







ASPIRITECH ACADEMY

Academic Catalog

2026-27 EDITION

Effective August 2026

> *Neurodivergent minds are not a problem to be solved. They are problem-solvers.*

EIGHT PROGRAMS · 100% VIRTUAL

Cybersecurity · Quality Assurance · IT Foundations · Vibe Coding
Creative Digital Marketing · Manufacturing Technology · Human Resources

Aspiritech Academy
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A WORD BEFORE YOU APPLY

This catalog covers eight programs offered by Aspiritech Academy that could help you start your career in your choice of different fields that match your strengths.

Before you dig into the program descriptions, I want to tell you something that we say to every single person who comes through our doors:

Aspiritech was founded in 2008 by two parents who could not find meaningful work for their autistic son. That one act of foresight launched what is now one of the largest employers of autistic adults in North America and in the world.

Everything we build — every cohort, every curriculum module, every partnership with every employer — comes from that same belief: that neurodivergent minds are not a problem to be accommodated. They are an asset to be invested in.

If you are autistic, ADHD, dyslexic, or otherwise neurodivergent, you are not applying despite that. You are applying because of it. We built this for you.

~Tara May, CEO, Aspiritech

ABOUT ASPIRITECH

Aspiritech is a nonprofit technology services organization headquartered in Evanston, Illinois. The Academy was established to extend career access to neurodivergent adults beyond Aspiritech's own employment base. Our Aspiritech Academy programs prepare participants for real, in-demand roles in technology through a model we have refined across training more than 100 of our own autistic employees.

All Academy programs are 100% virtual, delivered through a blend of synchronous live instruction and self-paced asynchronous coursework. Live sessions are conducted via Google Meet. Course materials are hosted in the Aspiritech Academy Learning Management System. Enrollment and student records are managed through our registration platform.

Every Academy program is competency-based. We do not assign letter grades. The credential our participants earn is an industry-recognized certification awarded by a nationally or internationally accredited credentialing body along with an Aspiritech Academy Certificate of Completion. That Certificate is our academic record.

INSTITUTION CONTACT INFORMATION

Aspiritech Academy	
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Chief Executive Officer	Tara May (tara.may@aspiritech.org)
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ACCREDITATION AND APPROVAL STATUS

Aspiritech Academy is not currently accredited by a regional or national accrediting body recognized by the U.S. Department of Education. Prospective participants are encouraged to consider how the absence of accreditation may affect their eligibility for federal financial aid and other programs.

The Registered Cybersecurity Pre-Apprenticeship RTI Program is registered with the U.S. Department of Labor, Office of Apprenticeship, as a Registered Apprenticeship Program, Competency-Based Track, under the Illinois Community College Board.

CERTIFICATE TRANSFERABILITY AND CREDIT

Aspiritech Academy is a vocational training organization. Certificates of Completion issued by the Academy are not equivalent to academic credit and are not designed for transfer to colleges or universities. Prospective students who are considering using an Aspiritech Academy program as a pathway to a traditional degree program should consult directly with their intended institution before enrolling to understand whether and how completion may be recognized.

Aspiritech Academy has no articulation agreements with any college, university, or other institution of higher education.

PROGRAM 1: CYBERSECURITY PRE-APPRENTICESHIP PROGRAM

PROGRAM AT A GLANCE

Program Name	Cybersecurity Pre-Apprenticeship Program
CIP Code	11-1003 — Computer and Information Systems/Security/Information Assurance
SOC Code	15-1212.00 — Information Security Analysts
Total Length	64 weeks (12 weeks RTI + 52 weeks OJT)
RTI Component	12 weeks | 172 instructional hours
OJT Component	12 months | 2,000 hours (paid, following RTI) The OJT (On-the-Job Training) component is not a required component for completion of the Cybersecurity Pre-Apprenticeship Program. The OJT component of the program is not approved by IBHE as it does not fall under oversight of the PBVS Act of 2012.
Program Clock Hours	172 RTI instructional hours, plus 2,000 OJT hours
Delivery Format	100% Virtual / online learning (RTI component); on-site or hybrid (OJT placement)
Schedule	Monday – Thursday, 9:00 AM – 12:00 PM CST | 15 hours/week synchronous learning plus 15-20 hours per week of independent study expected.
Residency	RTI open to U.S. residents; Paid Apprenticeship (OJT) open to Illinois residents only
Cohort Size	15-20 participants per cohort
Cost to Participants	$5,600 for IL residents; $6,600 for out-of-state residents
Credential	Aspiritech Academy Certificate of Completion; preparation for CompTIA Security+ SY0-701

PROGRAM DESCRIPTION

The Aspiritech Academy Registered Cybersecurity Pre-Apprenticeship RTI Program is a 12-week, fully virtual training program aligned to the CompTIA Security+ SY0-701 certification and the Cybersecurity Maturity Model Certification (CMMC) framework. It is the Related Technical Instruction (RTI) component of Aspiritech's U.S. Department of Labor Registered Apprenticeship Program — meaning it is not a standalone course. It is the formal classroom foundation for a career pathway that continues with paid, on-the-job training.

Graduates of the RTI component who are Illinois residents are eligible to enter the Apprenticeship OJT phase, which is a paid placement (starting at $20.55 per hour) at Aspiritech or a partner organization, progressing to $34.25 per hour over 2,000 hours of work. The OJT (On-the-Job Training) component is not a required component for completion of the Cybersecurity Pre-Apprenticeship Program. The OJT component of the program is not approved by IBHE as it does not fall under oversight of the PBVS Act of 2012.

Instruction is delivered through live Google Meet sessions Monday through Thursday from 9:00 AM to 12:00 PM CST, supplemented by asynchronous study materials hosted in the Aspiritech Academy Talent Portal (academy.aspiritech.org). Students are expected to complete self-directed coursework between live sessions. Participation in live sessions is expected; accommodations are available.

This program is taught by instructors with active professional experience in cybersecurity and aligns with the DOL's apprenticeship competency framework. Every cohort is designed with autism-centered instruction: structured, explicit, and built for the kind of deep learning that our participants do best.

PROGRAM OBJECTIVES

Upon successful completion of the Cybersecurity Pre-Apprenticeship RTI Program, graduates will be able to:

1. Identify, classify, and analyze cybersecurity threats, attacks, and vulnerabilities across enterprise environments.
2. Apply security concepts and controls across network, cloud, application, wireless, and mobile environments.
3. Implement identity and access management (IAM) strategies, cryptographic solutions, and public key infrastructure (PKI).
4. Conduct security assessments, apply risk management frameworks, and interpret governance and compliance requirements.
5. Respond to and document cybersecurity incidents using industry-standard digital forensics and incident response procedures.
6. Apply the Cybersecurity Maturity Model Certification (CMMC) framework as used by the U.S. Department of Defense.
7. Prepare for and sit for the CompTIA Security+ SY0-701 certification examination.
8. Demonstrate workplace readiness skills aligned to the demands of entry-level cybersecurity employment.

CURRICULUM

The following modules are taught across the 12-week RTI period. Coverage of each module is integrated across the program and revisited through exam preparation and applied exercises.

Module 1: Cybersecurity Threat Landscape
Module 2: Malicious Code and Attacks
Module 3: Social Engineering and Password Attacks
Module 4: Security Assessment and Testing
Module 5: Application Security
Module 6: Cryptography and Public Key Infrastructure (PKI)
Module 7: Identity and Access Management (IAM)
Module 8: Resilience and Physical Security
Module 9: Cloud and Virtualization Security
Module 10: Network Security
Module 11: Wireless and Mobile Security

Module 12: Incident Response and Digital Forensics
Module 13: Security Governance and Compliance
Module 14: Risk Management and Privacy
Module 15: Cybersecurity Maturity Model Certification (CMMC) Framework
Module 16: CompTIA Security+ Exam Preparation

Throughout the program, participants also complete essential skills and career readiness modules integrated into the technical curriculum. These modules address professional communication, workplace tools, time management, and job-readiness skills.

The program concludes with a structured exam preparation phase including group study sessions, practice exams, and exam registration support. Participants who successfully complete the RTI are prepared to sit for the CompTIA Security+ SY0-701 proctored examination.

INSTRUCTIONAL TOOLS AND PLATFORMS

- Aspiritech Academy Talent Portal (academy.aspiritech.org) — LMS and student dashboard
- Google Meet — all live instruction
- Google Workspace — collaboration and coursework
- CompTIA Security+ aligned study materials

LEAD INSTRUCTOR(S)

Cybersecurity Pre-Apprenticeship Program: Prerana Madhira

Instructors hold active professional credentials in cybersecurity and CompTIA certifications. Full instructor qualifications are on file with the IBHE and available upon request.

PROGRAM SCHEDULE AND TERM DATES

The Cybersecurity Pre-Apprenticeship Program is offered three times per year.

Please contact academy@aspiritech.org for upcoming cohort start dates and application deadlines.

ENTRY REQUIREMENTS AND ADMISSIONS

Aspiritech Academy does not require a formal autism or disability diagnosis to enroll. Our programs are designed for neurodivergent adults — autistic, ADHD, dyslexic, and others — as well as adults with disabilities who are seeking a career pathway in technology. In some cases our funders might require diagnosis documentation.

Minimum eligibility requirements

- Age 18 or older at time of enrollment
- Access to a personal computer (laptop or desktop) and a reliable internet connection
- Availability for live sessions Monday through Thursday, 9:00 AM – 12:00 PM CST
- Completion of the Aspiritech Academy intake form and application in full, submission of all required documentation, and successful completion of orientation, applicable assessments, projects, or interviews required for entry.
- Mandatory 1:1 instructor meeting prior to seat confirmation

While no prior technology background or college degree is required, strong technical strength and some experience with coding is expected for the Cybersecurity program. As part of onboarding, each participant completes a Working Style Quiz. This helps instructors understand how each person learns best before the first day of class — and it is one of the things that actually makes our instruction different.

OJT APPRENTICESHIP PATHWAY (ILLINOIS RESIDENTS)

Illinois residents who successfully complete the RTI component are eligible for the paid OJT apprenticeship placement. The apprenticeship is a 2,000-hour (approximately 12-month full-time) placement at Aspiritech or a partner organization. The OJT (On-the-Job Training) component is not a required component for completion of the Cybersecurity Pre-Apprenticeship Program. The OJT component of the program is not approved by IBHE as it does not fall under oversight of the PBVS Act of 2012.

- Starting wage: $20.55 per hour (entry level)
- Progression wage: $34.25 per hour (upon competency completion at 2,000 hours)
- Hours: 30-40 hours per week

OJT placement is contingent on successful RTI completion and availability. Aspiritech Academy makes reasonable efforts to place all qualifying Illinois resident graduates but cannot guarantee placement.

Participants living outside Illinois who complete the RTI are not eligible for the OJT phase at this time.

PROGRAM 2: QUALITY ASSURANCE (QA) PROGRAM

PROGRAM AT A GLANCE

Program Name	Quality Assurance (QA) Program
CIP Code	11.1005 — Information Technology Project Management
SOC Code	15-1253 — Software Quality Assurance Analysts and Testers
Total Length	6 weeks per course
Program Clock Hours	240 synchronous instructional hours per course (6 weeks × 40 hours/week)
Delivery Format	100% Virtual / online learning (synchronous + asynchronous)
Schedule	Monday – Friday, 9:00 AM – 5:00 PM CST
Residency	All U.S. residents age 18 and over
Cohort Size	10-15 participants per section (multiple sections per start date)
Cost to Participants	QA for Beginners: $4,200 IL residents; $5,200 out-of-state residents Accessibility: $4,200 IL residents; $5,200 out-of-state residents Full Pathway: $8,000 IL residents; $9,000 out-of-state residents
Credential	Aspiritech Academy Certificate of Completion; preparation for Department of Homeland Security Trusted Tester certification

PROGRAM DESCRIPTION

Software quality assurance is one of those fields where people who notice what others overlook genuinely excel. The attention to detail, the methodical thinking, the ability to find the one broken thing in a sea of things that look fine — these are not learned behaviors for a lot of our participants. They are natural ones.

The Aspiritech Academy Quality Assurance (QA) Program is a 6-week, fully virtual career training program that teaches the principles and practice of software quality assurance using industry-standard tools and methodology. The program prepares participants for entry-level employment as QA Engineers, Software Testers, and Quality Control Specialists, and culminates in preparation for the ISTQB Certified Tester Foundation Level (CTFL) examination — a globally recognized, vendor-neutral credential that QA professionals carry across their entire career.

Instruction blends live sessions led by working QA professionals with self-paced coursework in the LMS. Participants work in TestRail, the industry-standard test case management platform used by QA teams at organizations of every size. They learn how to design test cases, execute them, log defects, and communicate findings — which is the actual work of a QA professional.

Essential skills and career readiness are integrated throughout the six weeks. The program includes structured use of Slack and Google Workspace to mirror professional team workflows, and Week 6 is dedicated to career readiness: resume development, cover letter writing, and interview preparation with a professional career coach.

PROGRAM OBJECTIVES

Upon successful completion of the Quality Assurance Program, graduates will be able to:

1. Explain foundational software testing principles and the role of QA in the software development lifecycle (SDLC).
2. Design, document, and execute test cases using industry-standard test case management tools, including TestRail.
3. Identify, classify, and report software defects with accuracy and professionalism.
4. Apply manual testing techniques across functional, regression, and smoke test scenarios.
5. Demonstrate familiarity with automated testing concepts and tools.
6. Use professional workplace tools (Slack, Google Workspace) to collaborate and communicate within a QA team context.
7. Prepare for and sit for the Department of Homeland Security Trusted Tester examination.
8. Present themselves professionally in job applications, interviews, and early-career workplace settings.

CURRICULUM

The QA Program is delivered over 6 weeks. Each week integrates technical instruction, hands-on application, and career development content.

Week 1 — Foundations and Orientation

Focus: Introduction to software quality assurance, the SDLC, testing fundamentals, and platform setup.

Topics: What QA does and why it matters; test planning basics; platform orientation (Talent Portal, TestRail, Slack, Google Workspace); working style onboarding; cohort norms and community expectations.

Week 2 — Testing Throughout the SDLC

Focus: Where QA fits in the development process and how to test at different stages.

Topics: Test levels (unit, integration, system, acceptance); test types (functional, non-functional, structural); testing in Agile environments; ISTQB CTFL alignment for Weeks 1-2.

Week 3 — Static Testing and Test Design

Focus: Reviewing work products without executing code; designing effective tests.

Topics: Reviews, walkthroughs, and inspections; black-box test design techniques (equivalence partitioning, boundary value analysis, decision tables); experience-based testing techniques; ISTQB CTFL alignment for Week 3.

Week 4 — Test Management and Defect Lifecycle

Focus: Managing tests and defects the way it happens on the job.

Topics: Test management in TestRail (test suites, test runs, test plans); defect reporting and tracking; defect lifecycle and communication with development teams; metrics and reporting basics; ISTQB CTFL alignment for Week 4.

Week 5 — Tool-Supported Testing and Exam Preparation

Focus: Automation awareness and certification readiness.

Topics: Introduction to automated testing concepts; tools overview (Selenium, Postman, Jira basics); ISTQB CTFL practice examinations; mock exam sessions; study strategy and exam logistics.

Week 6 — Career Readiness

Focus: Getting hired.

Topics: Resume development; cover letter writing; interview preparation with a professional career coach; navigating the job search as a neurodivergent professional; employer panel (where available); program wrap-up and graduation.

COURSE: DIGITAL ACCESSIBILITY

Length: 6 Weeks

Course Description

Introduces participants to digital accessibility principles, WCAG standards, Section 508 requirements, assistive technology testing, and systematic compliance auditing methodologies. Participants learn to use automated and manual testing tools, evaluate digital content for accessibility barriers, and document findings using standardized reporting formats. This track prepares participants for the Trusted Tester Certification examination and develops the applied skills required for entry-level accessibility testing and quality assurance roles.

Course Objectives

Upon successful completion of this course, participants will be able to:

- Demonstrate a foundational understanding of digital accessibility principles, disability inclusion models, and the legal landscape of web accessibility.
- Explain the four WCAG principles, identify relevant success criteria, and apply them to evaluate digital content for conformance.
- Describe Section 508 standards and federal compliance requirements for digital accessibility in government and procurement contexts.
- Utilize assistive technologies including screen readers, keyboard-only navigation, and magnification tools to evaluate user experiences.
- Operate automated accessibility testing tools such as axe DevTools and WAVE to identify, analyze, and verify accessibility issues.
- Apply systematic manual testing techniques to evaluate keyboard accessibility, focus management, color contrast, and responsive design.
- Test and evaluate document accessibility including PDFs and alternative formats for conformance with WCAG standards.
- Conduct comprehensive accessibility audits of web applications and mobile platforms across multiple testing environments.
- Write clear, actionable accessibility findings, assign severity ratings, and provide remediation recommendations using standardized reporting formats.
- Collaborate effectively with developers and design teams to prioritize accessibility fixes and guide remediation efforts.

- Prepare for and successfully complete the Trusted Tester Certification examination.
- Identify employment pathways in accessibility testing, QA, compliance auditing, and inclusive design fields.
- Adapt to evolving accessibility standards, emerging assistive technologies, and changing regulatory requirements.

INSTRUCTIONAL TOOLS AND PLATFORMS

- LearnWorlds — LMS and asynchronous coursework
- TestRail — test case management and hands-on practice
- Google Workspace — collaboration and coursework
- Slack — professional communication and team workflow
- KnowBe4 — security awareness
- Google Meet — live instruction sessions

LEAD INSTRUCTOR(S)

Quality Assurance (QA) Program: Brian Sundh

PROGRAM SCHEDULE AND TERM DATES

The Quality Assurance (QA) Program is offered three times per year.

Please contact academy@aspiritech.org for upcoming cohort start dates and application deadlines.

ENTRY REQUIREMENTS AND ADMISSIONS

Minimum eligibility requirements

- Age 18 or older at time of enrollment
- Access to a personal computer and reliable internet connection
- Ability to participate in live virtual sessions during program hours
- Completion of the Aspiritech Academy intake form and online application
- Mandatory 1:1 meeting with the program instructor prior to seat confirmation

No prior technology background, software testing experience, or college degree is required.

Admissions follow the same five-step pathway described above (Intake Form → Application → Assessment → Instructor Meeting → Acceptance). Participants also complete the Working Style Quiz during onboarding to personalize the learning experience.

PROGRAM 3: IT FOUNDATIONS BEGINNERS PROGRAM

PROGRAM AT A GLANCE

Program Name	IT Foundations Beginners Program
CIP Code	11.1006 — Computer Support Specialist
SOC Code	15-1232 — Computer User Support Specialists
Total Length	6 weeks
Program Clock Hours	90 synchronous instructional hours (6 weeks × 15 hours/week), plus independent study
Delivery Format	100% Virtual / online learning (synchronous + asynchronous)
Schedule	Monday – Friday, 9:00 AM – 12:00 PM CST | 15-20 hours/week
Residency	Open to U.S. residents nationally; Illinois residency not required
Cohort Size	15-20 participants per cohort
Cost to Participants	IT Beginners Course: $4,500 in-state IL; $5,500 out-of-state residents
Credential	Aspiritech Academy Certificate of Completion; CompTIA Tech+ certification

PROGRAM DESCRIPTION

The Aspiritech Academy IT Foundations Program is a 6-week virtual training program designed to prepare neurodivergent adults for entry-level to more advanced technology careers and advanced technical training opportunities. The program combines instructor-led instruction, independent coursework, hands-on labs, practical exercises, and project-based learning to develop foundational technology competencies and workplace readiness skills.

The program is designed to accommodate participants with varying levels of technical experience through individualized learning pathways and differentiated instruction. Learners build core competencies in computer systems, operating systems, networking, cybersecurity fundamentals, cloud technologies, troubleshooting, digital productivity tools, and technical support while progressing at a pace appropriate to their current skill level and career goals.

Instruction is delivered by experienced technology professionals who connect technical concepts to real-world workplace scenarios. Participants engage in practical learning activities that emphasize critical thinking, structured problem-solving, communication, collaboration, and professional responsibility. Throughout the program, learners apply technical concepts through guided labs, simulations, independent projects, and team-based activities that mirror workplace expectations.

The program is designed to leverage strengths commonly associated with neurodivergent learners, including attention to detail, analytical thinking, pattern recognition, persistence, and process-oriented problem solving. Participants are supported through structured learning environments that promote confidence, independence, and successful transition into employment or advanced technical training.

Upon successful completion, participants will possess foundational technology skills, workplace readiness competencies, and practical experience that prepare them for entry-level technology roles, industry-recognized certifications, and advanced Academy pathways including Cybersecurity, Quality Assurance, Professional AI, Manufacturing, and other specialized workforce development programs.

IT for Beginners

Introduces foundational computer concepts, hardware, software, networking, operating systems, and troubleshooting techniques for learners with limited technology experience. Prepares participants for the CompTIA Tech+ certification.

PROGRAM OBJECTIVES

Upon successful completion of the IT Foundations Beginners Program, graduates will be able to:

1. Demonstrate foundational knowledge of computer hardware, software, operating systems, and information technology concepts.
2. Configure, maintain, and troubleshoot common technology devices and systems using structured problem-solving methodologies.
3. Explain networking concepts, connectivity principles, and the role of network infrastructure within modern organizations.
4. Apply cybersecurity best practices to protect systems, devices, data, and user accounts.
5. Demonstrate an understanding of cloud technologies, digital tools, and emerging technology trends.
6. Utilize productivity, collaboration, and workplace technology platforms effectively and professionally.
7. Organize, document, and communicate technical information clearly using industry-appropriate terminology and professional communication standards.
8. Apply project planning, time management, prioritization, and organizational skills to individual and team-based assignments.
9. Collaborate effectively with peers, supervisors, customers, and stakeholders in professional workplace environments.
10. Demonstrate workplace readiness skills including professionalism, accountability, adaptability, and continuous learning.
11. Evaluate technology problems, identify appropriate solutions, and communicate recommendations effectively.
12. Prepare for employment, advanced technical training, and industry-recognized certification opportunities.

CURRICULUM

The following modules are taught across the 6-week program. Coverage of each module is integrated throughout the learning experience and reinforced through hands-on labs, practical exercises, collaborative projects, workplace simulations, and independent study activities.

Module 1: Technology Foundations and Digital Literacy

Module 2: Computer Hardware and Devices
Module 3: Operating Systems and Software
Module 4: Networking Fundamentals
Module 5: Cybersecurity and Digital Safety
Module 6: Cloud Technologies and Emerging Technology
Module 7: Technical Support and Troubleshooting
Module 8: Data and Information Management
Module 9: Professional Communication and Collaboration
Module 10: Project Management and Workplace Effectiveness
Module 11: Career Readiness and Workplace Success
Module 12: Integrated Technology Project and Program Review

Throughout the program, participants complete integrated technical labs, collaborative projects, workplace simulations, and professional development activities designed to reinforce both technical and human-centered skills. Professional communication, teamwork, project management, adaptability, organization, and problem-solving are embedded throughout the curriculum to ensure participants develop the competencies required for long-term workplace success.

The program concludes with a comprehensive review of technical and professional competencies, allowing participants to demonstrate readiness for employment, advanced technical training pathways, and industry-recognized certification opportunities.

CERTIFICATION ALIGNMENT

The IT Foundations program prepares participants for progressively advanced entry-level IT certifications. CompTIA Tech+ validates foundational knowledge of computer hardware, software, networking, cybersecurity, and emerging technologies and has no formal prerequisites.

PROGRAM COURSES

Beginners (6 weeks)

Introduces participants to fundamental IT concepts, terminology, hardware, software, networking, security, and troubleshooting principles. Participants develop digital literacy and foundational technical fluency while preparing for the CompTIA Tech+ certification examination. This track is designed for individuals with limited or no prior IT experience who seek to establish baseline competency and confidence in technology environments.

CURRICULUM WEEKLY OUTLINE

Week 1 — Foundations of Information Technology

- Module 1: Foundations of Information Technology
- IT concepts, terminology, computing basics, data types, and digital literacy
- Program orientation and neurodivergent strengths in IT environments

Week 2 — Hardware, Devices, and Peripherals

- Module 2: Hardware, Devices, and Peripherals
- Internal and external components, input/output devices, mobile devices, and setup procedures

- Hands-on lab: identifying components and connection types

Week 3 — Networking Concepts and Infrastructure

- Module 3: Networking Concepts and Infrastructure
- Network types, internet infrastructure, WiFi, protocols, and connectivity fundamentals
- Hands-on lab: basic network configuration and troubleshooting

Week 4 — Software, Operating Systems, and Database Fundamentals

- Module 4: Software, Operating Systems, and Applications
- Module 5: Database and Data Management Fundamentals
- OS types, software installation, database concepts, and data structures
- Hands-on lab: software installation and database navigation

Week 5 — Security, Privacy, and Basic Troubleshooting

- Module 6: Security, Privacy, and Compliance Foundations
- Module 7: Troubleshooting and Systematic Problem Solving (introductory)
- Threats, best practices, secure behaviors, and diagnostic methodology
- Case studies in security and troubleshooting scenarios

Week 6 — Career Readiness and Certification Preparation

- Module 14: Career Readiness and Workforce Applications
- CompTIA Tech+ certification exam preparation and review
- Portfolio assembly and individualized advancement planning

INSTRUCTIONAL TOOLS AND PLATFORMS

- Aspiritech Academy Talent Portal (academy.aspiritech.org) — LMS and student dashboard
- Google Meet — all live instruction
- Google Workspace — collaboration and coursework
- CompTIA Tech+ and CompTIA A+ aligned study materials
- Google Digital Career Certificate curriculum

LEAD INSTRUCTOR(S)

IT Foundations Beginners Program: Chris Horning

Instructors hold active professional credentials in information technology and CompTIA certifications as well as related professional experience. Full instructor qualifications are on file with the IBHE and available upon request.

PROGRAM SCHEDULE AND TERM DATES

The IT Foundations Beginners Program is offered three times per year.

Please contact academy@aspiritech.org for upcoming cohort start dates and application deadlines.

ENTRY REQUIREMENTS AND ADMISSIONS

Aspiritech Academy does not require a formal autism or disability diagnosis to enroll. The IT Foundations Program is open to neurodivergent adults and young professionals, including autistic adults, nationally. No prior IT or technical experience is required, but some IT knowledge is preferred depending on the course level.

Minimum eligibility requirements

- Age 18 or older at time of enrollment, with a high school diploma or equivalency (GED)
- Illinois residency is not required
- Access to a personal computer (laptop or desktop) and a reliable internet connection (accommodations may be explored for those without)
- Availability Monday – Friday, 9:00 AM – 12:00 PM CST for the full 6-week program for live sessions with additional self-study time available.
- Completion of the Aspiritech Academy intake form and online application
- Mandatory 1:1 pre-enrollment meeting with the program instructor to confirm mutual readiness and program fit

The pre-enrollment meeting serves as a readiness discussion to ensure applicants understand the time commitment, virtual learning format, and participation expectations of the program.

As part of onboarding, each participant completes a Skills and Placement Evaluation to determine areas of interests and current skill levels. Assessment results are used to determine the most appropriate instructional pathway and level of support for each participant.

PROGRAM 4: IT FOUNDATIONS INTERMEDIATE PROGRAM

PROGRAM AT A GLANCE

Program Name	IT Foundations Intermediate Program
CIP Code	11.1006 — Computer Support Specialist
SOC Code	15-1232 — Computer User Support Specialists
Total Length	12 weeks
Program Clock Hours	180 synchronous instructional hours (12 weeks × 15 hours/week), plus independent study
Delivery Format	100% Virtual / online learning (synchronous + asynchronous)
Schedule	Monday – Friday, 9:00 AM – 12:00 PM CST | 15-20 hours/week
Residency	Open to U.S. residents nationally; Illinois residency not required
Cohort Size	15-20 participants per cohort
Cost to Participants	IT Intermediate: $7,500 in-state IL; $8,500 out-of-state residents
Credential	Aspiritech Academy Certificate of Completion; CompTIA A+ certifications

PROGRAM DESCRIPTION

The Aspiritech Academy IT Foundations Program is a 12-week virtual training program designed to prepare neurodivergent adults for entry-level to more advanced technology careers and advanced technical training opportunities. The program combines instructor-led instruction, independent coursework, hands-on labs, practical exercises, and project-based learning to develop foundational technology competencies and workplace readiness skills.

The program is designed to accommodate participants with varying levels of technical experience through individualized learning pathways and differentiated instruction. Learners build core competencies in computer systems, operating systems, networking, cybersecurity fundamentals, cloud technologies, troubleshooting, digital productivity tools, and technical support while progressing at a pace appropriate to their current skill level and career goals.

Instruction is delivered by experienced technology professionals who connect technical concepts to real-world workplace scenarios. Participants engage in practical learning activities that emphasize critical thinking, structured problem-solving, communication, collaboration, and professional responsibility. Throughout the program, learners apply technical concepts through guided labs, simulations, independent projects, and team-based activities that mirror workplace expectations.

The program is designed to leverage strengths commonly associated with neurodivergent learners, including attention to detail, analytical thinking, pattern recognition, persistence, and process-oriented problem solving. Participants are supported through structured learning environments that promote confidence, independence, and successful transition into employment or advanced technical training.

Upon successful completion, participants will possess foundational technology skills, workplace readiness competencies, and practical experience that prepare them for entry-level technology roles, industry-recognized certifications, and advanced Academy pathways including Cybersecurity, Quality Assurance, Professional AI, Manufacturing, and other specialized workforce development programs.

IT Intermediate

Builds upon foundational technology concepts by introducing system administration, networking, security, technical support, and advanced troubleshooting skills. Prepares participants for the CompTIA A+ certification and for advanced technical training pathways, including Aspiritech Academy's Cybersecurity Pre-Apprenticeship.

PROGRAM COURSES

Intermediate (12 weeks)

Builds upon foundational knowledge to develop applied skills in hardware configuration, network troubleshooting, operating system management, security protocols, and IT operational procedures. Participants engage in hands-on laboratory work, virtualized system exercises, and diagnostic simulations to prepare for the CompTIA A+ certification examination. This track is designed for individuals seeking entry-level employment as IT support technicians, help desk professionals, or technical operations specialists.

Length: 12 Weeks

Schedule: Monday – Friday, 9:00 AM – 12:00 PM CST

CURRICULUM WEEKLY OUTLINE

Week 1 — IT Foundations and Professional Procedures

- Module 1: Foundations of Information Technology (review and advancement)
- Module 12: IT Operational Procedures and Professional Communication (introduction)
- Workplace professionalism, documentation standards, and safety protocols

Week 2 — Hardware, Devices, and Mobile Technology

- Module 2: Hardware, Devices, and Peripherals
- Laptop and mobile device configuration, hardware components, cables, and adapters
- Hands-on lab: hardware identification, assembly, and compatibility

Week 3 — Networking Concepts and Infrastructure

- Module 3: Networking Concepts and Infrastructure
- TCP/IP, ports, protocols, network types, cables, and wireless standards
- Hands-on lab: network diagramming and addressing

Week 4 — Advanced Hardware, Storage, and Virtualization

- Module 8: Advanced Hardware and Storage Systems
- Module 13: Virtualization, Cloud Computing, and Remote Support (partial)
- Motherboards, CPUs, RAM, storage devices, power supplies, and virtualization basics
- Hands-on lab: storage configuration and virtual machine deployment

Week 5 — Network Configuration and Troubleshooting

- Module 9: Network Configuration and Troubleshooting
- Router configuration, SOHO networks, network tools, and remote access
- Hands-on lab: network troubleshooting and diagnostic tools

Week 6 — Windows Operating System Installation and Management

- Module 10: Operating System Installation and Management
- Windows installation, configuration, system management tools, and user accounts
- Hands-on lab: OS installation and management in virtual environment

Week 7 — Alternative Operating Systems and Command Line

- Module 4: Software, Operating Systems, and Applications (advanced)
- MacOS, Linux, command-line basics, and mobile device management
- Hands-on lab: cross-platform administration and scripting fundamentals

Week 8 — Security Threats, Vulnerabilities, and Defense

- Module 11: Security Threats, Vulnerabilities, and Defense
- Malware types, social engineering, access control, physical security, and wireless security
- Hands-on lab: security hardening and vulnerability assessment

Week 9 — Security Protocols, Compliance, and Data Protection

- Module 6: Security, Privacy, and Compliance Foundations (advanced)
- Encryption, data disposal, incident response, and regulatory compliance
- Case studies: real-world security incidents and response procedures

Week 10 — Troubleshooting Operating Systems and Software

- Module 7: Troubleshooting and Systematic Problem Solving (advanced)
- OS recovery, application issues, malware removal, and mobile troubleshooting
- Hands-on lab: systematic diagnosis and resolution simulation

Week 11 — IT Operational Procedures and Professional Communication

- Module 12: IT Operational Procedures and Professional Communication
- Documentation, change management, licensing, ESD safety, and environmental disposal
- Professional communication with end users and stakeholders

Week 12 — Capstone, Career Readiness, and Certification Preparation

- Module 14: Career Readiness and Workforce Applications
- Module 15: Capstone Project and Portfolio Development
- End-to-end support scenario, CompTIA A+ certification exam preparation, and portfolio presentation

INSTRUCTIONAL TOOLS AND PLATFORMS

- Aspiritech Academy Talent Portal (academy.aspiritech.org) — LMS and student dashboard
- Google Meet — all live instruction
- Google Workspace — collaboration and coursework
- CompTIA Tech+ and CompTIA A+ aligned study materials

- Google Digital Career Certificate curriculum

LEAD INSTRUCTOR(S)

IT Foundations Intermediate Program: Isaac Gibson

Instructors hold active professional credentials in information technology and CompTIA certifications as well as related professional experience. Full instructor qualifications are on file with the IBHE and available upon request.

PROGRAM SCHEDULE AND TERM DATES

The IT Foundations Intermediate Program is offered three times per year.

Please contact academy@aspiritech.org for upcoming cohort start dates and application deadlines.

ENTRY REQUIREMENTS AND ADMISSIONS

Aspiritech Academy does not require a formal autism or disability diagnosis to enroll. The IT Foundations Program is open to neurodivergent adults and young professionals, including autistic adults, nationally. No prior IT or technical experience is required, but some IT knowledge is preferred depending on the course level.

Minimum eligibility requirements

- Age 18 or older at time of enrollment, with a high school diploma or equivalency (GED)
- Illinois residency is not required
- Access to a personal computer (laptop or desktop) and a reliable internet connection (accommodations may be explored for those without)
- Availability Monday – Friday, 9:00 AM – 12:00 PM CST for the full 12-week program for live sessions with additional self-study time available.
- Completion of the Aspiritech Academy intake form and online application
- Mandatory 1:1 pre-enrollment meeting with the program instructor to confirm mutual readiness and program fit

The pre-enrollment meeting serves as a readiness discussion to ensure applicants understand the time commitment, virtual learning format, and participation expectations of the program.

As part of onboarding, each participant completes a Skills and Placement Evaluation to determine areas of interests and current skill levels. Assessment results are used to determine the most appropriate instructional pathway and level of support for each participant.

PROGRAM 5: VIBE CODING PROGRAM

PROGRAM AT A GLANCE

Program Name	Vibe Coding Program
CIP Code	11.0102 — Artificial Intelligence
SOC Code	15-1252 — Software Developers (pending IBHE confirmation)
Total Length	6 weeks
Program Clock Hours	24 synchronous instructional hours (6 weeks × 4 hours/week), plus independent study
Delivery Format	100% Virtual / online learning (synchronous + asynchronous)
Schedule	Tuesday & Thursday, 12:00 PM – 2:00 PM CST
Residency	Open to U.S. residents nationally; Illinois residency not required
Cohort Size	8-20 participants per cohort
Cost to Participants	Vibe Coding: $6,800 for IL residents; $7,800 for out-of-state residents
Credential	Aspiritech Academy Certificate of Completion; preparation for the ADaSci Certified Vibe Coding Practitioner credential

PROGRAM DESCRIPTION

The Aspiritech Academy Vibe Coding Program is a virtual training program designed to prepare neurodivergent adults to effectively utilize artificial intelligence technologies in professional, technical, and business environments. The program combines instructor-led instruction, independent coursework, hands-on projects, practical exercises, and applied learning experiences to develop both AI competencies and workplace readiness skills.

Introduces participants to AI-assisted software development using modern AI coding tools and low-code/no-code platforms. Participants learn to create applications, automate workflows, and solve problems using AI-enhanced development techniques. Aligns with the ADaSci Certified Vibe Coding Practitioner credential, issued by the Association of Data Scientists.

The program is designed to accommodate participants with varying career interests and technical backgrounds through individualized learning pathways and specialized areas of focus. Participants develop foundational knowledge of artificial intelligence concepts, generative AI tools, prompt engineering, workflow automation, data analysis, ethical AI practices, and real-world business applications while progressing through learning experiences aligned with their personal and professional goals.

Instruction is delivered by industry professionals with experience applying AI technologies in workplace settings. Participants engage in project-based learning activities that emphasize practical application, critical thinking, creativity, communication, and problem-solving. Through hands-on exercises and

real-world scenarios, learners develop the skills necessary to leverage AI technologies responsibly and effectively across a variety of industries and job functions.

The program is designed to leverage strengths commonly associated with neurodivergent learners, including analytical thinking, pattern recognition, curiosity, attention to detail, and systems-oriented problem solving. Participants are supported through structured learning environments that encourage experimentation, innovation, and confidence in working with rapidly evolving technologies.

Upon successful completion, participants will possess foundational and applied artificial intelligence skills that prepare them for employment opportunities, advanced training pathways, entrepreneurial pursuits, and the effective use of AI technologies across professional environments.

PROGRAM OBJECTIVES

Upon successful completion of the Vibe Coding Program, graduates will be able to:

1. Demonstrate an understanding of artificial intelligence concepts, terminology, and workplace applications.
2. Utilize generative AI tools to improve productivity, communication, research, analysis, and problem-solving activities.
3. Design, evaluate, and refine prompts to generate effective AI-assisted outputs.
4. Apply responsible and ethical AI practices within professional and workplace settings.
5. Analyze information and data using AI-assisted tools and methodologies.
6. Design workflows that integrate AI technologies to improve efficiency and support decision-making.
7. Apply AI technologies to real-world business, technical, creative, and operational challenges.
8. Communicate AI-generated insights, recommendations, and solutions effectively to diverse audiences.
9. Demonstrate project management, collaboration, and professional communication skills in AI-enabled environments.
10. Build a portfolio of AI-assisted work products that demonstrate practical competency and workplace readiness.
11. Adapt to emerging technologies and continuously develop skills in a rapidly evolving digital landscape.
12. Prepare for employment, advanced training opportunities, and careers that leverage artificial intelligence technologies.

COURSE: VIBE CODING

Length: 6 Weeks

Schedule: Tuesday & Thursday, 12:00 PM – 2:00 PM CST

Course Description

Introduces participants to AI-assisted software development using modern AI coding tools and low-code/no-code platforms. Participants learn to create applications, automate workflows, and solve

problems using AI-enhanced development techniques. Aligns with the ADaSci Certified Vibe Coding Practitioner credential, issued by the Association of Data Scientists.

Course Objectives

Upon successful completion of this course, participants will be able to:

- Demonstrate an understanding of AI concepts, terminology, and applications in software development.
- Utilize generative AI coding tools and low-code/no-code platforms to improve development productivity.
- Design, evaluate, and refine prompts to generate effective code, debugging assistance, and technical outputs.
- Build functional applications and automate workflows using AI-enhanced development techniques.
- Apply responsible and ethical AI practices within software development and workplace settings.
- Analyze technical problems and design workflows that integrate AI technologies to improve efficiency.
- Communicate technical concepts, AI-generated insights, and development solutions effectively to diverse audiences.
- Demonstrate project management and collaboration skills in AI-enabled development environments.
- Build a portfolio of AI-assisted software projects that demonstrate practical competency and workplace readiness.
- Adapt to emerging AI development technologies and continuously refine coding skills.
- Prepare for the ADaSci Certified Vibe Coding Practitioner examination.

CURRICULUM WEEKLY OUTLINE

Week 1 — Foundations of Artificial Intelligence and AI Development Tools

- Module 1: Foundations of Artificial Intelligence
- Module 2: AI Tools and Workplace Productivity (development tools focus)
- Overview of AI coding assistants, IDEs, and low-code/no-code ecosystems

Week 2 — Prompt Engineering and Automation for Developers

- Module 3: Prompt Engineering and Human-AI Collaboration (code-specific focus)
- Module 6: AI Automation and Workflow Design
- Hands-on: generating, explaining, and debugging code with AI

Week 3 — Vibe Coding and AI-Assisted Software Development

- Module 10: Vibe Coding and AI-Assisted Software Development
- Rapid prototyping, application architecture, and iterative development
- Hands-on: building a functional mini-application

Week 4 — Applied Problem Solving and Professional Communication

- Module 7: Applied AI Problem Solving
- Module 13: Professional Communication and Presentation Skills

- Troubleshooting, testing, and communicating technical solutions

Week 5 — Project Management and Career Readiness

- Module 14: Project Management and Collaborative Work
- Module 15: Career Readiness and AI Workforce Applications
- Portfolio development, certification exam preparation, and interview skills

Week 6 — Capstone Project and Portfolio Development

- Module 16: Capstone Project and Portfolio Development
- Final project completion, peer review, and portfolio presentation

CERTIFICATION ALIGNMENT

The Vibe Coding Program prepares students for the ADaSci Certified Vibe Coding Practitioner certification validates foundational knowledge of AI-assisted software development, prompt engineering, responsible AI practices, workflow automation, and practical implementation of AI development tools; there are no formal educational prerequisites for the certification examination.

The curriculum includes AI literacy, prompt engineering, AI-assisted software development, data analysis, digital marketing, responsible AI practices, workflow automation, and hands-on projects using current generative AI tools. Coursework is intentionally aligned with the published competencies of the ADaSci Vibe Coding Practitioner examination. Participants complete practical projects, guided laboratory exercises, certification review activities, and practice assessments before attempting the official examinations.

Aspiritech Academy prepares participants for these certifications but does not issue the credentials.

INSTRUCTIONAL TOOLS AND PLATFORMS

- Aspiritech Academy Talent Portal (academy.aspiritech.org) — LMS and student dashboard
- Google Meet — all live instruction
- Google Workspace — collaboration and coursework
- Current generative AI tools and platforms

LEAD INSTRUCTOR(S)

Vibe Coding Program: Tara May and Sonu Kaul

Instructors hold active professional credentials and applied experience in artificial intelligence and digital professional work. Full instructor qualifications are on file with the IBHE and available upon request.

PROGRAM SCHEDULE AND TERM DATES

The Vibe Coding Program is offered three times per year.

Please contact academy@aspiritech.org for upcoming cohort start dates and application deadlines.

ENTRY REQUIREMENTS AND ADMISSIONS

Aspiritech Academy does not require a formal autism or disability diagnosis to enroll. The Vibe Coding Program is open to neurodivergent adults and young professionals, including autistic adults, nationally. No prior technical experience is required, but some coding knowledge is preferred for certain tracks.

Minimum eligibility requirements

- Age 18 or older at time of enrollment, with a high school diploma or equivalency (GED)
- Illinois residency is not required
- Access to a personal computer (laptop or desktop) and a reliable internet connection capable of supporting cloud-based learning platforms and AI-powered tools (accommodations may be explored for those without)
- Availability for live sessions during the scheduled hours of the selected track for the full program length
- Completion of the Aspiritech Academy intake form and application
- Mandatory 1:1 pre-enrollment meeting with the program instructor to confirm mutual readiness and program fit

The pre-enrollment meeting serves as a readiness discussion to ensure applicants understand the time commitment, virtual learning format, and participation expectations of the program.

As part of onboarding, each participant completes a Working Style Quiz and an individualized assessment of interests and current skill levels. Assessment results are used to determine the most appropriate track and level of support for each participant.

PROGRAM 6: CREATIVE DIGITAL MARKETING PROGRAM

PROGRAM AT A GLANCE

Program Name	Creative Digital Marketing Program
CIP Code	09.0702 — Digital Communication and Media
SOC Code	13-1161.00 — Market Research Analysts and Marketing Specialists
Total Length	12 weeks
Program Clock Hours	144 synchronous instructional hours, plus an additional 2-3 hours per day of independent learning
Delivery Format	100% Virtual / online learning (synchronous + asynchronous)
Schedule	Four day-a-week check-ins (typically Monday – Thursday) from 9:00 AM – 12:00 PM CST
Residency	Open to U.S. residents nationally; Illinois residency not required
Cohort Size	10-20 participants per cohort
Cost to Participants	Digital Marketing: $7,800 for IL residents; $8,800 for out-of-state residents
Credential	Aspiritech Academy Certificate of Completion; preparation for the HubSpot Digital Marketing Certification

PROGRAM DESCRIPTION

The Aspiritech Academy Creative Digital Marketing Program is an intensive 12-week vocational program designed to transform neurodivergent creative strengths into a professional competitive advantage. The program integrates digital marketing, visual thinking, copywriting, campaign development, workplace navigation, and professional presentation skills to prepare participants for creative roles in marketing, branding, and advertising.

A key pillar of the program is the integration of global industry standards. The curriculum includes dedicated preparation for the HubSpot Digital Marketing Certification, ensuring participants develop competency in inbound marketing, search engine optimization, content strategy, and social media strategy alongside their creative development.

PROGRAM OBJECTIVES

1. Navigate formal and informal workplace norms, use professional business language, and identify personal cognitive strengths that contribute to creative work.
2. Apply inbound marketing methodology, social media advertising fundamentals, search engine optimization, content strategy, and ethical data practices.
3. Apply design foundations, visual hierarchy, typography, color theory, visual rhetoric, and key visual systems to marketing communications.
4. Use divergent thinking, strategic briefing, audience research, and insight analysis to develop original creative concepts.

5. Differentiate observations from behavioral insights and identify emotional tensions that inform effective marketing communications.
6. Write high-impact claims, brand manifestos, calls to action, and audiovisual scripts using narrative architecture.
7. Interpret professional creative briefs and collaborate effectively within cross-functional copywriting and design teams.
8. Conduct audience research and visual benchmarking to develop a central campaign concept and supporting creative strategy.
9. Translate creative concepts into storyboards, audiovisual narratives, and coordinated social content systems.
10. Present an integrated creative marketing campaign through professional storytelling and a client-simulation pitch.
11. Develop a creative resume, optimize a professional LinkedIn profile, and demonstrate interview readiness and workplace self-advocacy.
12. Prepare for and successfully complete the HubSpot Digital Marketing Certification.

12-WEEK CURRICULUM OUTLINE

Week 1 — Workplace Navigation, Part 1

Corporate culture and neurodivergent identity; formal and informal workplace norms; business language related to value, feasibility, and impact; mapping personal cognitive strengths.

Week 2 — Digital Marketing Fundamentals

Inbound marketing methodology, social media advertising fundamentals, ethical data strategies, search engine optimization, and content strategy.

Week 3 — Visual Thinking Lab I: Design Foundations

Understanding what design is and is not; the key visual as a central graphic identity system.

Week 4 — Visual Thinking Lab II: Visual Grammar

Typography hierarchy, color theory and emotional impact, visual rhetoric, metaphor, and irony.

Week 5 — Visual Thinking Lab III: Applied Divergent Thinking

Creative exploration, breaking the obvious, strategic briefing, and insight analysis.

Week 6 — Creative Copywriting I: Insight Discovery

Differentiating observations from behavioral insights and identifying emotional tensions.

Week 7 — Creative Copywriting II: Narrative Architecture

High-impact claims, brand manifestos, tension, belief, calls to action, and audiovisual scriptwriting.

Week 8 — Creative Campaign I: The Roadmap

Interpreting professional briefs and forming cross-functional copywriter and designer pairs.

Week 9 — Creative Campaign II: Strategy and Concept

Audience research, visual benchmarking, and co-creating a central campaign concept.

Week 10 — Creative Campaign III: Asset Development

Translating concepts into audiovisual narratives, storyboards, and social content systems.

Week 11 — Creative Campaign Presentation: Professional Pitch

Storytelling and final campaign delivery in a client-simulation format.

Week 12 — Workplace Navigation, Part 2: Rights and Advocacy

Employability, creative resume development, LinkedIn optimization, and mock interview simulation with feedback.

CERTIFICATION ALIGNMENT

The HubSpot Digital Marketing Certification provides an industry-standard credential in search engine optimization, content strategy, inbound marketing, social media marketing, analytics, and marketing automation. Certification preparation is integrated into the Creative Digital Marketing curriculum, and participants complete HubSpot Academy coursework and assessments as part of the program.

The Creative Digital Marketing program prepares participants for the HubSpot Digital Marketing Certification, which validates competency in inbound marketing, content strategy, search engine optimization, email marketing, social media marketing, analytics, and marketing automation through successful completion of HubSpot Academy coursework and assessments.

Coursework is intentionally aligned with the published competencies of the HubSpot Academy Digital Marketing certification. Participants complete practical projects, guided laboratory exercises, certification review activities, and practice assessments before attempting the official examinations.

Aspiritech Academy prepares participants for these certifications but does not issue the credentials.

CAREER PATHWAYS

The program prepares graduates for roles such as Junior Copywriter, Creative Strategist, and Creative QA/Insight Analyst.

INSTRUCTIONAL TOOLS AND PLATFORMS

- Aspiritech Academy Talent Portal (academy.aspiritech.org) — LMS and student dashboard
- Google Meet — live instruction
- Google Workspace — collaboration and coursework
- HubSpot Academy coursework
- Current creative, design, digital marketing, and generative AI tools

LEAD INSTRUCTOR(S)

Creative Digital Marketing Program: Andres Paredes and Caro Riquelme

PROGRAM SCHEDULE AND TERM DATES

The Creative Digital Marketing Program is offered three times per year.

Please contact academy@aspiritech.org for upcoming cohort start dates and application deadlines.

ENTRY REQUIREMENTS AND ADMISSIONS

Aspiritech Academy does not require a formal autism or disability diagnosis to enroll. The Creative Digital Marketing Program is open to neurodivergent adults and young professionals, including autistic adults, nationally. No prior technical experience is required.

Minimum eligibility requirements

- Age 18 or older at time of enrollment, with a high school diploma or equivalency (GED)
- Illinois residency is not required
- Access to a personal computer (laptop or desktop) and a reliable internet connection capable of supporting cloud-based learning platforms and AI-powered tools (accommodations may be explored for those without)
- Availability for live sessions during the scheduled hours of the selected track for the full program length
- Completion of the Aspiritech Academy intake form and application
- Mandatory 1:1 pre-enrollment meeting with the program instructor to confirm mutual readiness and program fit

The pre-enrollment meeting serves as a readiness discussion to ensure applicants understand the time commitment, virtual learning format, and participation expectations of the program.

As part of onboarding, each participant completes a Working Style Quiz and an individualized assessment of interests and current skill levels. Assessment results are used to determine the most appropriate track and level of support for each participant.

PROGRAM 7: INTRO TO MANUFACTURING TECHNOLOGY PROGRAM

PROGRAM AT A GLANCE

Program Name	Intro to Manufacturing Technology Program
CIP Code	48.0501 — Machine Tool Technology/Machinist
SOC Code	51-4041 — Machinists
Total Length	8 weeks
Program Clock Hours	120 synchronous instructional hours (8 weeks × 15 hours/week), plus independent study
Delivery Format	100% Virtual / online learning (synchronous + asynchronous)
Schedule	Monday – Friday, 9:00 AM – 12:00 PM CST | 15-20 hours/week
Residency	Open to U.S. residents nationally; Illinois residency not required
Cohort Size	15-20 participants per cohort
Cost to Participants	CMfgA Course: $4,500 IL residents; $5,500 out-of-state residents
Credential	Aspiritech Academy Certificate of Completion; preparation for the SME Certified Manufacturing Associate (CMfgA) credential
Anticipated Start	Summer 2027

PROGRAM DESCRIPTION

The Aspiritech Academy Intro to Manufacturing Technology Program is an 8-week virtual training program designed to prepare neurodivergent adults for careers in modern manufacturing environments. The program combines instructor-led instruction, independent coursework, hands-on labs, practical exercises, simulations, and project-based learning to develop both technical manufacturing competencies and workplace readiness skills.

The program is designed to accommodate participants with varying levels of experience through individualized learning pathways and specialized areas of focus. Participants develop foundational knowledge of manufacturing processes, workplace safety, quality systems, production operations, computer-controlled manufacturing technologies, robotics, automation, and emerging manufacturing innovations while progressing through learning experiences aligned with their career goals.

Instruction is delivered by industry professionals with real-world manufacturing experience who connect classroom concepts to modern production environments. Participants engage in practical learning activities that emphasize precision, process adherence, problem-solving, quality control, teamwork, communication, and continuous improvement. Through hands-on exercises and applied projects, learners gain experience working with the tools, technologies, and processes commonly found in advanced manufacturing settings.

The program is designed to leverage strengths commonly associated with neurodivergent learners, including attention to detail, consistency, pattern recognition, analytical thinking, and process-oriented

problem solving. Participants are supported through structured learning environments that promote confidence, independence, and successful transition into manufacturing careers.

Upon successful completion, participants will possess foundational manufacturing knowledge, practical technical skills, and workplace competencies that prepare them for employment opportunities in production, quality, automation, machining, and advanced manufacturing environments. The program is aligned with the Certified Manufacturing Associate (CMfgA) credential and prepares participants to pursue industry-recognized certification while developing skills applicable to emerging manufacturing technologies, including CNC machining, robotics, automation, and artificial intelligence-enabled manufacturing systems.

PROGRAM TRACKS

The Intro to Manufacturing Technology Program offers specialized areas of focus within the core 8-week curriculum, allowing participants to align coursework with their career interests:

Certified Manufacturing Associate (CMfgA)

Provides foundational manufacturing knowledge aligned with the Certified Manufacturing Associate (CMfgA) credential. Participants learn manufacturing processes, safety, quality systems, production operations, and workplace readiness skills.

PROGRAM OBJECTIVES

Upon successful completion of the Intro to Manufacturing Technology Program, graduates will be able to:

1. Demonstrate an understanding of modern manufacturing processes, production systems, and workplace expectations.
2. Apply workplace safety principles, environmental awareness, and industry best practices in manufacturing environments.
3. Interpret manufacturing documentation, specifications, workflow requirements, and production standards.
4. Apply quality assurance principles, inspection techniques, and continuous improvement methodologies used in manufacturing operations.
5. Demonstrate foundational knowledge of manufacturing materials, equipment, production technologies, and operational processes.
6. Explain the principles and applications of Computer Numerical Control (CNC) technologies within modern manufacturing environments.
7. Demonstrate an understanding of robotics, automation systems, and artificial intelligence applications used in advanced manufacturing.
8. Utilize structured problem-solving and root cause analysis techniques to identify and address production and quality challenges.
9. Demonstrate effective communication, teamwork, professionalism, and workplace readiness skills required for manufacturing careers.
10. Apply project planning, organization, accountability, and time management skills within production and operational environments.

11. Demonstrate competency in the core knowledge areas required by the Certified Manufacturing Associate (CMfgA) credential.
12. Prepare for and sit for the Certified Manufacturing Associate (CMfgA) certification examination and pursue employment opportunities within manufacturing and advanced manufacturing industries.

CURRICULUM

The following modules are taught across the 8-week program. Coverage of each module is integrated throughout the learning experience and reinforced through hands-on activities, simulations, practical projects, workplace scenarios, and independent study.

Module 1: Introduction to Modern Manufacturing
Module 2: Manufacturing Safety and Workplace Readiness
Module 3: Manufacturing Processes and Production Systems
Module 4: Quality Assurance and Continuous Improvement
Module 5: Measurement, Inspection, and Documentation
Module 6: Manufacturing Materials and Production Technologies
Module 7: Certified Manufacturing Associate (CMfgA) Foundations
Module 8: Career Readiness

Throughout the program, participants complete hands-on activities, technical exercises, collaborative projects, workplace simulations, and professional development activities designed to reinforce both technical and human-centered competencies. Communication, teamwork, quality awareness, problem-solving, adaptability, organization, and professionalism are intentionally embedded throughout the curriculum to support long-term career success.

The program concludes with a capstone experience and certification preparation phase that allows participants to demonstrate their understanding of manufacturing processes, quality systems, automation technologies, and workplace readiness skills through integrated projects that reflect real-world manufacturing challenges. Participants who successfully complete the program are prepared to pursue the Certified Manufacturing Associate (CMfgA) certification and entry-level employment opportunities within manufacturing and advanced manufacturing environments.

CERTIFICATION ALIGNMENT

The Intro to Manufacturing Technology program prepares participants for the SME Certified Manufacturing Associate (CMfgA) certification. The CMfgA credential validates foundational knowledge of modern manufacturing processes, manufacturing safety, quality systems, maintenance awareness, production operations, and manufacturing terminology. There are no formal educational or work experience prerequisites for the certification examination, making it well suited for individuals entering manufacturing careers.

Aspiritech Academy's curriculum includes foundational manufacturing principles, workplace safety, quality assurance, computer numerical control (CNC) fundamentals, robotics and automation, manufacturing technologies, production processes, and hands-on learning experiences designed to reinforce classroom instruction. Coursework aligns with the competency areas published by SME for the CMfgA examination, and participants complete structured review sessions, practice assessments, and

instructor-led preparation prior to attempting the certification exam. Aspiritech Academy prepares participants for the SME CMfgA certification but does not issue the credential; it is awarded by SME following successful completion of the certification examination.

INSTRUCTIONAL TOOLS AND PLATFORMS

- Aspiritech Academy Talent Portal (academy.aspiritech.org) — LMS and student dashboard
- Google Meet — all live instruction
- Google Workspace — collaboration and coursework
- CMfgA-aligned study materials and virtual manufacturing simulations
- AWS-hosted enrollment portal

LEAD INSTRUCTOR(S)

Intro to Manufacturing Technology Program: John Bruder

Instructors hold professional manufacturing and workforce development experience. Full instructor qualifications are on file with the IBHE and available upon request.

PROGRAM SCHEDULE AND TERM DATES

This program will be offered two times in the second half of 2027.

Please contact academy@aspiritech.org for upcoming cohort start dates and application deadlines.

ENTRY REQUIREMENTS AND ADMISSIONS

Aspiritech Academy does not require a formal autism or disability diagnosis to enroll. The Intro to Manufacturing Technology Program is open to neurodivergent adults and young professionals, including autistic adults, nationally. No prior manufacturing or technical experience is required, but a willingness to learn is important.

Minimum eligibility requirements

- Age 18 or older at time of enrollment, with a high school diploma or equivalency (GED)
- Illinois residency is not required
- Access to a personal computer (laptop or desktop) and a reliable internet connection (accommodations may be explored for those without)

- Availability Monday – Friday, 9:00 AM – 12:00 PM CST for the full 8-week program plus self-study hours
- Completion of the Aspiritech Academy intake form and online application
- Mandatory 1:1 pre-enrollment meeting with the program instructor to confirm mutual readiness and program fit

The pre-enrollment meeting serves as a readiness discussion to ensure applicants understand the time commitment, virtual learning format, and participation expectations of the program.

As part of onboarding, each participant completes a Working Style Quiz and an individualized assessment of interests and current skill levels. Assessment results are used to determine the most appropriate specialization area — and level of support for each participant.

PROGRAM 8: HUMAN RESOURCES SPECIALIST PROGRAM

PROGRAM AT A GLANCE

Program Name	Human Resources Specialist Program
CIP Code	52.1001 — Human Resources Management/Personnel Administration, General
SOC Code	13-1071 — Human Resources Specialists
Total Length	12 weeks
Program Clock Hours	180 synchronous instructional hours (12 weeks × 15 hours/week), plus independent study
Delivery Format	100% Virtual / online learning (synchronous + asynchronous)
Schedule	Monday – Friday, 9:00 AM – 12:00 PM CST | 15-20 hours/week
Residency	Open to U.S. residents nationally; Illinois residency not required
Cohort Size	15-20 participants per cohort
Cost to Participants	Beginner Course: $7,600 IL residents; $8,600 out-of-state residents
Credential	Aspiritech Academy Certificate of Completion; preparation for the HRCI Associate Professional in Human Resources (aPHR®) certification
Anticipated Start	Summer 2027

PROGRAM DESCRIPTION

The Aspiritech Academy Human Resources Specialist Program is a 12-week virtual training program designed to prepare neurodivergent adults for careers in human resources, talent acquisition, employee support, workforce development, and organizational operations. The program combines instructor-led instruction, independent coursework, practical exercises, case studies, workplace simulations, and applied learning activities to develop both foundational human resources competencies and workplace readiness skills.

The program aligns with the Associate Professional in Human Resources (aPHR®) credential and provides participants with a comprehensive understanding of human resources functions, employee relations, talent acquisition, learning and development, compensation and benefits, compliance, and organizational operations. Participants engage in practical learning experiences that connect HR concepts to real-world workplace scenarios while developing professional communication, organizational, and problem-solving skills.

In addition to core human resources training, the program includes specialized instruction in neuroeducation and neuroinclusive workplace practices. Participants explore strategies that support diverse learners and employees, workplace accommodations, accessibility, employee engagement, and inclusive organizational cultures. This unique focus prepares graduates to contribute to workplaces that value diversity, inclusion, accessibility, and neurodiversity.

Instruction is delivered by experienced professionals who connect human resources principles to modern workplace challenges and organizational needs. Through case studies, collaborative activities, workplace simulations, and applied learning experiences, participants gain practical knowledge that prepares them for professional certification and employment opportunities.

The program is designed to leverage strengths commonly associated with neurodivergent learners, including attention to detail, empathy, analytical thinking, organization, and structured problem solving. Participants are supported through learning environments that encourage confidence, collaboration, self-advocacy, and professional growth.

Upon successful completion, participants will possess foundational human resources knowledge, workplace readiness competencies, and practical skills that prepare them for employment opportunities in human resources, talent acquisition, employee support, workforce development, training and development, and related professional environments. The program prepares participants to pursue the Associate Professional in Human Resources (aPHR®) certification while developing specialized knowledge in neuroinclusive workplace practices.

PROGRAM TRACKS

The Human Resources Specialist Program offers two areas of focus within the core 12-week curriculum:

Human Resources Specialist

Provides foundational knowledge of human resources operations, talent acquisition, employee relations, compliance, workforce development, and organizational support. Aligns with the Associate Professional in Human Resources (aPHR®) credential framework.

Neuroinclusion

Explores neurodiversity, workplace accessibility, accommodations, inclusive employment practices, and strategies for supporting neurodivergent employees and learners. Participants develop skills that help organizations create more inclusive and effective workplace environments.

PROGRAM OBJECTIVES

Upon successful completion of the Human Resources Specialist Program, graduates will be able to:

1. Demonstrate an understanding of core human resources functions and organizational operations.
2. Apply principles of talent acquisition, recruiting, hiring, and onboarding to support workforce needs.
3. Support employee learning, development, engagement, and performance improvement initiatives.
4. Explain compensation, benefits, and total rewards programs used within organizations.
5. Apply employee relations practices that support engagement, retention, conflict resolution, and workplace effectiveness.
6. Interpret employment laws, regulations, compliance requirements, and risk management practices relevant to human resources.
7. Utilize human resources technologies and workplace systems to support organizational operations and employee records management.

8. Demonstrate professional communication, collaboration, documentation, and organizational skills in workplace environments.
9. Apply principles of neuroeducation, accessibility, accommodations, and neuroinclusive workplace practices to support diverse employee populations.
10. Analyze workplace scenarios and recommend ethical and effective human resources solutions.
11. Demonstrate competency in the foundational knowledge areas aligned with the Associate Professional in Human Resources (aPHR®) credential.
12. Prepare for and sit for the Associate Professional in Human Resources (aPHR®) certification examination and pursue employment opportunities within human resources and workforce development environments.

CURRICULUM

The following modules are taught across the 12-week program. Coverage of each module is integrated throughout the learning experience and reinforced through case studies, workplace simulations, collaborative projects, practical exercises, and independent study.

Module 1: Introduction to Human Resources
Module 2: Talent Acquisition, Recruiting, and Onboarding
Module 3: Learning, Development, and Employee Growth
Module 4: Compensation, Benefits, and Total Rewards
Module 5: Employee Relations and Workplace Engagement
Module 6: Employment Law, Compliance, and Risk Management
Module 7: Human Resources Operations and Technology
Module 8: Diversity, Inclusion, Neuroeducation, and Workplace Accessibility
Module 9: Professional Communication and Workplace Effectiveness
Module 10: Project Management and Human Resources Administration
Module 11: Career Readiness and Human Resources Certification Preparation
Module 12: Human Resources Case Studies and Workforce Applications

Throughout the program, participants complete practical projects, collaborative exercises, workplace simulations, and professional development activities designed to reinforce both technical and human-centered competencies. Communication, professionalism, empathy, organization, ethical decision-making, collaboration, and problem-solving are intentionally embedded throughout the curriculum to support long-term career success.

The program concludes with applied human resources scenarios, certification-focused review activities, and workplace case studies that allow participants to demonstrate their understanding of human resources principles, workforce development practices, compliance requirements, and neuroinclusive workplace strategies. Participants who successfully complete the program are prepared to pursue the Associate Professional in Human Resources (aPHR®) certification and entry-level employment opportunities within human resources, talent operations, workforce development, employee support, and organizational development functions.

CERTIFICATION ALIGNMENT

The Human Resources Specialist program prepares participants for industry-recognized HRCI certifications. The Associate Professional in Human Resources (aPHR) certification is designed for individuals entering the HR profession and has no prior HR work experience requirement. The Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certifications require qualifying professional HR work experience established by HRCI before candidates are eligible to sit for the examinations.

Aspiritech Academy's curriculum provides the educational foundation aligned with the HRCI Body of Knowledge through coursework in human resources fundamentals, employment law, talent acquisition, employee relations, compensation and benefits, organizational effectiveness, workplace ethics, and neuroinclusive employment practices. Participants also develop practical HR competencies through applied projects, case studies, and structured certification preparation. Graduates will be prepared to pursue the aPHR certification immediately upon program completion and will have the educational preparation necessary to pursue the PHR or SPHR certifications once they satisfy HRCI's professional experience requirements. Aspiritech Academy prepares participants for these industry certifications but does not issue the credentials.

INSTRUCTIONAL TOOLS AND PLATFORMS

- Aspiritech Academy Talent Portal (academy.aspiritech.org) — LMS and student dashboard
- Google Meet — all live instruction
- Google Workspace — collaboration and coursework
- HRCI aPHR-aligned study materials and case study libraries

LEAD INSTRUCTOR(S)

Human Resources Specialist Program: Megan Hansen

Instructors hold professional human resources and workforce development experience. Full instructor qualifications are on file with the IBHE and available upon request.

PROGRAM SCHEDULE AND TERM DATES

This program will be offered two times in the second half of 2027.

Please contact academy@aspiritech.org for upcoming cohort start dates and application deadlines.

ENTRY REQUIREMENTS AND ADMISSIONS

Aspiritech Academy does not require a formal autism or disability diagnosis to enroll. The Human Resources Specialist Program is open to neurodivergent adults and young professionals, including autistic adults, nationally. No prior HR or technical experience is required, but a willingness to learn is critical.

Minimum eligibility requirements

- Age 18 or older at time of enrollment, with a high school diploma or equivalency (GED)
- Illinois residency is not required
- Access to a personal computer (laptop or desktop) and a reliable internet connection (accommodations may be explored for those without)
- Availability Monday – Friday, 9:00 AM – 12:00 PM CST for the full 12-week program plus self-study hours
- Completion of the Aspiritech Academy intake form and application
- Mandatory 1:1 pre-enrollment meeting with the program instructor to confirm mutual readiness and program fit

The pre-enrollment meeting serves as a readiness discussion to ensure applicants understand the time commitment, virtual learning format, and participation expectations of the program.

All applicants complete a five-step enrollment pathway:

1. Intake Application
2. Assessment
3. Project Assignment
4. Individual Instructor Meeting
5. Completes the WIOA Intake Application & processes used to determine eligibility where applicable

As part of onboarding, each participant completes a Skills and Placement Evaluation of interests and current skill levels. Evaluation results are used to determine the most appropriate learning experience and level of support for each participant.

TUITION, FEES, AND ALL OTHER CHARGES

Aspiritech Academy works with students to fund the programs through institutional grants and workforce development funding, including funding from WIOA, DCEO, and other state and federal partners. Aspiritech Academy is also supported by private foundation grants and individual donors.

We do charge a one-time, non-refundable $99 application and reservation fee to hold a participant's spot in the program and cover the administrative cost of application and funding.

Certification Examination Fees

Cybersecurity Pre-Apprenticeship Program (RTI): The CompTIA Security+ SY0-701 examination fee (about $400) is covered by Aspiritech Academy for Illinois residents participating through WIOA-funded tracks. Participants who do not qualify for funded exam coverage are responsible for their own examination fee.

Quality Assurance (QA) Program: The Trusted Tester certification is covered by Aspiritech Academy for participants in WIOA-funded cohorts. Participants who do not qualify for funded exam coverage are responsible for their own examination fee. The Trusted Tester fee is no cost.

IT Foundations Beginners Program: The CompTIA Tech+ examination fees are covered by Aspiritech Academy for participants in WIOA-funded cohorts. Participants who do not qualify for funded exam coverage are responsible for their own examination fee. These exam fees range from $300 to $400.

IT Foundations Intermediate Program: The CompTIA A+ examination fees are covered by Aspiritech Academy for participants in WIOA-funded cohorts. Participants who do not qualify for funded exam coverage are responsible for their own examination fee. These exam fees range from $300 to $400.

Vibe Coding Program: The ADaSci Certified Vibe Coding Practitioner certification fees, where applicable, are covered by Aspiritech Academy for participants in WIOA-funded cohorts. Participants who do not qualify for funded exam coverage are responsible for their own examination fee. This exam fee ranges from $100 to $300.

Creative Digital Marketing Program: The HubSpot Digital Marketing certification is free.

Intro to Manufacturing Technology Program: The SME Certified Manufacturing Associate (CMfgA) examination fee is covered by Aspiritech Academy for participants in WIOA-funded cohorts. Participants who do not qualify for funded exam coverage are responsible for their own examination fee. This exam fee is about $100.

Human Resources Specialist Program: The HRCI Associate Professional in Human Resources (aPHR®) examination fee is covered by Aspiritech Academy for participants in WIOA-funded cohorts. Participants who do not qualify for funded exam coverage are responsible for their own examination fee. This exam fee is about $400.

Aspiritech Academy will communicate exam coverage status to each participant individually during the enrollment process.

Technology Requirements

Participants must have access to a working personal computer (laptop or desktop) and a reliable internet connection. Aspiritech Academy will make reasonable efforts to assist participants who have difficulty meeting technology requirements. Participants should contact academy@aspiritech.org before the program start date if they need support with technology access.

There are no other required expenses for any Academy program.

CANCELLATION AND REFUND POLICY

Because Aspiritech Academy works with public and private funders to cover tuition, so we do not refund tuition costs to students. We do charge a $99 application fee to hold and reserve a seat for participants. That can be refunded only in the case Aspiritech is unable to fulfill in offering the candidate a seat. It is not refundable if the person drops out or does not attend.

Participants who wish to withdraw from a program may do so at any time by notifying the program instructor and program staff at academy@aspiritech.org. There is no financial obligation or penalty for withdrawal. Participants who withdraw in a communicative manner are eligible to reapply. If a person is unresponsive to numerous attempts to contact, Aspiritech reserves the right not to re-enroll at the discretion of administration.

Participants who are accepted and subsequently withdraw prior to the program start date are encouraged to notify the Academy as early as possible so the seat can be offered to another applicant.

For participants whose enrollment is funded through a third-party agency (such as WIOA, OhioMeansJobs, or another workforce development funder), any funds disbursed by that agency are subject to that agency's own policies and procedures. If a participant withdraws within two weeks of the program start, fees from third-party sponsors will be handled in accordance with the applicable funding agreement, which may include return of funds to the issuing agency.

STUDENT SUCCESS DATA AND REQUIRED DISCLOSURES

(Pursuant to 23 Ill. Admin. Code §1095.240 and Section 37 of the Private Business and Vocational Schools Act of 2012)

Reporting Period: July 1, 2025 – June 30, 2026

Completed program-level consumer information for this reporting period appears in the Consumer Information section at the end of this catalog.

COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION

Illinois Board of Higher Education	
Address	1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701
Telephone	(217) 782-2551
Website	www.ibhe.org

STUDENT RIGHTS AND GRIEVANCE PROCEDURES

Students who have concerns about the Academy, its programs, or its staff are encouraged to begin by raising the concern directly with their instructor or with the Director of Learning and Development (Megan Hansen, megan.hansen@aspiritech.org). If the concern is not resolved at that level, students may contact Tanika Edmonds, Aspiritech's Vice President of Strategic Partnerships.

The Academy's formal grievance procedure is available in the Participant Grievance Procedure section of this Academic Catalog.

Students may also file a complaint with the Illinois Board of Higher Education at any time at the address listed above.

NONDISCRIMINATION STATEMENT

Aspiritech Academy does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or any other protected characteristic in admission to, access to, or employment in its programs and activities. We are an equal opportunity institution. We especially welcome applications from individuals who have faced barriers to employment and who may not have seen themselves reflected in traditional technology training programs.

CATALOG ACCURACY

This catalog is provided for informational purposes. Aspiritech Academy reserves the right to update program content, schedules, instructors, and fees with reasonable notice. Program start dates are subject to change based on enrollment demand, instructor availability, and institutional circumstances.

Participants and prospective applicants with questions about current program content, schedules, instructors, or fees should contact the Academy directly at (224) 468-2755 or academy@aspiritech.org.

The Aspiritech Academy is approved by the Illinois Board of Higher Education.

Published by Aspiritech | September 2026

939 Chicago Avenue | Evanston, IL 60202

PARTICIPANT GRIEVANCE PROCEDURE

Purpose

The purpose of this grievance procedure is to provide a fair and transparent process for resolving complaints or concerns related to Aspiritech Academy programs, instructors, or policies. This procedure ensures that all participants have the opportunity to voice concerns and seek resolution in a timely and respectful manner.

Scope

This grievance procedure applies to all participants enrolled in Aspiritech Academy programs and addresses concerns related to program delivery, instructor conduct, policies, or any matter where a participant believes Aspiritech Academy or its personnel has acted in a manner that violates federal or state laws, regulations, or organizational policies.

Non-Retaliation Policy

Aspiritech Academy is committed to protecting the rights of participants who file grievances. No participant shall be threatened, coerced, or discriminated against for filing a complaint or participating in the grievance process.

Confidentiality

Aspiritech Academy will maintain confidentiality to the extent possible during the investigation and resolution process. Information will only be shared with individuals who have a legitimate need to know in order to investigate and resolve the grievance.

Step 1: Informal Resolution

Direct Communication

Participants are encouraged to resolve concerns informally whenever possible. Most grievances can be resolved through respectful, direct communication with the instructor or staff member involved.

Procedure

- Timeline: The participant should attempt to resolve the issue within 5-10 business days of the incident.
- Method: A respectful in-person meeting, phone call, video call, or email correspondence is recommended.
- Purpose: Most conflicts are best resolved at this level through open dialogue and mutual understanding.

Step 2: Formal Written Complaint

If the matter is not resolved informally, the participant may submit a formal written complaint.

How to File a Formal Complaint

Submit your written complaint via email to: tanika.edmonds@aspiritech.org

Escalated complaints can go to Aspiritech VP of People & Culture Nick Bruno via email at nick.bruno@aspiritech.org.

Please include Aspiritech CEO tara.may@aspiritech.org in copy.

Required Information

A properly filed written complaint must include the following information, to the extent known:

1. Name and contact information of the person filing the complaint
2. Program in which the participant is enrolled
3. Date(s) of the alleged incident or concern
4. Name(s) of the instructor(s) or staff member(s) involved, if applicable
5. A written statement detailing the specific concerns or allegations
6. Names and contact information of any witnesses, if known
7. Any supporting documentation or other evidence, if available
8. A clear statement of the resolution or outcome sought by the participant

Time Limitations

Formal grievances should be submitted within 20-30 business days of the incident or concern. Grievances submitted after this timeframe may still be considered on a case-by-case basis, depending on the circumstances.

Step 3: Investigation and Resolution

Upon receipt of a formal written complaint, Aspiritech Academy will:

1. Acknowledge receipt of the complaint within 3 business days.
2. Conduct an investigation by gathering relevant information, interviewing involved parties, and reviewing documentation as needed.
3. Provide a written response outlining findings and resolution steps within 10-15 business days of receiving the complaint.

Complex cases may require additional time; participants will be notified if an extension is needed.

Step 4: Appeal Process

If the participant is not satisfied with the resolution, they may submit an appeal within 10 business days of receiving the written response.

Appeals should be submitted via email to: tara.may@aspiritech.org (CEO, Aspiritech)

The CEO or designated leadership will review the appeal and provide a final written decision within 10-15 business days.

Contact Information

For questions or assistance with the grievance process, please contact:

Tanika Edmonds, Vice President of Strategic Partnerships

Email: tanika.edmonds@aspiritech.org

Nick Bruno, VP of People & Culture

Email: nick.bruno@aspiritech.org

CONSUMER INFORMATION

Institutional Disclosures Reporting Table

July 1, 2025 through June 30, 2026 (past fiscal year) · Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: Aspiritech, NFP

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Program Name	Cybersecurity Pre-Apprenticeship	IT Foundations Beginners	IT Foundations Intermediate	Quality Assurance	Vibe Coding	Creative Digital Marketing	Intro to Manufacturing Technology	Human Resources Specialist
Disclosure Reporting Category — CIP*	11-1003	11.1006	11.1006	11.1005	11.0102	09.0702	48.0501	52.1001
SOC*	05-1122.00	15-1232	15-1232	15-1253	15-1252	13-1161.00	51-4041	13-1071
A) For each program of study, report:								
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	0	0	0	0	0	0	0	0
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:								
a) New starts	0	0	0	0	0	0	0	0
b) Re-enrollments	0	0	0	0	0	0	0	0
c) Transfers into the program from other programs at the school	0	0	0	0	0	0	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	0	0	0	0	0	0	0	0
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:								
a) Transferred out of the program or course and into another program or course at the school	0	0	0	0	0	0	0	0
b) Completed or graduated from a program or course of instruction	0	0	0	0	0	0	0	0
c) Withdrew from the school	0	0	0	0	0	0	0	0
d) Are still enrolled	0	0	0	0	0	0	0	0
5) The number of students enrolled in the program or course of instruction who were:								
a) Placed in their field of study	0	0	0	0	0	0	0	0
b) Placed in a related field	0	0	0	0	0	0	0	0
c) Placed out of the field	0	0	0	0	0	0	0	0
d) Not available for placement due to personal reasons	0	0	0	0	0	0	0	0
e) Not employed	0	0	0	0	0	0	0	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	0	0	0	0	0	0	0	0
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	0	0	0	0	0	0	0	0
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	0	0	0	0	0	0	0	0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	0	0	0	0	0	0	0	0