation / certificate requirements

A certificate is awarded when the student has completed all six units, satisfied the grading and instructional-time requirements, completed the final project, and resolved academic-integrity findings affecting the submitted work. The award identifies the program as a non-degree certificate; it does not confer academic credit, licensure, employment or guaranteed transfer. Financial balances are addressed separately under the payment agreement rather than treated as evidence of academic competence.

Incompletes and maximum completion period

A student with a documented short-term barrier may request an Incomplete before the final deadline. The instructor may approve up to 14 calendar days for outstanding work. All coursework, make-up instruction and approved leave must fit within 18 calendar weeks of the original start date unless a documented accommodation requires a separately approved schedule. Final grades and completion status are issued within 10 business days after evaluation. Grade appeals follow page 15.

Student Status & Conduct

CHECKLIST 13(d)-(f), 13(j) | PROPOSED STUDENT HANDBOOK POLICIES

Leave of absence and return

A student may request a leave of up to 14 calendar days for a documented medical, family or comparable circumstance. The written request identifies the dates and a return plan; emergencies may be documented as soon as practicable. Approval requires a realistic make-up plan and does not by itself forgive instruction or increase tuition. The 18-week maximum completion period on page 12 includes the leave. Failure to return leads to withdrawal using the last attendance date and the refund policy.

Readmission and re-enrollment

A former student may request readmission in writing, explaining the reason for withdrawal and steps taken to address it. Administration reviews academic readiness, conduct, instructional availability and accommodations. Reinstatement is not automatic. Previously completed CCI work may be recognized only after an instructor confirms it remains current; this is not transfer credit for outside education. The student receives a written remaining-work schedule and any new charges before signing. Prior refunds and charges are reconciled; no duplicate charge is imposed for an unchanged, already-paid unit.

Conduct, online behavior and academic integrity

Students must communicate respectfully, avoid harassment, threats and discriminatory conduct, and protect the learning environment. Impersonation, falsifying records, unauthorized access, cheating and presenting another person's work as one's own are prohibited. Recording, redistributing course content or sharing another student's information without authorization is prohibited. Students must comply with the instructor's assignment-specific rules on collaboration and AI use.

AI tools may be used only when permitted for the assignment. Students disclose material AI assistance, verify outputs, cite sources and remain responsible for their submissions. Do not enter confidential client, employer, medical, financial or other sensitive personal data into public tools. Class exercises use synthetic, public or appropriately de-identified data. Course demonstrations are education, not authorization to provide regulated services.

Discipline, suspension and expulsion

CCI may use coaching, a written warning, assignment resubmission, a grade consequence, probation, suspension or expulsion proportionate to the conduct. The student receives written notice of the allegation, relevant information and proposed action, and ordinarily has five business days to respond before a final decision. Temporary restrictions may be used immediately for a credible safety or system-security risk, followed by prompt review. Final decisions state the reasons, effective date and appeal route. Tuition is adjusted under page 11 when enrollment ends.

Fair treatment and non-retaliation

Admission, access, academic evaluation and services will be administered without unlawful discrimination. Students may request reasonable accommodations, raise concerns or participate in an investigation without retaliation. Complaints about an administrator may bypass that person; the review procedure is on page 15. No mandatory arbitration requirement is adopted by this draft.

Student Services, Records & Safety

CHECKLIST 10, 11, 13(h)-(i) | PROPOSED STUDENT HANDBOOK POLICIES

Academic, administrative and career support

CCI will provide orientation, enrollment and payment-plan information, access instructions for the online course space, instructor feedback, academic advising and help locating digital learning resources. Students contact the instructor for coursework and the administrative contact for records, payments, accommodations and grievances. Routine inquiries will be acknowledged within two business days, with a response or progress update within five business days. These are proposed service standards, not a claim of existing staffing levels.

Career support is limited to general resume, interview and job-search guidance and identification of public resources. CCI does not promise a job-placement service, employer referral, salary, license, business launch or investment result. No housing, transportation, medical treatment or counseling practice is provided under this proposal. No employer, lender, carrier or software-vendor partnership should be inferred from a classroom example.

Accessibility and technical interruption

Students may request accommodations privately through the administrative contact. CCI will discuss functional needs, obtain only appropriate supporting information, and provide a written response, normally within 10 business days. Urgent needs receive prompt attention. An accommodation will not remove an essential learning requirement. Report platform failures to the instructor promptly; documented institution-caused outages are rescheduled without loss of instructional time or added tuition.

Student records and transcripts

CCI will maintain a complete, accurate and permanent electronic student record in a searchable, nonproprietary or exportable format. The record includes enrollment terms, charges and payments, grades, attendance, completion status and relevant student-support records. Access is limited to authorized personnel and lawful recipients. Students may request inspection, copies, or correction of inaccurate information through the administrative contact. Identity and any authorization to release records will be verified. [R1]

Standard electronic transcripts are provided without a CCI fee within 10 business days of a verified request. A transcript identifies the program, dates, grades, completion status and instructional measure; it will not describe non-credit study as academic credit. Students may identify factual errors for review without changing legitimate academic judgments. School closure will not eliminate the responsibility to preserve records and arrange an appropriate records custodian.

Safety and facilities

Instruction in this draft is online. The correspondence address on page 2 is not a verified student-attendance site, and a conceptual floor-plan drawing is not an approved facility plan. No student should be directed there for classes or emergency evacuation. Before any future in-person activity, CCI will identify the actual premises and provide appropriate access, occupancy, safety and emergency information. For an immediate emergency, contact local emergency services at 911; report institution-related incidents when safe to do so.

Student Grievance Procedure

CHECKLIST 14 | RULES R4-39-301(A)(15) AND R4-39-104(D)(12)

This proposed procedure applies to academic, administrative, payment, service and conduct concerns. It is published here as both the catalog and student-handbook grievance procedure. Students may submit a written complaint to the administrative contact on page 2; a complaint should identify the issue, relevant dates, supporting information and requested resolution.

1. Informal resolution - optional

A student may first contact the instructor or appropriate staff member. That person will acknowledge the concern within two business days and aim to respond within five business days. A student may bypass this step, particularly for harassment, safety concerns, retaliation or a complaint about that staff member.

2. Formal complaint

Submit the written complaint to the executive administrator as soon as practicable, preferably within 30 calendar days of the event. This preferred internal period does not waive statutory rights or shorten an external filing deadline. The administrator acknowledges receipt within three business days, reviews the available information and gives the student an opportunity to respond. A written decision is provided within 10 business days, or a written explanation and revised date is provided for a necessary extension. The internal process ordinarily concludes within 30 calendar days.

3. Appeal and impartial review

Within 10 business days after the decision, the student may submit an appeal explaining an error, new information or procedural concern. An individual who did not make the original decision will review the appeal and respond within 10 business days. If the complaint concerns the executive administrator, CCI will designate an impartial manager or independent reviewer with authority to provide a remedy. The institution must designate that reviewer before this procedure is used with students. No mandatory arbitration is required by this proposal.

4. Arizona State Board complaint notice

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details.

Arizona State Board for Private Postsecondary Education

1740 W. Adams Street, Suite 3008

Phoenix, Arizona 85007

Phone: (602) 542-5709

Website: ppse.az.gov

Email: info@azppse.gov [R2]

Internal review does not prevent a student from contacting an appropriate regulator or pursuing other legal remedies. The Board determines its jurisdiction and applicable filing requirements. Students should contact the Board promptly rather than assume an internal complaint extends an external deadline. Retaliation for a good-faith complaint is prohibited. Records of the complaint, review and response are maintained with appropriate access restrictions.

Catalog Checklist cross-reference: the required escalation notice and institutional deadlines both appear on this page. The same procedure must appear consistently in any separate handbook or enrollment materials.

Sources & Publication Review

APPLICATION EDITORIAL NOTES | NOT A CERTIFICATION OF COMPLETENESS

What is sourced and what is proposed

Program titles, public tuition, broad curriculum topics and the 12-week / twice-weekly format come from the website and CCI documents listed below. Arizona LLC status, the address and the intent to offer in-house and third-party payment options were supplied by the institution. Unit timing, detailed assignments, admissions criteria, grading, attendance, fees, discounts, installments, service standards and student procedures are newly drafted proposals. Their inclusion is not evidence of prior adoption.

Facts and decisions to finalize before student publication

Identity and governance: verify the applicant's exact legal name, all required owners and board/management names, any parent or out-of-state headquarters, Gabriel Vadasz's title, and the institutional telephone, email and fax arrangements. Verify the actual operating address separately from correspondence details.

Academic and financial terms: adopt or revise the proposed policies, 50-minute instructional-unit convention, module schedules, included materials and software, 5% discount, 0%-interest four-payment schedule and Insurance tuition. Announce actual cohort dates only after confirming instruction and authorization. Identify third-party providers and publish product-specific terms before offering their products.

Consistency and release: confirm the applicable licensure status and effective date; designate the impartial grievance reviewer; use identical refund text in the enrollment agreement; and reconcile the catalog, payment statement, advertising, facility materials and financial assumptions. The hypothetical financial model's average refund assumptions are not the student refund policy.

Document control and public availability

The proposed effective date is September 20, 2026, subject to institutional adoption and required authorization. This application edition is not represented as an already adopted student catalog. Once adopted, CCI will make the catalog available in print or electronic form and submit revisions or a new edition to the Board within 10 days. A supplement will identify CCI, Phoenix, Arizona, its effective date and the catalog edition it changes, with reciprocal references. [R1]

Source key - reviewed September 20, 2026

C1 CCI Executive Summary, pp. 1-2; institutional program descriptions. **C2** CCI Organizational Chart Draft, p. 1. **C3** Resume_Vadasz.pdf, p. 1 (contact information only). **C4** CCI Brochures & Advertising, p. 1. **C5** CCI Payment Plans Statement, p. 1. These documents are drafting inputs, not independently verified institutional records.

W1 coppercanyoninstitute.org

W2 coppercanyoninstitute.org/ai-development-implementation/

W3 coppercanyoninstitute.org/tech-sales/

R1 Arizona Administrative Code, Title 4, Chapter 39 (Secretary of State publication):

apps.azsos.gov/public_services/Title_04/4-39.pdf. **R2** Board Catalog Checklist, updated 3/13/2024 (posted in the Board's 2025 document library), and ppse.az.gov/resources/student-complaint. **R3** difi.az.gov/licensing/insurance-professionals. **R4** finra.org/registration-exams-ce/registration.

The separate checklist uses the Board's item numbering; checklist numbers are not identical to subsection numbers in the rule. The checklist references R4-39-405, which the published Code lists as repealed; this draft uses the active payment-disclosure provisions in R4-39-308.