CARIBBEAN FORENSIC & TECHNICAL COLLEGE

CATALOG #1

2025–2026

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Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) #6
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Licensed by the Puerto Rico Board of Postsecondary Institutions — License V-78-14
Approved by the Puerto Rico State Approving Agency for Veterans Education

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Catalog

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A BRIEF HISTORY OF CARIBBEAN FORENSIC & TECHNICAL COLLEGE #5

The Caribbean Forensic & Technical College was founded on April 30, 1993, in the City of San Juan, Puerto Rico by Dr. Ismael Mercado, Mr. Rubén Díaz de León and Mrs. Edna B. Rivera. Dr. Ismael Mercado holds a Ph.D. in Higher Education and has been working in the field of education during the last 40 years. Mrs. Edna B. Rivera holds a B.A. in Public Relations and Business Education. In the last 30 years, she has been working in the private enterprise and lately as the academic Registrar at the institution. Mr. Rubén Díaz de León is a specialist in Fingerprint and Forensic Science with over 25 years of experience who teaches in the College of Police Science, the Institute of Forensic Science and as expert of the Police Department Laboratory on Fingerprint.

The Caribbean Forensic & Technical College is a Post-Secondary Technical College, Licensed by Puerto Rico Board of Postsecondary Institutions under License V-78-14. The institution was originally incorporated as a non-profit corporation, but shortly, and before beginning operation the incorporation, was changed to profit corporation, so that the authority vested on its founding stockholders be able to watch and warrant the aspiration to fulfill its philosophy of accomplishing and education for short careers, with high demand of employment, that combines the specialization course with relevant topics of liberal arts that will help in the formation of human values in the students.

Since its beginning, the institution has been serving private students, students from J.T.P.A. funds by Municipal Governments, Consortiums and from the Puerto Rico Department of Labor. CFTC is a young institution established to offer educational opportunities to all students who wish to develop professionally. The institution attended the ACCSCT Accreditation Workshop on June 22, 1999, at San Francisco, C.A. and in December 1999 our application was accepted. The school received initial Accreditation from ACCSCT for a period of five (5) years, effective August 2001. The school became eligible for Title IV Funds from the U.S. Department of Education effective April 2002. The most recent accreditation renewal was granted in August 2021 and the institution is currently in the renewal process. Our license from P.R. Council of Education was renewed in December 2019 until December 18, 2028.

In March 2019, Mrs. Marisabel Ramos bought one hundred percent (100%) of the institution from Dr. Ismael Mercado (33%), Edna B. Rivera (33%), Ruben Diaz (33%), making Mrs. Marisabel Ramos the sole owner (100%) of Caribbean Forensic & Technical College.

MISSION & GOALS #4

The Caribbean Forensic & Technical College's mission statement is to provide technical education on careers of high demand in the Puerto Rico community. The complex and changing world of work, in which we live today, requires from us, to prepare students in those technical and vocational careers with high opportunities of employment, and those showing a gradual increase in employment demand.

CFTC offers opportunities to all interested students in specialized areas regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, political affiliation, or cultural differences. The institution encourages individual capacity and provides students with appropriate means for their development and adequate functioning in the changing society in which we live today, offering in a professional way, specialized programs in various careers.

Education makes sense only when it takes place within the context of the civilization in which the students find themselves and for which they must soon take responsibility. CFTC is

committed to prepare students in short careers with an understanding and comprehension of their role and responsibility in today's society, acknowledging the human values required by each person.

INSTITUTIONAL OBJECTIVES

1. Develop educational strategies for students that will help them in the learning and teaching process, taking in consideration their abilities, differences and needs.
2. Revise periodically the educational programs to satisfy the needs of the continuous social change and update them according to the advancement of each field.
3. Develop in the students the knowledge, skills, and techniques to the level that they can apply them effectively.
4. Teach students the appropriate and effective use of books, equipment, and instruments in their areas of studies.
5. Develop in students study habits and their concern to be prepared and productive members in their society.
6. Encourage and favor faculty participation and membership in professional associations.
7. Provide the faculty and administration with professional seminars on teaching methodologies, evaluation techniques and any new advances in their field.
8. Cultivate good human relations and leadership among students, faculty, and administration.
9. Revise and evaluate the educational material including syllabi, textbooks, tests, and any other educational material to ensure compliance with the goals and objectives of the institution.

ACADEMIC PROGRAMS #26

Caribbean Forensic & Technical College offers the following programs:

PROGRAM	CREDITS	MONTHS	HOURS
1. Private Detective	70	15	1,350
2. Fingerprint & Forensic Photography Specialist	54	10	900
3. Forensic Investigation Technician	78	15	1,350

CFTC offers its academic programs in semester credits. Each semester has two (2) sections. A credit semester hour is equivalent to 15 hours of classroom instruction and/or 30 clock hours of laboratory instruction. All programs are delivered in a blended/hybrid format: approximately 60% on-site and 40% online via the Canvas Learning Management System. #28 #29 #30

Certificate: The institution awards a certificate in any of the above-mentioned academic programs to students with a cumulative grade point average of 2.00 or above who have satisfied all academic requirements and fulfilled all financial obligations with the institution. #36

LICENSURE AND CERTIFICATION DISCLOSURE #34

Private Detective: Graduates intending to practice as private detectives in Puerto Rico must obtain a license under Ley Núm. 108 from the Superintendencia de la Policía de Puerto Rico. Additional requirements beyond this certificate program may apply. Students are responsible for verifying current licensure requirements with the appropriate regulatory body prior to enrollment.

Fingerprint & Forensic Photography Specialist: No specific licensure is required for entry-level employment in this field in Puerto Rico. However, graduates may pursue voluntary certifications through the International Association for Identification (IAI) or similar professional bodies.

Forensic Investigation Technician: No specific state licensure is required for entry-level employment in this field in Puerto Rico. Graduates may pursue voluntary certifications through recognized forensic science professional organizations.

ADMISSION POLICIES AND PRACTICES #9 #27

Caribbean Forensic & Technical College has its doors open to all persons who have a High School Diploma or the equivalent and are genuinely interested in pursuing postsecondary education and can benefit from the instructional programs offered. CFTC does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status.

ADMISSION REQUIREMENTS

1. Complete an application for admission.
2. Present official high school transcript or high school diploma or GED certificate or post-secondary transcript.
3. Complete the registration fee of $25.00 (non-refundable).
4. Complete an interview with the Admissions Officer.
5. Complete and sign the Enrollment Agreement.
6. Complete all required financial aid documentation (if applicable).

AVAILABLE ACADEMIC OFFER FOR DISTANCE EDUCATION

CFTC offers blended/hybrid programs combining on-campus instruction (approximately 60%) with distance education components (approximately 40%) delivered through the Canvas Learning Management System (LMS). Classes are held Monday through Friday, 8:00 AM to 1:00 PM. Saturday through 8:00 AM to 100 PM and 12:00 PM to 4:00 PM.

Minimum Hardware Requirements for PC:

- Modern multi-core processor (Intel i3/AMD Ryzen 3 or equivalent, 2018 or newer)
- Microsoft Windows 10 or Windows 11 Operating System
- Minimum 4GB RAM (8GB recommended)
- 256GB storage or greater (SSD recommended)
- Audio card, video card, monitor, webcam, headset
- Reliable broadband internet (minimum 5 Mbps download)
- Current version of Chrome, Firefox, Edge, or Safari

Minimum Hardware Requirements for MAC:

- Apple Silicon (M1) or Intel processor
- macOS 12 (Monterey) or later
- Minimum 4GB RAM (8GB recommended)
- 256GB storage or greater

Distance Education Student Readiness

Prior to beginning distance education coursework, students complete a technology readiness orientation through Canvas to evaluate their preparedness for online learning, including technology proficiency, time management, and self-directed learning skills.

Faculty Qualifications for Distance Education

Faculty teaching distance education courses possess appropriate qualifications and training in online pedagogy and instructional technology. All faculty complete Canvas LMS training and professional development in online instruction methods before teaching distance education courses.

Student Authentication

CFTC verifies student identity through secure Canvas LMS login credentials and proctored on-site examinations during campus sessions. There are no additional charges associated with identity verification.

Delivery Proportions

Program	On-Site	Online
Private Detective	60%	40%
Fingerprint & Forensic Photography Specialist	60%	40%
Forensic Investigation Technician	60%	40%

FINANCIAL AID

Caribbean Forensic & Technical College assists all students who are interested in applying for financial aid. The Financial Aid Officer is knowledgeable and able to explain programs that are available.

Pell Grant:

To apply, the prospective student must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.

FSEOG:

If available from the Federal Government. There is a wide range of criteria that you must meet to be eligible for receiving funds.

ADMISSION PROCEDURES #10

Each prospective student is provided with current information describing the philosophy and objectives of each of the programs offered at CFTC, upon inquiry. In addition to the written material, the prospective student is given a personal interview that allows them to ask questions and understand the nature of the programs. The enrollment agreement, signed by the applicant, certifies that the student has read and fully understands the nature of the program, and agrees to abide by its rules, regulations, and policies.

Procedure for Admission of Students from Accelerated or Virtual Schools

Students from accelerated schools must present an official transcript (sealed and stamped), accompanied by their diploma or graduation certificate (both documents). The Admissions Office must assess compliance with Section 19.7 C of the Regulations of the Board of Postsecondary Institutions.

ADMISSION OF FOREIGN STUDENTS

All admissions credentials presented in a language other than English or Spanish must be translated by an authorized translator and evaluated by a recognized credential evaluation service.

VETERANS ADMISSION

CFTC is approved by the Puerto Rico State Approving Agency for the training of veterans and eligible persons under applicable provisions of Title 38, United States Code.

READMISSION

Students who withdrew from a program and wish to re-enroll must meet all current admission requirements and may be required to retake courses if curricula have been updated.

TRANSFER OF CREDIT POLICY #37

CFTC will only consider transferred credits under the following conditions:

a) The sending institution must be accredited by a State and federal accrediting agency.

b) Students will receive an Official Evaluation of courses approved with a passing grade of “C” or above. CFTC will not validate more than 50% of the Academic Program.

c) The course content is equal or equivalent to the course accredited.

d) Forward to the Registrar an official transcript from all institutions previously attended.

e) The transcript(s) must furnish a statement of good standing.

f) An Official Transcript and transfer credits accepted must be part of the Student’s Academic Record.

g) The course validated from the other institution will not be considered to determine the academic index.

Transfer Credit Exclusions

CFTC will NOT accept transfer credits from: (a) institutions not accredited by an agency recognized by the U.S. Department of Education, (b) non-postsecondary institutions, (c) courses with a grade below “C,” or (d) courses not relevant to CFTC’s approved programs.

Transferability of CFTC Credits

The transferability of credits earned at CFTC is at the sole discretion of the receiving institution. CFTC does not guarantee that credits will transfer to any other institution.

STUDENTS WITH DISABILITIES — ADA AND SECTION 504 COMPLIANCE

The admission requirements and procedures for students with disabilities are the same as for all other applicants. It is strongly recommended that prospective students who require

accommodations identify themselves to the Director of Admissions before the proposed time of their first enrollment. CFTC will not deny admission solely on the basis of disability.

Students requiring accommodations under the ADA or Section 504 of the Rehabilitation Act should contact the Section 504/ADA Coordinator, Mr. Rubén Díaz, Administrative Director, at (787) 720-6961 or compliance@cftc.edu, to initiate the accommodation process. Accommodations are determined on an individual basis through an interactive process with the student.

REGISTRAR

The Registrar's Office is responsible for maintaining all official student academic records, including enrollment verifications, transcripts, grade reports, and graduation certifications. The Registrar's Office is located at the main campus and is open Monday through Friday, 8:00 AM to 5:00 PM. Students may contact the Registrar at (787) 720-6961 or compliance@cftc.edu.

STUDENT INFORMATION: CERTIFICATIONS & TRANSCRIPTS

Students may request official transcripts, enrollment verifications, and other certifications from the Registrar's Office. Requests are processed within five (5) business days. Official transcripts carry the institutional seal and the Registrar's signature. Unofficial transcripts are available upon request at no charge. Official transcripts are subject to a processing fee as listed in the current fee schedule.

ATTENDANCE POLICY #11

The institution monitors student academic engagement but does not take formal attendance for purposes of the Return of Title IV Funds (R2T4) calculations. Class attendance and participation in academically related activities are essential to the educational process. Students are expected to participate actively in all scheduled learning activities.

If a student misses two (2) consecutive academically related activities or academic and/or personal problems are evident, the faculty will refer the student to the Professional Counselor for intervention and support. A student who does not attend for five (5) consecutive school days and does not make contact with the institution will be processed for administrative withdrawal.

For R2T4 purposes, the withdrawal date is determined per 34 CFR §668.22(c)(3) for institutions not required to take attendance — i.e., the midpoint of the payment period or the last date of documented academically related activity, whichever is applicable.

ACADEMIC REQUIREMENTS FOR VA BENEFITS

Students receiving Veterans Administration (VA) educational benefits must maintain satisfactory academic progress as defined in this catalog. Failure to maintain SAP may result in the termination of VA benefits. The institution will promptly notify the VA and the student if benefits are terminated due to unsatisfactory progress. Students receiving VA benefits must attend classes regularly and are subject to the same attendance and withdrawal policies as all other students.

WORK REPOSITION #12

Students who fail to complete or submit required assignments or projects within the established deadlines may request work reposition through their instructor. Requests must be made in

writing within five (5) school days of the original due date. The instructor will determine whether the reposition is granted based on the circumstances and will establish a new deadline. Work reposition does not exempt students from satisfactory academic progress requirements.

COURSE REPETITION

Students who fail a course or withdraw from a course may repeat the course in a subsequent term. Both the original grade and the repeated grade will appear on the official transcript; however, only the higher grade will be used in calculating the cumulative GPA. All attempts count toward the maximum timeframe calculation for satisfactory academic progress. Students who need to repeat a course should consult with the Registrar's Office and the Financial Aid Office regarding any impact on their enrollment status and financial aid eligibility.

WITHDRAWAL POLICY #13

a) Administrative Withdrawal (Unofficial): For those students that are absent for five (5) consecutive school days without contacting the institution. b) Official Withdrawals: When a student decides to withdraw and provides notification, which may be oral or written. CFTC is responsible for documenting oral notifications. CFTC may request the student to complete the withdrawal form, but this step is not a requirement to process the official withdrawal. c) Inactive Withdrawal: For those students who complete the academic semester but do not return for the next academic semester.

NOTIFICATION OF CHANGE TO EXPECTED GRADUATION DATE

When a student's course withdrawal, course incompletion, course failure, or leave of absence results in a change to the student's expected graduation date, the Registrar's Office will notify the student in writing within five (5) business days. The notification will include the new expected graduation date, the reason for the change, and any implications for financial aid eligibility, including the impact on the maximum timeframe for Satisfactory Academic Progress.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY #17

CFTC requires every student to show academic progress in credits completed and GPA:

Qualitative Academic Progress

PROGRAMS FROM 36 TO 42 CREDITS

Credits Approved	Academic Index Required
From 3 to 22	1.50
From 23 to 42	2.00

PROGRAMS FROM 54 TO 60 CREDITS

Credits Approved	Academic Index Required
From 3 to 18	1.50
From 19 to 36	1.75

From 37 to 54	2.00

PROGRAMS FROM 66 TO 78 CREDITS

Credits Approved	Academic Index Required
From 3 to 24	1.50
From 25 to 48	1.75
From 49 to 78	2.00

Quantitative Academic Progress

Students must approve a minimum of 66% of credits attempted. This applies to all programs.

MAXIMUM TIMEFRAME

Federal regulations (34 CFR §668.34(b)) require that students complete their program within 150% of the published program length:

Program	Max Credits	Max Time
Private Detective (70 cr, 15 mo)	105	22.5 months
Fingerprint & Forensic Photography Specialist (54 cr, 10 mo)	81	13.5 months
Forensic Investigation Technician (78 cr, 15 mo)	117	22.5 months

A student who cannot mathematically complete the program within the maximum timeframe will lose eligibility for Title IV financial aid.

Probation Period

Students whose academic progress does not satisfy qualitative or quantitative elements will begin a probation period not exceeding one (1) academic term. During probation the student may receive financial aid. Students who do not improve will undergo withdrawal.

Appeals

Students classified under unsatisfactory progress have the right to appeal based on: (a) administrative error, (b) death in family, (c) economic problems, or (d) prolonged sickness.

GRADING SYSTEM #16

Letter	Percentage	Points
A	90–100%	4.00
B	80–89%	3.00
C	70–79%	2.00

D	60–69%	1.00
F	Below 60%	0.00
W	Withdrawal	—
I	Incomplete	—
T	Transfer	—

An "I" (Incomplete) grade is assigned when a student has not completed all course requirements due to extenuating circumstances. The student must complete all pending work within the first two (2) weeks of the following academic term. Failure to do so will result in automatic conversion to an "F."

GRADUATION REQUIREMENTS #18 #35

To be eligible for graduation, a student must:

1. Complete all required courses in the program of study with a cumulative GPA of 2.00 or above.
2. Complete the program within the maximum timeframe (150% of normal program length).
3. Fulfill all financial obligations to the institution.
4. Complete all required on-campus laboratory hours.
5. Submit a completed Application for Graduation to the Registrar's Office.

TUITION AND FEES #19 #41

Program	Credits/Hours/Weeks	Tuition	SOC
Private Detective	70 cr / 1,350 hrs / 67 wks	$12,750.00	33-9021
Forensic Investigation Technician	78 cr / 1,350 hrs / 67 wks	$12,750.00	19-4092
Fingerprint & Forensic Photography Specialist	54 cr / 900 hrs / 45 wks	$8,500.00	19-4092

TOTAL ESTIMATED COST OF ATTENDANCE

Item	Private Detective	Fingerprint & FP	Forensic Inv. Tech.
Tuition	$12,750	$8,500	$12,750
Admission Fee	$25	$25	$25
Lab Fee	$50	$50	$50
Graduation Fee	$100	$100	$100
Books (est.)	$200	$155	$200

REFUND AND CANCELLATION POLICY #20

1. Cancellation within 72 hours of signing: Full refund of all charges paid.

2. Cancellation after 72 hours but before the first day of class: All fees refunded except the non-refundable admission fee of $25.00.

3. Withdrawal during the first week: 90% of tuition refunded.

4. Withdrawal during the second week: 75% of tuition refunded.

5. Withdrawal during the third week: 50% of tuition refunded.

6. Withdrawal during the fourth week: 25% of tuition refunded.

7. Period for Reimbursement: CFTC will reimburse not later than 14 calendar days after the withdrawal notification.

Third-Party Refund Policies

Information regarding the Return of Title IV Funds policy, Veterans Administration refund policies, and any other applicable third-party refund policies is available from the Financial Aid Office and detailed in the Enrollment Agreement.

LEAVE OF ABSENCE POLICY #40

A Leave of Absence (LOA) may be granted to students who need to temporarily interrupt their education for documented reasons such as medical conditions, family emergencies, military service, or other extenuating circumstances. LOA requests must be submitted in writing to the Registrar's Office. The maximum LOA period is 180 days within a 12-month period.

Effect on Expected Graduation Date

A leave of absence will extend the student's anticipated graduation date by the duration of the approved leave. Upon the student's return, the Registrar's Office will issue an updated expected graduation date in writing.

TERMINATION POLICY

CFTC may terminate a student's enrollment for any of the following reasons: (a) failure to maintain satisfactory academic progress after the probation period; (b) failure to comply with the institution's rules of conduct; (c) failure to meet financial obligations after reasonable notice; (d) exceeding the maximum timeframe for program completion; or (e) any behavior that endangers the safety or well-being of students, faculty, or staff. Students who are terminated will receive written notification including the reason for termination and their right to appeal. Appeals must be submitted in writing to the Administrative Director, Mr. Rubén Díaz, within ten (10) business days of the termination notice. #15

EMPLOYMENT ASSISTANCE SERVICES #21

CFTC provides comprehensive employment assistance to all students and graduates at no cost. CFTC does not guarantee employment but provides the following services:

- Resume and Cover Letter Development: Individual assistance with creating professional resumes tailored to forensic and security industry positions.

• Interview Preparation: Mock interviews, professional presentation workshops, and guidance on industry-specific interview expectations.

• Job Search Strategies: Instruction on effective job search techniques including online job boards, professional networking, and direct employer contact.

• Employer Partnerships: CFTC maintains relationships with law enforcement agencies, private investigation firms, forensic laboratories, and security companies throughout Puerto Rico.

• Job Placement Coordination: The Placement Officer coordinates interviews between graduates and prospective employers.

• Post-Graduation Access: Employment assistance services remain available to graduates for twelve (12) months after graduation.

• Contact: Placement Officer at (787) 720-6961 or compliance@cftc.edu, Monday–Friday, 8:00 AM–5:00 PM.

RULES OF CONDUCT #14

Students enrolled at CFTC are expected to maintain professional conduct at all times. The following behaviors are prohibited and may result in disciplinary action up to and including expulsion:

• Cheating, plagiarism, or any form of academic dishonesty.

• Possession, use, or distribution of illegal drugs or alcohol on campus.

• Possession of weapons on campus premises.

• Physical or verbal harassment, threats, or intimidation of any person.

• Theft or damage to institutional, personal, or others' property.

• Disruptive behavior that interferes with the educational process.

• Unauthorized use of institutional equipment or facilities.

• Falsification of institutional records or documents.

• Violation of FERPA or other federal/state regulations.

Disciplinary actions include verbal warning, written warning, suspension, and expulsion. Students have the right to appeal any disciplinary action in writing to the Administrative Director within ten (10) business days.

STUDENT SERVICES #22

CFTC provides the following student services. Students in blended programs have equal access during on-campus sessions and via telephone/email during distance education components.

• Academic Advising: The Academic Director and faculty advisors assist students with course selection, academic planning, and progress monitoring.

• Professional Counseling: A Professional Counselor provides guidance on personal, academic, and career concerns. Contact: (787) 720-6961.

• Tutoring and Academic Support: Tutorial services are available for students needing additional academic assistance.

• Career Development and Employment Assistance: See Employment Assistance Services section.

• Financial Planning: The Financial Aid Office provides guidance on budgeting, loan repayment, and financial literacy.

• Student Safety and Well-Being: CFTC is committed to providing a safe campus environment. See Emergency Preparedness.

• Housing, Transportation, and Child Care: CFTC does not provide these facilities. The Counselor's Office can provide community referrals.

• Disability Services: See Students with Disabilities section.

• Retention Support: Faculty monitor student engagement. At-risk students are referred to the Professional Counselor.

• Distance Education Student Services: Students have access to all services via telephone and email. Canvas technical support is available through Canvas Help at the LMS interface or by contacting the institution at (787) 720-6961.

PROGRAMS OF STUDY — CURRICULUM TABLES #31 #32

PRIVATE DETECTIVE (70 Credits, 15 Months, 1,350 Hours)

This program prepares students for careers in private investigation, surveillance techniques, evidence collection, legal procedures, and forensic methods applicable to the private sector. The curriculum combines classroom instruction with hands-on laboratory practice and field exercises.

FINGERPRINT & FORENSIC PHOTOGRAPHY SPECIALIST (54 Credits, 10 Months, 900 Hours)

This program provides specialized training in fingerprint classification, identification, comparison, and forensic digital photography techniques used in crime scene documentation and evidence processing.

FORENSIC INVESTIGATION TECHNICIAN (78 Credits, 15 Months, 1,350 Hours)

This program provides comprehensive training in forensic science techniques, crime scene investigation, evidence handling and preservation, forensic photography, and courtroom testimony preparation.

Complete curriculum tables with recommended course sequences, prerequisite information, and credit hour breakdowns are available from the Registrar's Office and at www.caribbeanforensic.com or in appendix 1.

COURSE DESCRIPTIONS #33

Each course description includes the course code, title, credit hours, and student learning outcomes (SLOs) specifying the observable, measurable competencies students will achieve upon completion. Complete course descriptions for all programs are maintained in the Registrar's Office and are available to students upon request. Course descriptions are also accessible at www.caribbeanforensic.com/courses and in appendix 2.

PHYSICAL FACILITIES & EQUIPMENT #7 #8

CFTC is located at Avenida Ponce de León #1207, San Juan, PR 00907. The minimum number established for a group to start is ten (10) students. The maximum number of students in a typical classroom setting is thirty (30). The maximum for laboratory instruction is fifteen (15), based on available equipment stations and safety requirements.

Furniture & Equipment

Academic: Student desks (26), chairs (106), student computers (4), laptops (1), printers (2), tables, digital monitor/display (2), whiteboards (5), digital cameras, 24X zoom video cameras (2),

magnifiers for fingerprint (8), fingerprint laboratory equipment (5), classroom projector (1), computers “Life Scan” for automated fingerprint (4), equipment for comparison of fingerprint (1), print and digital reference volumes (2,000+), educational DVDs and digital media, encyclopedias (2), drawing equipment for classes (3).

LEARNING RESOURCE SYSTEM

The CFTC Learning Resource Center is located on the second floor and is supervised by qualified staff. Resources include: approximately 2,000 print volumes relevant to forensic science, criminal investigation, and related fields; digital reference materials accessible through Canvas LMS; current periodicals and professional journals; and computer workstations with internet access for research. Hours: Monday–Friday, 8:00 AM–1:00 PM.

DRUG AND ALCOHOL POLICY #42

1. Standards of Conduct: CFTC prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol on institutional premises or as part of any institutional activity.

2. Legal Sanctions: Under Puerto Rico and federal law, possession and trafficking of controlled substances carry penalties including fines and imprisonment. A description of applicable legal sanctions is available from the Administrative Director.

3. Health Risks: The use of illicit drugs and abuse of alcohol can lead to addiction, organ damage, impaired cognitive function, mental health disorders, overdose, and death.

4. Counseling and Treatment Resources: Students seeking help with substance abuse may contact the Professional Counselor confidentially at (787) 720-6961. Community resources include ASSMCA (Administración de Servicios de Salud Mental y Contra la Adicción): 1-800-981-0023.

5. Disciplinary Sanctions: Students violating this policy are subject to disciplinary action up to and including expulsion, and may be referred to law enforcement.

CFTC conducts a biennial review of this policy as required by 34 CFR Part 86.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

20 U.S.C. §1232g

FERPA affords eligible students certain rights with respect to their education records:

1. The right to inspect and review education records within 45 days of submitting a written request to the Registrar.

2. The right to request amendment of records believed to be inaccurate or misleading.

3. The right to consent to disclosure of personally identifiable information, except as authorized by FERPA (e.g., school officials with legitimate educational interest, accrediting organizations, financial aid purposes, health or safety emergency).

4. The right to file a complaint with the U.S. Department of Education: Family Policy Compliance Office, 400 Maryland Avenue SW, Washington, DC 20202.

Directory Information

CFTC designates the following as directory information: student name, enrollment status, dates of attendance, program of study, and credential awarded. Students may opt out by submitting a written request to the Registrar's Office within fourteen (14) days of enrollment.

PROCEDURES FOR STUDENT COMPLAINTS #25

Students who have a complaint should follow these steps:

1. Discuss the concern informally with the involved instructor or staff member.
2. If unresolved, submit a written complaint to the Administrative Director, Mr. Rubén Díaz, at (787) 720-6961 or compliance@cftc.edu.
3. The Administrative Director will investigate and provide a written response within ten (10) business days.
4. If not satisfied, the student may appeal in writing to the President/Owner, Mrs. Marisabel Ramos.
5. The President/Owner will issue a final institutional decision within ten (10) business days.
6. All complaints and resolutions are documented in the student's file.

Non-Retaliation

CFTC will not retaliate against any student who files a complaint in good faith.

ACADEMIC CALENDAR #23

CFTC operates on a semester-based academic calendar. Classes are held Monday through Friday, 8:00 AM to 1:00 PM and Saturday 8:00 AM to 1:00 PM and 12:00 PM to 4:00pm. The academic calendar, including term start and end dates, registration periods, holidays, and examination periods, is published annually and distributed to students at the beginning of each academic year. The current academic calendar is available from the Registrar's Office and at www.caribbeanforensic.com/calendar.

Holidays 2025–2026

CFTC observes all official Puerto Rico government holidays and U.S. federal holidays. Specific holiday dates for the current academic year are listed in the published academic calendar.

EMERGENCY PREPAREDNESS #24

CFTC maintains a written Emergency Preparedness Plan addressing natural disasters (hurricanes, earthquakes, flooding), fire, active threats, and other emergencies. The plan is reviewed annually and is available in the Administrative Director's Office.

Emergency Notification: CFTC will notify students and staff through Canvas LMS announcements, email notifications, and posted notices at the campus.

Evacuation Procedures: Evacuation routes are posted in all classrooms and common areas. Students should proceed to the designated assembly area in the parking lot.

Shelter-in-Place: In the event of a hurricane or other external threat, students should move to designated interior rooms away from windows.

Emergency Contacts: Administrative Director, Mr. Rubén Díaz: (787) 720-6961. Local Emergency: 911. Puerto Rico Emergency Management Agency (AEMEAD): (787) 724-0124.

Drills: CFTC conducts emergency drills at least two (2) times per year.

FEDERAL CONSUMER DISCLOSURES

As a Title IV participating institution, CFTC provides the following disclosures:

- Campus Safety and Security (Clery Act): CFTC's Annual Security Report is available at the Administrative Director's Office and at www.caribbeanforensic.com/clery.
- Gainful Employment: Program-specific information on costs, completion rates, debt levels, and median earnings is available at www.caribbeanforensic.com/ge.
- Net Price Calculator: Available at www.caribbeanforensic.com/npc.
- Voter Registration: Students are encouraged to register to vote. Information is available at the Administrative Director's Office.
- Copyright Infringement Policy: CFTC prohibits unauthorized distribution of copyrighted material. Violations may result in disciplinary action and civil/criminal penalties.
- Constitution Day: CFTC observes Constitution Day annually on September 17.

External Complaint Channels

Students are NOT required to exhaust CFTC's internal complaint process before filing a complaint with ACCSC. Students may file a complaint with:

- Junta de Instituciones Postsecundarias de Puerto Rico (JIP): Calle San José esquina San Francisco, Viejo San Juan, PR 00902. PO Box 9023271, San Juan, PR 00902-3271. Phone: (787) 722-2121. Website: www.estado.pr.gov.

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

and a copy of the ACCSC Complaint Form is available at the school may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/StudentCorner/Complaints.aspx.

PRIOR LEARNING EXPERIENCE #38

Caribbean Forensic & Technical College does not currently award academic credit for prior learning experience, including portfolio assessment, challenge examinations, or experiential learning.— *End of Catalog* —

This catalog incorporates all corrections from the February 2026 Compliance Audit.

FINGERPRINT & FORENSIC PHOTOGRAPHY SPECIALIST CURRICULUM

CODE		COURSE	HOURS	CREDITS
FS	201	Fingerprint I-Origin	30	2
FS	202	Fingerprint II-Interpretation	60	4
FS	203	Fingerprint III-Classification and Codification	60	4
FSL	203	Classification and Codification Lab.	60	2
FS	205	Fingerprint IV-Filing	30	2
FSL	205	Filing Lab.	60	2
FS	207	Automated Fingerprint Techniques	60	4
FS	208	Fingerprint VIII-Crime Scene	60	4
FS	209	Fingerprint IX-Latent Fingerprint	60	4
FSL	209	Latent Fingerprint Lab.	60	2
FS	210	Fingerprint X-Forensic Photography	30	2
FS	211	Fingerprint XI-Comparison	30	2
GC	120	Report Writing & Terms in Spanish	30	2
GC	121	Report Writing & Terms in English	30	2
PD	102	Rules of Evidence	60	4
GE	123	Introduction to Computer	30	2
FS	212	Palm Comparison	60	4
GE	122	Professional Development	30	2
FI	101	Court Testimony	60	4

Total Hours: 900 Total Months: 10 Total Credits: 54 Total Classes: 19

Fingerprint Specialist and Forensic Photography:
This Program prepares the student technically in the field of Fingerprint and Forensic photography. The teaching includes history of Fingerprint, Interpretation, Classification, Identification, Sequence, Localization and Archive, Taking Fingerprint, Latent Fingerprint, Developing and Lifting of Latent Fingerprint, Latent Fingerprint Photography, Crime Scene Photography, Fingerprint Comparison System and Evidence Preparation for the Court of Justice. At the completion of the Program the student will be able to work effectively in the field of his career. His competencies will be at the entry level of the career.

FORENSIC INVESTIGATION TECHNICIAN CURRICULUM

CODE		COURSE	HOURS	CREDITS
PD	101	Criminal Investigation	60	4
GC	120	Spanish	30	2
GC	121	English	30	2
FI	301	Forensic Science I	60	4
FIL	301	Forensic Science Laboratory I	60	2
PD	102	Rules of Evidence	60	4
PD	106	Private Detective Laws	60	4
FS	207	Automated Fingerprint Techniques	60	4
FSL	207	Automated Fingerprint Techniques Laboratory	60	2
FI	209	Custody & Handling Evidence	60	4
FS	210	Forensic Photography	30	2
FSL	210	Forensic Photography Laboratory	60	2
FI	303	Forensic Science II	60	4
PD	109	Penal Law	60	4
FIL	302	Draft of Crime Scene Laboratory	60	2
PD	107	Criminal Procedure	60	4
PD	104	Criminology	30	2
PD	108	Constitutional Rights	60	4
PDL	103	Fraud Investigation Laboratory	60	2
GE	122	Professional Development	30	2
PDL	106	Private Detective Laws	60	2
FI	101	Court Testimony	60	4
PD	110	Electronic Surveillance	60	4
PD	212	Cybernetics Fraud	30	2
GE	123	Introduction to Computer	30	2
FI	211	Scene Reconstruction	60	4

Total Hours: 1,350 Total Months: 15 Total Credits: 78 Total Classes: 26

Forensic Investigation Technician

The Program prepare the student in the field of Forensic Investigation, covering rules of evidence, rules of criminal procedures and all the legal process of investigation and attainment of evidence. This process includes, taking of fingerprint, lifting of latent fingerprint, false and questioned documents and the collections of evidence in the crime scene, including photos of the scene. At the completion of the Program, the student will be able to work in the field of Forensic Investigation. His competencies in the field will be at entry level of the career.

Appendix 1

FINGERPRINT & FORENSIC PHOTOGRAPHY SPECIALIST CURRICULUM

CODE		COURSE	HOURS	CREDITS
FS	201	Fingerprint I-Origin	30	2
FS	202	Fingerprint II-Interpretation	60	4
FS	203	Fingerprint III-Classification and Codification	60	4
FSL	203	Classification and Codification Lab.	60	2
FS	205	Fingerprint IV-Filing	30	2
FSL	205	Filing Lab.	60	2
FS	207	Automated Fingerprint Techniques	60	4
FS	208	Fingerprint VIII-Crime Scene	60	4
FS	209	Fingerprint IX-Latent Fingerprint	60	4
FSL	209	Latent Fingerprint Lab.	60	2
FS	210	Fingerprint X-Forensic Photography	30	2
FS	211	Fingerprint XI-Comparison	30	2
GC	120	Report Writing & Terms in Spanish	30	2
GC	121	Report Writing & Terms in English	30	2
PD	102	Rules of Evidence	60	4
GE	123	Introduction to Computer	30	2
FS	212	Palm Comparison	60	4
GE	122	Professional Development	30	2
FI	101	Court Testimony	60	4

Total Hours: 900 Total Months: 10 Total Credits: 54 Total Classes: 19

Fingerprint Specialist and Forensic Photography:
This Program prepares the student technically in the field of Fingerprint and Forensic photography. The teaching includes history of Fingerprint, Interpretation, Classification, Identification, Sequence, Localization and Archive, Taking Fingerprint, Latent Fingerprint, Developing and Lifting of Latent Fingerprint, Latent Fingerprint Photography, Crime Scene Photography, Fingerprint Comparison System and Evidence Preparation for the Court of Justice. At the completion of the Program the student will be able to work effectively in the field of his career. His competencies will be at the entry level of the career.

Appendix 2

PD-107 CRIMINAL PROCEDURES – 4 SEMESTER CREDITS – 60 HOURS
In this course the following topics are studied:
Rules of Criminal Procedures, based on our Judicial System which include Warning to the suspect of a crime, procedures to identify him, how and when to proceed with an arrest, how to proceed in seizing persons and property according to the rules of criminal procedures and jurisprudence of P.R. and Federal Courts, fundament or grounds for a motion to dismiss and accusation.

PDL-107 CRIMINAL PROCEDURES LABORATORY – 2 SEMESTER CREDITS – 60 HOURS
Practice of all topics discussed in PD-107 – Criminal Procedures, using cases studies from jurisprudence.

PD-108 CONSTITUTIONAL RIGHTS –4 SEMESTER CREDITS – 60 HOURS
In this course the following topics are studied: Historical evolutions of the fundamental rights of the human being. Development of our legal document, the Constitution of the Commonwealth of Puerto Rico, especially Article II, the Bill of Rights, with emphasis to the rights of the defendant. Analysis of recent jurisprudence of the Federal Court and Supreme Court on Constitutional Rights case.

PDL-108 CONSTITUTIONAL RIGHTS LABORATORY-2 SEMESTER CREDITS 60 HOURS
Practice of all topics discussed in PD-108 Constitutional Rights, using cases studies from jurisprudence.

PD-109 PENAL LAW – 4 SEMESTER CREDITS – 60 HOURS
The following topics are studied: Historical Development of the Penal Law, including: Its legal principle, its definition, time and classification of crime, the guiltiness, type of punishment, prescription of crime and types of crimes.

PDL-109 PENAL LAW LABORATORY – 2 SEMESTER CREDITS – 60 HOURS
Practice of all topics discussed in PD-109 – Penal Law, using cases studies from jurisprudence.

FI- 301 FORENSIC SCIENCE 1 – 4 SEMESTER CREDITS – 60 HOURS
In this course the following topics are studies: Origin and scientific discovery of crime from a scientific base and crime scene protection. Study the extension and objective of criminalistic science and the application of its basic principles and development. How to discover means and process used to commit crime. How to study and collect evidence in the crime scene to be presented in court.

FIL-301 FORENSIC SCIENCE 1 LABORATORY – 2 SEMESTER CREDITS – 60 HOURS
Practice of all topics discussed in FI-301 Forensic Science I, using cases studies from jurisprudence.

FS-207 TAKING FINGERPRINT TECHNIQUES – 4 SEMESTER CREDITS – 60 HOURS
This course contains 9 lessons to learn the science of fingerprint, and its uses. Include laboratory and practice in the fingerprint equipment. The course also teaches forensic photography techniques, the use of different cameras uses in photography, latent fingerprint photography and photo identification.

FSL-207 TAKING FINGERPRINT TECHNIQUES LABORATORY – 2 SEMESTER CREDITS – 60 HOURS
Practice all reference to taking fingerprint, including topics discussed in FS-207 Taking fingerprint and identification of latent fingerprint.

GC-120 REPORT WRITING & TERMS IN SPANISH – 2 SEMESTER CREDITS – 30 HOURS
This course offers the opportunity to the student of getting acquainted with the basic principles of the Spanish language, its uses, and purposes. Furthermore, we want to teach the students to practice all the fundamental grammatical principles of Spanish language.

GC-121 REPORT WRITING & TERMS IN ENGLISH- 2 SEMESTER CREDITS – 30 HOURS
This course is designed to teach the basic principles of the English language and help the students in the correct comprehension, writing, reading and pronunciation in English.

GE-122 PROFESSIONAL DEVELOPMENT – 2 SEMESTER CREDITS – 30 HOURS
In this course the student learns the following topics: Basic principles of administration. Ethics, its definition and integral application and the law of government ethics. Human relations. Labor laws and corporate laws.

FI-101 COURT TESTIMONY – 4 SEMESTER CREDITS – 60 HOURS
The student learns the following topics: Application of Rules of Evidence from Rule 1 to Rule 82, in study cases and simulated cases. Practice of admissible evidence, pertinent evidence, pre-assumption, non-admissible proof of reference and the most relevant privileges.

FIL-302 DRAFT OF CRIME SCENE LABORATORY – 2 SEMESTER CREDITS – 60 HOURS
In this course the student learns: Draw a sketch of the crime scene with measurement and dimensions. The procedure to perpetuate evidence and objects in the place they are in the crime scene. Develop skills in the use of measurement instruments to establish the exact location of the evidence and objects. Obtain knowledge of the various formats and designs for which the sketch is prepared.

FS-210 FORENSIC PHOTOGRAPHY – 2 SEMESTER CREDITS – 30 HOURS
In this course the student will learn: Photography techniques, legal techniques and the use of different photographic films and the different types of photographic cameras. The use of photographic cameras, the film development and latent photography. Procedures for photographic identification and procedure with the films.

FSL-210 FORENSIC PHOTOGRAPHY LABORATORY – 2 SEMESTER CREDITS – 60 HOURS
Practice of all topics learned in FS-210 – Forensic Photography

FI-303 FORENSIC SCIENCE II – 4 SEMESTER CREDITS – 60 HOURS
In this course the students learn: The study and analysis of ballistic as an investigation science. Analysis of the origin of the printed track in the cap of the projectile and the lines formed in the projectile. The role of the expert in ballistic and the legal value of his work. The important of the factory track on the breech of the firearm and the characteristics and peculiarities of each track.

FS-201 – FINGERPRINT I – ORIGIN – 2 SEMESTER CREDITS – 30 HOURS
In this course the student learns: The history and evolution of the fingerprint science, the pioneers, and their contributions to it.

FS-202 – FINGERPRINT 11 – INTERPRETATION – 4 CREDITS – 60 HOURS
In this course the students learn: The expert terminology and the field of Fingerprint: Anatomy of the digital fingerprint, Anatomy of the digital phalanx, Interpretation of the (3) different types of patterns of fingerprints.

FS-203 – FINGERPRINT 111 – CLASSIFICATION AND CODIFICATION AS PER NCIC (National Crime Information Center) – 4 SEMESTER CREDITS – 60 HOURS
The student learns: Formulas for classification of fingerprint primary, secondary, sub secondary major, final and key. Discussion and application of rules, counts, tracing of loops, arch, and reference classification.

FSL-203 – LABORATORY ON FINGERPRINT III – CLASSIFICATION & CODIFICATION – 2 SEMESTER CREDITS – 60 HOURS
The students learn: Utilization and practice of all topics cover on FS- 203 – Classification & Codification.

FS-205 FINGERPRINT IV – FILING – 2 SEMESTER CREDITS – 30 HOURS
The students learn: the sequential order for filling fingerprint including: (1) Primary Classification, (2) Secondary Classification, (3) Sub secondary Classification, (4) Major Classification, (5) Final Classification, (5) Key Classification.

FSL- 205 LABORATORY FINGERPRINT IV - FILING – 2 SEMESTER CREDITS – 60 HOURS
In this course the student use and practice all topics cover on FS-205 – Fingerprint IV filing.

FS-208 FINGERPRINT VIII-CRIME SCENE – 4 SEMESTER- 60 HOURS
In this course the following topics are studies: Origin and scientific development of the criminalist science. How to discover means and process used to commit crime. How to study and collect evidence to discover crime from a scientific base and crime scene protection. Study the extension and objective of criminalist science and the application of its basic principles.

FS-209 FINGERPRINT IX- LATENT FINGERPRINT – 4 SEMESTER- 60 HOURS
In this course the student learns: The techniques of latent fingerprint impressions. The use of materials and chemicals and equipment to develop latent fingerprint. The techniques in the development of latent fingerprint on an absorbent surface, in documents and in human skin.

FSL-209 LABORATORY ON LATENT FINGERPRINT- 2 SEMESTER CREDITS – 60 HOURS
In this course the student learns: Use and application of all topics in FS-209- Fingerprint IX- Latent Fingerprint.

FS-211 FINGERPRINT X1- COMPARISON – 2 SEMESTER CREDITS – 30 HOURS
The student learns: Techniques for comparison and identification of latent fingerprint. Techniques for comparison of known fingerprint and unknown fingerprint. Comparison and identification of fingerprint to dead bodies.

FS-209 CUSTODY AND HANDLING OF EVIDENCE – 4 SEMESTER CREDITS -60 HOURS

In this course the student learns: How to lift, collect and package evidence in the crime scene. How to protect and custody all pieces of evidence in the crime scene. All his procedure complying with the respective rules of evidence.

PD-110 ELECTRONIC SURVEILLANCE - 4 semester Credits - 60 Hours
This course trains students in the techniques of electronic surveillance systems using surveillance cameras monitoring, management of equipment and procedures at government and private levels. Prepared in effective communication with response personnel and legal issues involved in the surveillance, editing, recording and disposal of film material to be used as evidence are discussed.

PD - 113 PHOTOGRAPHY VIDEO - 2 - Semester Credits - 30 Hours
This course aims in a simple way, introduce the use and management of photography and video techniques in a criminal or civil investigation; to train the student in the understanding and management of equipment to be used both in photography and digital video and photographic surveillance techniques, crime scenes and photographs of different evidence and its presentation in judicial forums.

PDL-114 PHOTO & VIDEO LABORATORY - 2 Semester Credits - 60 Hours
Laboratory of Photography and Video, enables the student through practice, complement the theoretical material acquired in the PD-113 class (photo and video) practicing photography techniques and videos on different scenarios of surveillance, monitoring, in scenes of crimes and photographs of evidence. Practice techniques are developed to be used day and night, moving and different techniques based on lighting.

FS - 212 PALM COMPARISON - 4 Semester Credits - 60 Hours
This course trains students in the analysis, comparison and identification of palm prints, palm prints and latent; It includes areas of the palms, and the flow of papillary ridges and features for possible identification. This allows the preparation of demonstrative evidence for presentation in the judicial forum.

FI-211 SCENE RECONSTRUCTION - 4 Semester Credits - 60 Hours
This course aims to provide students with the knowledge to reconstruct or recreate a scene of a crime. Photographs, sketches, test trajectory shots, analysis interpretation of bloodstains and others are used. It provides knowledge for interpreting results of forensic analysis of the different branches of criminology. These interpretations help reach some observations and conclusions of what happened in the scene the day of the incident and scientifically prove it in the required forums.

GE-123 INTRODUCTION TO COMPUTERS - 2 Semester Credits - 30 Hours
This course trains students in the handling and use of computer equipment. It will prepare the student to be able to correctly identify computer parts and understand the correct and effective use of them. Similarly, the student will get a better view of the importance of such equipment as tools that allow you to optimize your time and streamline your work.

PD-212 CYBERNETICS FRAUD - Semester 2 Credits - 30 Hours
The course aims to provide students with the basic knowledge to identify potential cyber fraud. In addition, the course provides the skills necessary to educate students to prevent becoming a victim of

this type of fraud. It is expected that students develop analytical skills for the early identification and implementation of corrective methods before cyber fraud situations.