

Electrical and HVAC/R Training Center



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Volume 1 – 2017 revised 1-13-2021 – Catalog with Addendums

Accredited by the Accrediting Council for Continuing Education & Training



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DISCLAIMER

The student should be aware that some information in the catalog might change. It is recommended that students considering enrolling in Electrical and HVAC/R Training Center, contact Electrical and HVAC/R Training Center Director to determine if there has been any change from the information provided in the catalog. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves a course/curricula offered. Therefore, it is possible that the courses/curricula listed in Electrical and HVAC/R Training Center's catalog may not be approved at the time that a student enrolls in Electrical and HVAC/R Training Center or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with Electrical and HVAC/R Training Center Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

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About Us

The Electrical Training Center, Inc. was founded in 1998 to meet the ever-increasing demand in today's market for qualified electrical helpers. In 1999, Electrical and HVAC/R Training Center was licensed by the New York State Education Department and began their first class in electrical training. In 2003, Electrical and HVAC/R Training Center changed ownership and began to expand the curriculums and programs offered at Electrical and HVAC/R Training Center. Currently the Electrical and HVAC/R Training Center Inc, offers a wide range of curriculum to serve the electrical, HVAC/R, Green Technology, & Construction industries. We train entry-level helpers for the electrical and construction industries and entry-level technicians for the HVAC/R industry. Additionally, our courses and seminars are designed for those already employed in the workforce seeking professional development and/or requiring continuing education to maintain their credentials in the industries.

The Electrical and HVAC/R Training Center is:

- licensed by the New York State Education Department Bureau of Proprietary School Supervision (BPSS). <http://www.acces.nysed.gov/bpss/>
- a member of the Coalition of the New York State Career Schools (CNYSCS);
- accredited by Accrediting Council for Continuing Education and Training (ACCET)
1722 N St NW
Washington DC, 20036
Phone: (202) 955-1113
Fax: (202) 955-1118
<http://www.accet.org/>
- approved for referrals by the Department of Occupational Resources;
- approved for referrals by the Veterans Administration (VA);
- approved for referrals by the Adult Career and Continuing Education Service – Vocational Rehabilitation (ACCES);
- approved for referrals by the Department of Labor;
- approved for NYS Dept. of State *81 Hour Security and Fire Alarm License Course*
- approved for NYC Department of Buildings Master & Special Electrician License Renewal
- approved for New Jersey CEU's (continuing education units) for Electrical Contractor
- approved for NYS In-Service Training CEU's (continuing education units)
- approved for NYS Dept. of State Home Inspection CEU's (continuing education units)
- approved for NABCEP CEU's (continuing education units)
- approved for AIA (American Institute of Architects) CEU's (continuing education units)
- Title IV eligible and accepts Federal Financial Aid for eligible programs and courses

Location and Facilities

Electrical and HVAC/R Training Center has one campus with two buildings located at 65 Elm Street and 70 Elm Street in Copiague, New York. The campus is located within walking distance (three blocks) from the Copiague Train Station of the Long Island Rail Road.

Administrative offices for Admissions, Registrar, Placement, Assistant Directors, and Bursar are located on the main floor of 65 Elm Street. Additionally, 65 Elm Street has a reception area, a student lounge, two large modern air-conditioned classrooms, one very large classroom, and electrical labs equipped with individual work stations for basic electrical circuitry projects; motor & motor control wiring projects; security & fire alarm projects; along with wires, hardware and tools of the trade; student and staff restrooms designated separately for men and women are available in this building. Classrooms are equipped with white boards, instructor-use computers, along with tv and/or projector screens.

The Director's office is located at 70 Elm Street, along with Placement & Internship Coordinator Assistant office, Registrar Assistant office, and Compliance Manager office; Additionally, 70 Elm Street has a student lounge, a teacher's lounge, student and staff restrooms designated separately for men and women; three large modern air-conditioned classrooms, one very large classroom, and HVAC/R labs equipped with air conditioners (wall unit & central ac's), ice machines; a chiller; gas & oil fired furnaces, boilers; hot water heaters; oil burner primary controls; gas burner controls; refrigeration system controls; acetylene torches; refrigerant (disposable and recovery cylinders); along with hardware and tools related to the trade.

Governing Body & Ownership

The Electrical Training Center, Inc. is a New York S Corporation dba Electrical and HVAC/R Training Center. The owners of the company are Salvatore Ferrara (50% ownership) and Scott Cohen (50% ownership) The Corporate Officers of Electrical and HVAC/R Training Center are Salvatore Ferrara, Scott Cohen, and Lisa Ferrara

Mission Statement

It is the mission of the Electrical and HVAC/R Training Center to educate and prepare men and women with the knowledge and skills needed to be successful in the Electrical, Heating Ventilation Air Conditioning Refrigeration and Renewable Energy Industries.

Objectives

- To provide education and training in a condensed format by focusing on the core knowledge and skills needed to succeed in the electrical field or HVAC/R field.
- To use feedback received from our employers, students, faculty, staff, advisory groups and state regulators to continually increase institutional effectiveness.
- To achieve an appropriate balance between theory and application (hands on).
- To apply to the education environment those standards that would normally apply in a work setting.
- To instill self-discipline and motivation thereby promoting success on the job and in society.
- To use technology to effectively support instruction
- To expect high levels of achievement from our students, staff, faculty and administration.

School Hours

Classes are held between the hours of 8:00 AM to 10:30 PM, Monday through Friday, and from 8:00 AM to 6:00 PM on Saturdays and Sundays. Administration office hours are Monday –Thursday 8:00am-7:00pm, Fridays 8:00am-3:00pm, and Saturdays 8:00am – 11:00am

School Holidays

Electrical and HVAC/R Training Center observes the following Holidays

New Year's Day	Martin Luther King Day	Presidents' Day
Good Friday	Memorial Day	Independence Day
Labor Day	Columbus Day	Veterans Day
Thanksgiving *	Rosh Hashanah	
Yom Kippur (no evening classes 1st night, no day & evening classes	2 nd day)	
Christmas Eve		
Christmas Day	New Year's Eve	New Year's Day

* School is closed from Thursday, Thanksgiving Day, through Sunday.

School Vacation Breaks

Please see catalog addendum in the addendum section.

Scheduled In-Program Breaks

Students enrolled in 450 hour or 600 hour programs may have scheduled breaks in-between levels of the program for a minimum of 1 day to a maximum of 4 days. A syllabus detailing the exact scheduled hours will be provided to students during orientation.

Academic Calendar

The Academic Calendar for all programs can be found in the addendums portion of this catalog at the end of the catalog. Applicants may contact Admissions for a schedule of upcoming courses and seminars and to be placed on our notification list.

INCLEMENT WEATHER POLICY

In the event of a storm, active students, staff, & faculty can find current updates regarding class session cancellations via the following methods:

- Calling in to Electrical and HVAC/R Training Center and listening to a message on Electrical and HVAC/R Training Center answering machine. If Electrical and HVAC/R Training Center is without power, the answering machine will not be functioning.
- Listening to Walk Radio 97.5.
- Visiting our website www.electricaltrainingcenter.edu & view any "Inclement Weather Reports" in the left margin of the homepage.
- Text messages (if possible for staff to access this method of notification despite the inclement weather) will be sent to all active students currently enrolled in classes.
- Email blast to current students and faculty

Make-up hours for class time lost due to inclement weather will be scheduled at the discretion of Electrical and HVAC/R Training Center and students will be notified of the make-up dates and times.

School Grounds Safety & Clery Act

Electrical and HVAC/R Training Center promotes a safe environment for students, faculty, and staff. Indoor and outdoor activity on school grounds is monitored by video surveillance. Due diligence is encouraged to protect safety and personal property which includes awareness of the environment; keeping your personal possessions on you or locked away inconspicuously in your vehicle; and reporting any suspicious or illegal activity happening on or near school property to Electrical and HVAC/R Training Center staff or instructors as soon as possible; or dialing 911 in the event of an emergency.

In accordance with the Clery Act, students may request a copy of the current school crime statistics (released yearly in October) at any time, or visit our website for the most recent reporting.

ADMISSIONS

General Admission Entrance Requirements:

Since the Electrical and HVAC/R Industry require highly skilled workers, the Electrical and HVAC/R Training Center is committed to maintaining those standards.

Electrical and HVAC/R Training Center adheres to the U.S. Department of Education, the Accrediting Council for Continuing Education and Training (ACCET), and the New York State Department of Education Bureau of Proprietary School Supervision (BPSS) guidelines.

Applicants enrolling in programs 450 hours or more must meet the following:

1. Minimum Age Requirement is 18. A student 17 years of age may apply if they meet the academic requirements, but must be interviewed by the Admissions department with parent or guardian present, and parent or guardian must sign the Enrollment Agreement in the presence of Admissions representative.
2. All applicants must contact Electrical and HVAC/R Training Center to schedule an appointment to tour the facility and meet with Admissions for a personal interview.
3. Minimum academic requirements are a High School Diploma or have completed satisfactory graduation requirements through the General Education Development test (GED) or Test Assessing Secondary Completion (TASC). Students who do not have a diploma, GED, or TASC will be provided with an Ability to Benefit Exam. Students will be required to present evidence of graduation or receiving a GED or TASC, or higher education. The list of acceptable documentation is for purposes of satisfying Bureau of Proprietary School Supervision (BPSS) entrance requirements only. This listing is not intended to supersede requirements set forth by federal agencies, accrediting commissions, or other funding and supervisory bodies. Acceptable documentation for programs requiring high school diploma or GED® or TASC as an entrance requirement:
4. Electrical and HVAC/R Training Center is not a Career Pathways participating school, therefore students applying to the school after taking an entrance exam in lieu of a high school diploma are ineligible to receive Title IV federal financial aid.
 - Copy of high school diploma.
 - Official high school transcript showing graduation date.
 - Copy of General Education Diploma (GED®) or TASC certificate
 - Copy of associate's, bachelors, masters, or doctorate degree from a regionally accredited college or university or official transcript indicating the same.
 - Students completing high school in a foreign country, where a language other than English is the official language, and who are able to produce a copy of their transcript and/or diploma need to have it translated into English by an education evaluation service, which offers translation services.Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.)

- For students completing high school in a foreign country, who are unable to produce a copy of their diploma, form BPSS-115 completed in English and the student's native language.
- Copy of a fully completed Department of Defense form DD-214 indicating that the applicant completed high school prior to or during his/her armed forces service.
- Official college transcript indicating the basis of the applicant's admission into the college program as being high school graduation.

GED or TASC Programs Locally Available*

(*Electrical and HVAC/R Training Center, is not affiliated with any of these agencies below. This information is provided as a resource and does not constitute an endorsement by Electrical and HVAC/R Training Center).

Bethpage Publ. Library TASC Clasess

47 Powell Avenue – Bethpage – New York 11714 – 516-622-5623

Suffolk County Comm. College HSE Program

Crooked Hill Rd – Brentwood – New York 11717 – 631-851-6700

Long Island EOC (Educational Opportunity Center)

1090-A Suffolk Ave – Brentwood – New York 11717 – 631-434-3740 ext. 18

Viscardi Center (Abilities Inc)

201 IU Willets Road – Albertson – New York 11507 – 516-465-1534

Western Suffolk BOCES (N. Amityville Economic Council)

1 Commerce Blvd – Amityville – New York 11701 – 631-789-5768

Dominican Sisters

555 Albany Ave – Amityville – New York 11701 – 631-842-6091

Saint Martin of Tours Church

37 Union Avenue – Amityville – New York 11701 – 631-667-6000 ext. 327

Huntington Education Center

607 East Main St – Bay Shore – New York 11706 – 631-968-5100

Pronto of Long Island

128 Pine Aire Dr – Bay Shore – New York 11706 – 631-231-8290

Eastern Suffolk BOCES

350 Martha Avenue – Bellport – New York 11713 – 631-234-7860

TASC instruction is available in Oakdale, Bellport, Riverhead, and Central Islip

Because on-line high schools are becoming more abundant and because no standards have been established on a national level nor are there any accrediting agencies federally approved to certify on-line high schools, graduation from an on-line high school is NOT considered documentation for entrance into a program requiring high school graduation or a GED or TASC.

Electrical and HVAC/R Training Center, currently does not accept IEP diplomas.

5. All applicants shall have a valid Class D Driver License at time of enrollment.
6. Electrical and HVAC/R Training Center, does not require criminal background checks nor require drug screening to apply to the school. Applicants to a program with any criminal history such as felonies, misdemeanors, DUI/DWI, drug possession or drug-use are advised that employers in the electrical and HVAC/R industry are likely to require background and drug-use screening prior to hiring, which may affect the applicant's employment prospects after graduation from a program. For this reason, applicants are encouraged to inform Admissions of any

history. Admissions will provide counseling to the applicant to discuss their employability prospects beyond graduation from our programs. All disclosed information is confidential.

Eligibility for individual seminars, stand-alone courses and courses offered will be ascertained through a personal interview questionnaire provided by an Admissions Representative or the Director. Applicants must be 18 years or older and have the necessary experience in the field determined by each individual course and/or a high school diploma, GED/TASC or passing an entrance exam, where noted in the course descriptions.

Electrical and HVAC/R Training Center, reserves the right to deny enrollment to any applicant.

Voter Registration:

During the enrollment process, in compliance with Title IX, all students will be issued a New York State voter registration form to complete of their own decision.

Admission Procedures For Programs

Applicants may apply for admission to Electrical and HVAC/R Training Center at any time during the year. All applicants are required to complete the following:

To apply for admission to the Electrical and HVAC/R Training Center, call or write for a personal interview. If you are under the age of 18, a parent or guardian should be present during the initial interview.

1. Applicant will be given a tour of the facilities and a personal interview with Admissions to discuss the program, school policies, and any other pertinent information regarding enrollment.
2. Applicant will be provided with payment options including financial aid (private or federal student loans, or Pell Grants) availability.
3. Applicants interested in enrolling in the program after the tour and interview will schedule a registration appointment with Admissions.
4. If the applicant meets the requirements for admission, the enrollment agreement will be reviewed and signed by the student and admissions representative.
5. All students scheduled for programs of 450 hours or more are given the orientation date (prior to the first day of class) and their class schedule.

Admission Procedures For Courses & Seminars:

Applicants for courses and seminars must contact the Administrative Assistants to be provided with a personal interview form for completion. Applicants must meet eligibility requirements for courses and seminars as noted in the course descriptions pages. Applicants are invited to tour the school if interested but must contact Administrative Assistants for an appointment.

Equal Opportunity Policy

The Electrical and HVAC/R Training Center is committed to a policy of equal opportunity and does not discriminate on the basis of age, sex, race, color, creed, national origin or disability in the administration of educational and admissions policies, scholarships, loan programs, employment practices or school administered programs. Any harassment by

students or staff based on discrimination is strictly forbidden. Electrical and HVAC/R Training Center is committed to preventing harassment based on age, sex, race, color, creed, national origin or disability.

Students with Disabilities:

Electrical and HVAC/R Training Center complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements. The facility is wheelchair accessible via the sidewalk level with the parking lot. A restroom to accommodate disabled students is available.

If you are interested in attending Electrical and HVAC/R Training Center but are in need of reasonable accommodations, you should schedule an appointment with the Assistant Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at Electrical and HVAC/R Training Center, and the types of accommodations available.

Note: In order to be eligible for Title IV, HEA funding, you must be able to benefit with the reasonable accommodations.

Recruitment Compensation Disclaimer

Electrical and HVAC/R Training Center, complies in accordance with NYS Department of Education Bureau of Proprietary School Supervision, that no person shall receive any form of compensation or remuneration from any representative, agent, employee or officer of a licensed private career school for the purpose of soliciting, procuring, or enrolling students, unless such person is a salaried employee of the school and holds a valid private school agent's certificate.

Entrance Exam – (Ability to Benefit exam)

Please see catalog addendum.

Transfer of Credit

Transfer of credit earned at Electrical and HVAC/R Training Center- College Credit Disclaimer:

Electrical and HVAC/R Training Center, offers curricula measured in clock hours not credit hours. Certificates of Completion, i.e. school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

Students who want to transfer credits earned at Electrical and HVAC/R Training Center, to another school will be provided with their transcripts, certificates of completion, and/or syllabi of the classes the student attended. Photocopies of original documents are free, however, reprinted original documents are \$10.00 per document. Release of documents to any student with open balances must be approved by the Registrar.

Transfer of Credit earned from an equivalent vocational school.

Applicants enrolling in a 450 hour or more program at the Electrical and HVAC/R Training Center, who have completed training at an equivalent vocational school may be eligible for a transfer of credit.

Applicants may only apply to transfer credit for Level One (150 hours) of either the Electrical or HVAC/R Programs 450 hours or more in length.

Applicants seeking to transfer credits into the Electrical and HVAC/R Training Center, towards a program 450 hours or more in length from another institution shall meet the following criteria and requirements below in order to be evaluated for a transfer of credit from schooling earned from another institution:

1. Transferred credit must be in the form of clock hours only from a program 150 hours or more.
2. Institution from which student achieved credit must be operating in the United States.
3. Institution from which student achieved credit must be a post-secondary vocational school or college or university.
4. Institution from which student achieved credit must be licensed by their residing state education department.
5. Institution from which student achieved credit must be fully accredited by a federally recognized accrediting agency.
6. Applicant shall provide documentation of their successful completion (overall grade point average of 85% or better) of an equivalent program from another institution.

Documentation shall include:

- A certificate of completion
 - Attendance records (must have attended minimum 85% of the course provided by the institution)
 - A transcript
 - a curriculum outline provided by the school the applicant is transferring from detailing the exact hours spent on topics and designation theory (lecture) or skill (hands-on).
 - grades for all theory exams and skill (hands-on) exams;
7. Shall be evaluated by the Assistant Director where student shall take written exams (pass with an 85% or better) and complete hands-on labs to the satisfaction of the Assistant Director as demonstrated proof of mastery of the learning objectives of the module. The exams and labs given will be chosen by the Assistant Director and selected from the Level One curriculum.

Approval of transfer of credits will be applied as 150 hour clock hours. Tuition will be adjusted by pro-rating the amount of hours transferred in, and deducting from the tuition costs.

Applicants meeting the above criteria will be evaluated and interviewed by both Admissions and by Assistant Director. All transfer of credit applications will be reviewed and evaluated for comparability of program content by the Assistant Director for final decision. Decision will be provided in writing to the applicant. All denials may be appealed to the Director. Appeals must be submitted in writing to the Director within 10 days of denial, along with any supporting documentation.

Transfer of Credit Evaluation Policy for VA Recipients:

This institution will inquire about each veteran or veteran benefits eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

Auditing of Classes

Any prospective student who wishes to audit a program for one day must obtain prior permission from the Admissions Department. Applicants interested in auditing a course for one day must obtain permission from the Assistant Directors.

Tuition Funding

Tuition & Fees

Details of the cost of tuition, textbooks, and supplies for each program of study are included in this catalog. Please see the catalog addendums section at the end of the catalog for a list of current tuition and fees.

Tuition Payment Periods of Obligations

Tuition payment period of obligations are calculated according to the terms of the refund policy on the Enrollment Agreement signed by the student. All calculated tuition payment periods of obligation are due in full at the start of the second week of the first term or quarter and the start of the first week of subsequent quarters or terms as indicated on the Enrollment Agreement signed by the student. Courses and seminars that fall under the mini-refund policy terms are due in full at the start of the class. For programs and courses, Electrical and HVAC/R Training Center, extends the courtesy of personalized payment plans to meet student needs while attending school and can be arranged at the time of registration with the Admissions Office and/or Registrar. A personalized payment plan may extend over one or more payment periods of obligation; however, students must adhere to the agreed upon payment plan while enrolled or risk termination. If unforeseen circumstances present difficulty in continuing payment, students are strongly encouraged to discuss a possible change of payment plan with Registrar. All tuition must be paid in full prior to graduation unless an otherwise personal payment plan agreement is arranged with Admissions and/or Registrar.

Balances Owed & Delinquent Accounts, Collections

Any student with balances owed will not receive their original transcripts until their account is paid in full. Any student delinquent with payments will be contacted by Administration of Electrical and HVAC/R Training Center via phone, email, and/or a mailed letter to arrange further payments. Delinquent accounts of 3 months or more without a payment will be turned over to a collection agency. Electrical and HVAC/R Training Center hires collection agency: Sunrise Credit Services, 260 Airport Plaza, Farmingdale, NY 11735.

Methods of Payment

For student tuition funding, accepted methods of payment are cash, personal/business check, money order, Visa, MasterCard, Amex.

Scholarship Information:

See Catalog Addendum for updated scholarship information

Adult Career and Continuing Education Services (ACCES); Department of Labor (DOL); Veteran's Affairs (VA); Department of Occupational Resources (DOOR) referrals.

Applicants who are interested in applying to our school through the above agencies must be pre-screened by these agencies and meet their requirements of eligibility before applying to our school. Electrical and HVAC/R Training Center evaluates these referrals on a case-by-case basis to determine suitability to the electrical and/or HVAC/R industry. All applicants must meet the physical standards required of individuals pursuing a career in these industries.

Federal Financial Aid Information:

Financial Aid is available in the form of grants (Pell) and loans (subsidized, unsubsidized, and Parent Plus) for those who qualify.

How Eligibility is determined for TITLE IV, HEA

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) or Test Assessing Secondary Completion (TASC certificate), or by completing a high school education in a homeschool setting approved under state law.
2. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).
Men exempted from the requirement to register include;
 - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
 - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
 - Males born before 1960;
 - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
 - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
5. Completed a FAFSA and Electrical and HVAC/R Training Center must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the **FAFSA** stating that:
 - you are not in **default** on a **federal student loan**
 - do not owe a refund on a **federal grant**
 - Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain **satisfactory academic progress (SAP)** while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.

9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

1. Be a U.S. CITIZEN or U.S. NATIONAL
You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD
You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD
You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
 - Refugee
 - Asylum Granted
 - Cuban-Haitian Entrant (Status Pending)
 - Conditional Entrant (valid only if issued before April 1, 1980)
 - Parolee
4. Have BATTERED IMMIGRANT STATUS
You are designated as a “**battered immigrant-qualified alien**” if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
5. Have a T-VISA
You are eligible if you have a T-visa or a parent with a T-1 visa.

Drug and Alcohol Prevention and Awareness:

Students shall be provided with a handbook at orientation outlining Drug and Alcohol Abuse Prevention and Awareness. Students enrolled in our programs are advised that drug-use and or criminal convictions during their enrollment period is against school policy and can impact their employability upon graduation, as employers in the HVAC/R and electrical industry are likely to require criminal background and drug-use screening.

Conviction for possession or sale of illegal drugs

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. Electrical and HVAC/R Training Center is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - Be administered or recognized by federal, state or local government agency or court.
 - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in Electrical and HVAC/R Training Center.

Federal Financial Aid

To be considered for Federal Financial Aid, a student must complete the Free Application for Federal Aid on line. Students, parents, and borrowers are required to use an FSA ID, made up of a username and password, to access certain U.S. Department of Education websites. Your FSA ID is used to confirm your identity when accessing your financial aid information and electronically signing your federal student aid documents.

If you are a parent of a dependent student, you will need your own FSA ID if you want to sign your child's FAFSA electronically. If you have more than one child attending college,

you can use the same FSA ID to sign all applications. Please note: Each FSA ID user must have a unique e-mail address.

FAQ

Once your name, Social Security number, and date of birth are verified with the Social Security Administration (SSA), you can then use your FSA ID to access these Federal Student Aid systems:

Free Application for Federal Student Aid at www.fafsa.gov:

- Pre-fill data in this year's FAFSA if you filed a FAFSA last year.
- Make online corrections to an existing FAFSA.
- View or print an online copy of your Student Aid Report (SAR).

The National Student Loan Data System at www.nslds.ed.gov:

- View a history of any federal student aid that you have received.
- Complete Entrance Counseling.
- Electronically sign a master promissory note (MPN).
- Complete PLUS loan requests.
- Complete Exit Counseling.

My Federal Student Aid at StudentAid.gov/log-in:

- View a history of any federal student aid that you have received.
- Look up your loan servicer information.

Once the student completes the FAFSA, and it is processed by the government, Electrical and HVAC/R Training Center will receive an ISIR which will contain the Estimated Family Contribution and let the student know if he/she is selected for verification.

Verification

Each year a percentage of financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Financial Aid office) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc.

Students will be notified of all documents required to fulfill this federal requirement. If after review by the Financial Aid Administrator, there are any changes to the Estimated Family Contribution and possibly the financial aid available, the student will be notified.

The federal processor uses a system of edits, or flags, which produces a selection of certain applications for verification. If a student's application is selected for verification, this may mean that a data element in his/her application does not fit generally recognized

patterns (not necessarily that the element is incorrect; it merely must be verified), or that the student was simply selected at random.

Federal financial aid should not be disbursed until verification is complete. The Federal Direct Loans may not be certified and processed until verification is complete. Estimated financial aid awards will be removed if verification is not completed within specified deadlines. Any deferred tuition and fees become due immediately. Student will be notified of any adjustments that need to be made. If the corrections are done electronically, the student will be sent an updated Student Aid Report (SAR) from the federal processor.

Selection of Applicants to be verified

The Electrical and HVAC/R Training Center's Office of Financial Aid may also select files for verification if there appears to be a conflict of information. If a student is selected for verification, the student is notified on the Student Aid Report (SAR).

Verification must be completed no later than 90 days past the last day of your enrollment for each academic year. Corrections involving the federal processor must be made prior to mid-August.

Following students are excluded from verification:

- a) Applicants who die during award year (regardless of conflicting information)
- b) Applicants who are legal residents (or dependents of parents who are legal residents) of the Commonwealth of the Northern Mariana Islands, Guam, or American Samoa
- c) Applicants who are citizens of (and dependents of parents who are citizens of) the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau
- d) Incarcerated students
- e) Dependent students whose parents reside outside the United States and cannot be contacted by normal means of communication (exclusion is applicable to parental information only)
- f) An applicant who is an immigrant and arrived in the U.S. during either calendar year of the award year
- g) An applicant whose parents' address is unknown and cannot be obtained (exclusion is applicable to parental information only)
- h) A dependent applicant and both parents are deceased or physically or mentally incapacitated (exclusion is applicable to parental information only)
- i) An applicant who will not receive Title IV assistance for reasons other than the applicant's failure to verify the information on the application
- j) A transfer student who completed verification at the previous school and the current school obtains the correct information/data

Based on manual ISIR review, those applicants or applications selected for verification are identified. Periodic review of the latest corrections and ISIRs monitors and ensures that all selected applicants are verified and appropriately documented.

Acceptable Documentation & Forms

- The correct verification worksheet as indicated on the ISIR.

- Data retrieval from the IRS of income tax information when completing the FAFSA or an income tax transcript obtained from the IRS.
- If you need a copy of your tax return transcript, call the IRS at 1-800-908-9946 or go on line at www.irs.gov/individuals/get-transcript. Request a tax transcript for the approved calendar year. This can be done via regular mail, or through an online transcript request to the IRS and, if the request is authenticated, a second window displays the transcript in a PDF format.
- Untaxed income documentation (e.g., letters from the Social Security Administration to verify social security benefits, W-2 forms for contributions to retirement plans, etc.)
- Other documents as needed

Verification must be completed no later than 120 days past the last day of your enrollment for each academic year or the last week of September in the current year, whichever is earlier. Corrections involving the federal processor must be made prior to mid-August. An applicant's failure to provide required documentation within the specified time frame results in the loss of all Title IV aid and all balance tuition charges become due immediately.

Data Elements to Be Verified

Students who are selected for verification will be placed in one of five groups: Standard, Child support paid, Custom Verification Group, Aggregate verification group, and Household Resources Group. The group determines which FAFSA information must be verified for the student.

The following data elements may be excluded from verification, such as:

- ◆ Enrollment of family members at least half-time in postsecondary educational institutions does not have to be verified if they are enrolled at the same institution as the applicant, and the institution verifies their enrollment status from its own records

The Financial Aid Administrator is responsible for recording changes to verification data elements manually on a paper verification checklist. This ISIR Correction checklist is then faxed to ECM- third party service provider which electronically updates student records on the CPS online. The student SAR/ISIR records are thus resent or retransmitted to the CPS for reprocessing. After processing, when ECM receives the latest and corrected ISIRs, it sends them to school for review and filing.

All documents are filed in student's financial aid file in Electrical and HVAC/R Training Center and retained for 5 years. For additional guidance regarding the verification process please refer to the *Application and Verification Guide* of ED's current year *Federal Student Aid Handbook*.

NASFAA has developed a guide called *Using Tax Returns in Need Analysis* to assist financial aid administrators in reviewing and verifying tax return data. This guide is located under Management Tools on NASFAA's Web site at: <http://www.nasfaa.org>. ECM has developed a 'File Review Checklist' template to assist Electrical and HVAC/R Training Center in reviewing and verifying tax return data.

Conflicting & Inaccurate Information

ECM Electrical and HVAC/R Training Center's third party servicer provider strongly recommends the following guidelines that must be followed when a financial aid professional reviews ISIR and completes verification of the income process.

- The Application and Verification Guide (AVG) indicates that ISIRs containing zero income information may be selected for verification by CPS. If CPS does not select it for verification, you may still choose to ask the applicant for further information about her means of support during the base year. Any cash support (not in-kind support) from friends or relatives should be reported on ECM's non taxable income form which has directions on how to report on the FAFSA
- The AVG Chapter 4 states, "A school must verify any application information that it has reasons to believe is incorrect [34 CFR 668.54(a) (3)] or discrepant [34 CFR 668.16(f)]. Students with these applications are considered to be selected for verification by Electrical and HVAC/R Training Center even though it may not be verifying the same data as for CPS-selected applications." For example, a Financial Aid Counselor noticing in the ISIR that a dependent student's parents have not filed a tax return indicated 4 in the household, 1 attending college and reported \$2500 income for the year. This could be an example of incorrect and discrepant information.
- When you receive the student's verification information, you should make sure that the worksheet is signed, that all required sections are completed, and that the tax return transcript or alternative documents are attached. For example, a relevant tax document and filing status for a married parent or student is 1040, 1040A or 1040EZ an income tax transcript and 'married filing joint return' or 'married filing separate return'.
- The AVG Chapter 4 further states, "Financial aid professionals are not expected to have special knowledge or expertise regarding the U.S. tax code. If someone whose data were required on the FAFSA submits a signed statement claiming non-filer status and you have reason to believe that person would have been required to file a U.S. tax return, this constitutes conflicting information and must be resolved. For example, in such a case, you might require a letter from the IRS, a copy of the applicable tax provision, or other documentation supporting the claim to non-filer status. **Conflicting information must be resolved before you can disburse federal student aid.**"

ISIR Review and Corrections

Errors can occur if the student submits the wrong information or if the information she provided was not scanned or entered correctly. In general, your school must have correct data before it can pay the student, which in some cases means that you or the student must submit corrections for reprocessing.

Dependency status: A student must update his dependency status any time during the award year unless it changed because his marital status changed. This update is required whether or not he was selected for verification. For the Pell Grant Program, the updated information must be submitted to the CPS for reprocessing.

Household size and number in college: Unlike dependency status, household size or number in college **cannot** be updated unless the student is selected for verification. If he is selected, these items **must** be updated to be correct at the time of verification.

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on Electrical and HVAC/R Training Center's website and can be found in the student catalog. Paper copies are available upon request.

CANCELLATION & WITHDRAWAL REFUND POLICIES

Cancellations:

1. Program Cancellation: If Electrical and HVAC/R Training Center, cancels a program, course, or seminar subsequent to a student's enrollment, Electrical and HVAC/R Training Center, will refund all monies paid by the student or provide the student with the option to transfer the monies to another class.
2. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by Electrical and HVAC/R Training Center cancels prior to the start of scheduled classes or never attends class (no-show), Electrical and HVAC/R Training Center, will refund all monies paid, less the non-refundable fee listed on the enrollment agreement with the maximum fee being \$100.00.
3. Cancellation Period After the Start of Class: A student who withdraws within the first week of any program or course when the program or course falls into the category of NYS Department of Education Refund Policies of Term or Quarter Refund Policy (or within 15% of any course falling under the Mini-Refund Policy), Electrical and HVAC/R Training Center, considers the student as a cancellation and will refund all monies minus the non-refundable fee and materials & supplies as detailed on the enrollment agreement.

Program/Course/Seminars - No Shows, Incompletes, Withdrawals, Repetitions

No Show – any student who enrolls in a program, course, or seminar but does not attend, will be liable for the registration fee based on the enrollment agreement.

Incompletes ("I") will be given to any student who does not completely fulfill the requirements (grades and hours) of a course. A grade will be substituted for the "I" if the student successfully completes the unfinished work and or hours prior to graduation. Failure to complete the work required for a course before graduation will result in the letter grade of "F".

Withdrawals of no charge, with the exception of the registration fee and materials & supplies, are allowed for any student who withdraws within the first week of class (or within 15% if the course falls under the Mini-Refund Policy). A student can withdraw before the

midpoint of the class and receive a “W”, but is still responsible for any tuition liability based on the enrollment agreement. Students who withdraw after the midpoint will automatically receive a Withdraw/Fail (“W/F”) for the course and be liable for tuition based on the enrollment agreement.

Courses and seminars may be repeated at the student’s expense. Any grades received in prior sessions will not be substituted with the repeated sessions.

Refund Policies – NYS Department of Education BPSS; ACCET

For all programs 450 hours or more in length, Electrical and HVAC/R Training Center compares the policies of ACCET and NYS BPSS and computes the amount due to the student based on the week in which the last date of attendance is determined. The student is awarded the refund which is in most favorable to the student, according to either NYS BPSS or ACCET. For all other courses or programs under 450 hours, the NYS BPSS refund calculation is utilized.

Refund Policy - NYS Department of Education Bureau of Proprietary School Supervision

1. A student who cancels or does not appear for the first class receives all funds paid with the exception of the non-refundable admission fee and the cost of any textbooks or supplies accepted by the student, provided it is done prior to or during the first week of instruction or 15% of any course falling under a mini-refund policy.
2. Thereafter, a student will be liable for:
 - The non-refundable fee *plus*
 - The cost of any textbooks or supplies accepted *plus*
 - Tuition liability as of the student’s last date of physical attendance. Tuition is divided by the number of terms or quarters in the program or per the terms of the mini-refund percentages. Total tuition liability is limited to their term or quarter during which the student withdrew or was terminated and any previous terms or quarters completed.

New York State Department of Education Bureau of Proprietary School Supervision

Refund & Termination Policy

If Termination or Withdrawal occurs		Student May Keep	School may keep
Quarter Refund Policy	First Quarter	Quarter Refund Policy	Quarter Refund Policy
	Prior to or during the first week	100%	0%
	During the second week	75%	25%
	During the third week	50%	50%
	During the fourth week	25%	75%
	After the fourth week	0%	100%
Quarter Refund Policy	Second and subsequent Quarters	Quarter Refund Policy	Quarter Refund Policy
	During the first week	75%	25%
	During the second week	50%	50%
	During the third week	25%	75%

	After the third week	0%	100%
Term Refund Policy	First Term	Term Refund Policy	Term Refund Policy
	Prior to or during the first week	100%	0%
	During the second week	80%	20%
	During the third week	65%	35%
	During the fourth week	50%	50%
	During the fifth week	30%	70%
	After the fifth week	0%	100%
Term Refund Policy	Second and subsequent Terms	Term Refund Policy	Term Refund Policy
	During the first week	80%	20%
	During the second week	65%	35%
	During the third week	50%	50%
	During the fourth week	30%	70%
	After the fourth week	0%	100%
Mini-Refund Policy		Mini-Refund Policy	Mini-Refund Policy
	Prior to or during the first 15% of the program	85%	15%
	Within 16% - 30% of the program	75%	25%
	Within 31% - 45% of the program	50%	50%
	Within 46% - 60% of the program	25%	75%
	After 60% of the program	0%	100%

NEW YORK STATE EDUCATION DEPARTMENT TUITION REIMBURSEMENT ACCOUNT

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses, which you have paid. If you drop out of school prior to completion and you file a complaint against Electrical and HVAC/R Training Center with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at New York State Education Department, 116 West 32nd Street, 5th Floor, New York City, NY 10001, telephone number (212) 643-4760. The Staff of the State Education Department will assist you in the preparation of a tuition reimbursement form. You may access the form and any other student information from their web site www.highered.nysed.gov/bpss/

ACCET Refund Policy:

Withdrawal or Termination after the Start of Class and after the Cancellation Period:

1. Programs or courses less than 450 clock hours:
For short-term programs, courses, and seminars, Electrical and HVAC/R Training Center, defers to NYS Department of Education Refund Policies as detailed on the enrollment agreement.
2. All vocational programs 450 hours or more in length:
 - a. During the first week of classes, Electrical and HVAC/R Training Center, defers to NYS Department of Education refund policy.
 - b. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.
 - c. After fifty percent (50%) of the period of financial obligation is completed, Electrical and HVAC/R Training Center, may retain the full tuition.

When calculating a refund, the percentage of tuition retained by Electrical and HVAC/R Training Center is based on the portion of tuition attributed to the portion of the program the student was attending when the student dropped, not the tuition charge for the entire program listed on the enrollment agreement.

Charges Other Than Tuition:

1. All extra costs, such as books, supplies, and materials are not subject to the refund computation but are limited to those materials that are distributed and attributable to the portion of the program in which the student is enrolled.

Refund Due Dates:

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within 30 calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within 30 calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the Electrical and HVAC/R Training Center attendance, conduct, or Satisfactory Academic Progress policy.

Withdrawal from School

A student wishing to withdraw from school and receive a refund calculation must contact the business office. Failure of the student to immediately notify Electrical and HVAC/R Training Center in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law. Any student withdrawing from a class are requested to complete a "Change of Status" form.

Unofficial Withdrawal from School Policy

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 calendar days, fails to maintain satisfactory academic progress, fails to comply with Electrical and HVAC/R Training Center's attendance and /or conduct policy, does not meet financial obligations to Electrical and HVAC/R Training Center, or

violates conditions mentioned in Electrical and HVAC/R Training Center contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. Registrar will attempt to contact the student every day for which the student is absent to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact Electrical and HVAC/R Training Center and attendance status resulting in the current termination of enrollment.
5. For Title IV students, Electrical and HVAC/R Training Center calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which Electrical and HVAC/R Training Center is responsible.
6. Calculate Electrical and HVAC/R Training Center's refund requirement (see school refund calculation).
7. Electrical and HVAC/R Training Center's Controller will return to the Federal fund programs any unearned portion of Title IV funds for which Electrical and HVAC/R Training Center is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, Electrical and HVAC/R Training Center will provide the student with a refund letter explaining Title IV requirements:
 - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due Electrical and HVAC/R Training Center and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

RETURN TO TITLE IV FUNDS POLICY

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. Electrical and HVAC/R Training Center will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

This policy applies to students' who **withdraws officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at Electrical and HVAC/R Training Center. It is separate and distinct from Electrical and HVAC/R Training Center refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines is the withdrawal date. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 30 days after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 30 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. Electrical and HVAC/R Training Center is required to notify the student if they owe a repayment via written notice. Electrical and HVAC/R Training Center must advise the student or parent that they have 14 calendar days from the date that Electrical and HVAC/R Training Center sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, Electrical and HVAC/R Training Center will return any earned funds that Electrical and HVAC/R Training Center is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of

the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED (rounded to one significant digit to the right of the decimal point, ex. .4493 = 44.9%.)

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM ELECTRICAL AND HVAC/R TRAINING CENTER.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from Electrical and HVAC/R Training Center, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

Electrical and HVAC/R Training Center will issue a grant overpayment notice to student within 30 days from the date Electrical and HVAC/R Training Center's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to NAME OF SCHOOL
OR
2. Sign a repayment agreement with the U.S. Department of Education.

Order of Return

Electrical and HVAC/R Training Center is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the

Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

WITHDRAWAL POLICY – Title IV **“Official” Voluntary Withdrawal**

A Title IV student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Administrator or School Director in writing of their intent to withdraw by completing a “Change of Status” form with Registrar. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing or
2. The date the student began the withdrawal from Electrical and HVAC/R Training Center’s records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information Electrical and HVAC/R Training Center will complete the following:

1. Determine the student’s last date of attendance as of the last verified date of academic attendance on Electrical and HVAC/R Training Center’s attendance record, and
2. Perform two calculations
 - a. The students ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which Electrical and HVAC/R Training Center is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.

- b. Calculate Electrical and HVAC/R Training Center's refund requirement (see school refund calculation).
3. The student's grade record will be updated to reflect his/her final grade.
4. Electrical and HVAC/R Training Center will return the amount for any unearned portion of the Title IV, HEA funds for which Electrical and HVAC/R Training Center is responsible within 45 days of the date the official notice was provided.
5. If applicable, Electrical and HVAC/R Training Center will provide the student with a letter explaining the Title IV, HEA requirements. To include,
 - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to Electrical and HVAC/R Training Center and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution

must still perform a R2T4 to determine the amount of aid that the student has earned.

Electrical and HVAC/R Training Center measures progress in clock hours, and uses the payment period for the period of calculation.

Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Administrator.

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. Electrical and HVAC/R Training Center may use a portion or all of your post-withdraw disbursement for tuition and fees (as contracted with Electrical and HVAC/R Training Center). For all other school charges, Electrical and HVAC/R Training Center needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow Electrical and HVAC/R Training Center to keep the funds to reduce your debt at Electrical and HVAC/R Training Center.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Institution Responsibilities

Electrical and HVAC/R Training Center's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with Electrical and HVAC/R Training Center or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regards to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Electrical and HVAC/R Training Center may have to return to you due to a cash credit balance. Therefore, you may still owe funds to Electrical and HVAC/R Training Center to cover unpaid institutional charges. Electrical and HVAC/R Training Center may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what Electrical and HVAC/R Training Center refund policy is, you may ask your Schools Financial Planner for a copy.

Return to Title IV questions?

If you have questions regarding Title IV, HEA program funds after visiting with your Financial Aid Administrator, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

***This policy is subject to change at any time, and without prior notice.**

ACADEMIC POLICIES AND PROCEDURES

Academic Policy

Programs are generally arranged so that a student can progressively work towards a certificate. Individual courses and seminars are offered to persons who want specific training in certain areas. Students who register for individual courses are subject to the same academic standards for the course as students who enroll in full programs.

Confidentiality & Student Access to their Records.

Information regarding a student's academic record is considered confidential. It will not be released to a third party without the written consent of the student. Written consent must be provided by the student in the form of an "Information Disclosure Form" which will be given to the student by Electrical and HVAC/R Training Center. Students have the right to request access to their records. Students wishing to appeal or amend their records must submit in writing to the Director a request for a formal hearing as outlined in FERPA.

Family Educational Rights and Privacy Act (FERPA)

The Electrical and HVAC/R Training Center adheres to the FERPA policy and regulations as outlined in The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99): FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by Electrical and HVAC/R Training Center. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If Electrical and HVAC/R Training Center decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if Electrical and HVAC/R Training Center still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions* (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of Electrical and HVAC/R Training Center;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that Electrical and HVAC/R Training Center not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Definition of Clock Hour

The Electrical and HVAC/R Training Center measures course work in terms of clock hours. A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction in a 60-minute period.

Grading System

Students will be tested in all phases of their program of study. A permanent record of each student's work is maintained and will be used to determine the student's eligibility for graduation. See **Qualitative Measure of Satisfactory Academic Progress (SAP) – (All Students)** for grading system

Electrical and HVAC/R Training Center uses the following grading scale:

A+	97-100	4
A	93-96	4
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1
F	Below 65	0
WF	Withdraw Failing	0
W	Not computed	
I	Not Computed	
P	Pass/Not Computed	

For courses and seminars, with the exception of students enrolled in the Security or Fire Alarm License Preparation Course- 81hours, students are given a Pass or Fail status. Attending less than 85% of the clock hours of the course or seminar will result in an automatic Fail. Students enrolled in the Security or Fire Alarm License Preparation Course- 81hours; will be given a percentage grade based on their averaged grades. Any student who does not pass a module must make-up the module at their own expense.

SATISFACTORY ACADEMIC PROGRESS

The satisfactory academic progress (SAP) policy applies to all students enrolled in an Accrediting Council for Continuing Education & Training accrediting bureau, a New York State Department of Education Licensing Bureau and Veterans Education approved program, whether receiving Federal Title IV, HEA funds, partial funding assistance, or self-pay.

Process Overview & Responsibilities

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards are applicable to all students attending this institution.

Students enrolled in programs approved by Accrediting must meet formal standards that measure their satisfactory academic progress toward graduation. The policy is provided to all students prior to the first-class session. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file.

New SAP definitions went into effect on July 1, 2011. Electrical and HVAC/R Training Center developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Quantitative (Pace) and Qualitative standards.

SAP standards are established by the Registrar office in compliance with NYS Department of Education Bureau of Proprietary School Supervision and in compliance with Title IV, Higher Education Act (HEA). The relevant SAP policies are summarized below.

All students must maintain Satisfactory Academic Progress according to the following standards in order to continue enrollment.

Same As or Stricter Than:

Electrical and HVAC/R Training Center's SAP policy for Title IV, HEA students is the same as Electrical and HVAC/R Training Center's standards for students enrolled in the same educational programs who are not receiving Title IV, HEA funding.

The Financial Aid Administrator office reviews the Title IV, HEA SAP policy to ensure it meets all federal requirements. Registrar notifies the financial aid office if Electrical and HVAC/R Training Center changes its academic policies.

EVALUATION PERIODS – (All Students) In compliance with NYS Department of Education BPSS and ACCET, all students are evaluated at the intervals outlined below.

Formal evaluations for Satisfactory Academic Progress are conducted at the following intervals and actual clocked hours for the program.

Please see catalog addendum for chart.

EVALUATION PERIODS – (Financial Aid Students) Funding disbursement of Title IV financial aid is based on the financial aid SAP Policy. In compliance with Title IV, HEA students receiving financial aid are also evaluated at the intervals outlined below.

Formal evaluations for Satisfactory Academic Progress are conducted at the following intervals and actual clocked hours and ½ of the instructional weeks for the program.

Please see catalog addendum for chart.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

Academic Year Definition:

900 clock hours and 26 weeks of instruction for Title IV, HEA funding.

QUANTITATIVE (PACE) REQUIREMENT – (All Students)

Students are required to complete his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program in order to be considered making Satisfactory Academic Progress.

Evaluations are conducted at the end of each payment period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. An evaluation of the cumulative attendance since the beginning of the course will indicate that, given the same attendance rate, the student will graduate within the maximum time frame allowed

Please see catalog addendum for chart.

MAXIMUM TIME FRAME – (All Students)

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

<u>Program</u>	<u>Normal Timeframe</u>	<u>Maximum Clock Hours</u>	<u>Program Timeframe</u>	<u>Maximum Program Timeframe</u>
6074 – Electrical Training Program (Day)	600 hours	900 hours	20 weeks	30 weeks
6074 – Electrical Training Program (Evening)	600 hours	900 hours	27 weeks	40.5 weeks
6071 – HVAC/R Program (Day)	600 hours	900 hours	20 weeks	30 weeks
6071 – HVAC/R Program (Evening)	600 hours	900 hours	27 weeks	40.5 weeks
6075 – Electrical Training Program (Day)	450 hours	675 hours	15 weeks	22.5 weeks
6075 – Electrical Training Program (Evening)	450 hours	675 hours	20 weeks	30 weeks
6076 – HVAC/R Program (Day)	450 hours	675 hours	15 weeks	22.5 weeks
6076 – HVAC/R (Evening)	450 hours	675 hours	20 weeks	30 weeks

Example: HVAC/R Program 450 hours x 1.5 = 675 hours

Qualitative Measure of Satisfactory Academic Progress (SAP) – (All Students)

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory and practical study. Grades are evaluated after each unit of study. Students must maintain a cumulative grade average of at least 2.0 at the end of each progress report period (payment period). The Financial Aid Administrator and the Registrar monitor qualitative progress.

If performance does not meet satisfactory academic requirements, the performance can be repeated until a satisfactory level of performance is achieved (refer to our grading policy & scale, and our policy regarding **Incompletes, Withdrawals, Repetitions** and **Make-Up Work**).

FINANCIAL AID WARNING (All Students)

Electrical and HVAC/R Training Center, evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will be put on Financial Aid Warning for one payment period. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment periods after they receive the warning status. The status will be conferred automatically without the student appealing the SAP status.

If a student falls below a 2.0 GPA, or if the student is not completing the required amount of clock hours to keep Pace with the requirements for graduation within the 150%-time frame, will result in the student being placed on Financial Aid Warning for one payment period. A student who is put on a Financial Aid Warning can continue to receive Title IV, HEA funding for the next payment period after they receive the warning status.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, the student will be placed on Academic development Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

APPEALS PROCESS for Financial Aid

Students who do not make SAP at the end of the Financial Aid Warning period lose their Title IV financial aid eligibility and will be placed on Academic development Status, with a loss of Title IV, HEA funding, with the right to appeal. The student may have the opportunity to have their Title IV, HEA financial aid eligibility reinstated by appealing the Academic development Status, with a loss. Students who do not make SAP at the end of the Financial Aid Warning period of Title IV, HEA funding decision and placed on Financial Aid Probation if the appeal is granted.

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Assistant Director, who will meet with the Financial Aid Academic Appeals Committee to make a decision on the appeal.

The basis on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstance. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Assistant Director will provide a decision in writing within ten (10) business days.

Financial Aid Probation:

If Financial Aid Probation Status is granted, the student will regain Title IV, HEA eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV, HEA funding for the next payment period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
2. Sign the academic plan (a copy will be kept in the student's file).

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period only.

Students who regains SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

The student on financial aid warning, probation or Title IV, HEA funding suspension for a payment period may not receive Title IV, HEA funding for the subsequent period unless the student makes SAP

REINSTATEMENT OF TITLE IV, HEA AID

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee.

Academic Requirements (All Students)

Please see catalog addendum.

Academic Probation (All Students)

A student who does not achieve a 2.0 GPA at the evaluation periods of the regular program length may be placed on academic probation for 2 weeks. Academic probation is a warning status to alert a student that his or her academic performance must be improved in order to meet graduation requirements. A student on academic probation is **considered to be making unsatisfactory progress**. Criteria for academic probation and termination from Electrical and HVAC/R Training Center is based upon the Grade Point Average and the number of attempted hours completed. Students who do not satisfy academic requirements within the probation period will be terminated.

A student on academic probation must participate in counseling with his or her instructor and/or Electrical and HVAC/R Training Center Director and may receive special remedial assignments if deemed necessary.

Leave of Absence

A leave of absence can be granted in cases of illness, accident, and death in the family or other special circumstances that make attendance impossible or impractical. Students requesting a leave of absence must complete a "Change of Status Form" that includes a valid reason for the leave of absence, the date the leave starts, and their anticipated return to Electrical and HVAC/R Training Center. All leaves of absence are to be documented in writing, and approved. A leave of absence cannot exceed 180 days in a 12 month period or one-half the program length, whichever is shorter. Students will attest in documentation to understanding the procedures and implications for return (or failure to do so).

Termination (All Students)

Electrical and HVAC/R Training Center reserves the right to dismiss any student for the following reasons:

- Attendance does not meet school requirements;
- Academic progress does not meet school standards;
- Financial obligations are not maintained;
- school standards of conduct or dress are not maintained.

Electrical and HVAC/R Training Center has zero tolerance for the following verbal or physical actions and conduct which are contrary to the objectives of Electrical and HVAC/R Training Center and

- insubordination towards the staff and/or faculty, harassment and/or derogatory language involving, race, ethnicity, gender, sexual orientation, and/or religious beliefs; excessive expletive language, threats of physical attacks, or any other act of this nature directed towards Faculty, Administration, or other student(s)
- the use of intoxicating liquor or illegal drugs,
- stealing and /or malicious destruction of school or student property

Re-Admission Procedures for Terminated Students

Students who have been terminated may appeal for re-admission. Students must contact Registrar for evaluation of grades and attendance earned during enrollment prior to withdrawal or termination. Students must follow the appeals process steps outlined below.

Appeals Process (All Students)

A student who wishes to appeal termination or who fails to meet the standards detailed above due to unusual or special mitigating circumstances may submit a written request to the Assistant Director for review. All students have five (5) days to institute an appeal. The student's written appeal should explain, in detail, the following:

- The current academic standing of the student;
- The special or mitigating circumstances which led to the student's termination (i.e., poor health, family crises or other documented occurrences);
- The student's plan for achieving the required minimum school standards.

The appeal must be given to Electrical and HVAC/R Training Center Assistant Director, who in turn will meet with Registrar, Instructor, and the Financial Aid Administrator (if applicable) to make a decision on the appeal. Once Electrical and HVAC/R Training Center Assistant Director receives the appeal, they will evaluate the appeal and provide a

decision within ten (10) business days. Electrical and HVAC/R Training Center Assistant Director will notify the student in writing of the decision. The student can make one final appeal to the Director

Readmission Procedures For Withdrawn Students

Students seeking readmission after a withdrawal must contact Registrar in writing. Registrar will evaluate grades and attendance records of the student while enrolled prior to withdrawal to determine whether the student may continue on in the class or must retake at their own cost. Students who have withdrawn are requested to complete a "Change of Status" Form.

Reinstatement (All Students)

A student who successfully appeals **termination** will be on probation for two weeks, at which time he/she will be subject to the same requirements as any other student on probation. The student is reminded that graduation requirements will apply. Students who are reinstated from **withdrawal status** will not be placed on probation unless otherwise indicated.

Graduation Requirements

To be eligible for graduation, a student must:

- Be matriculated in a program of study;
- Complete all requirements of the program;
- Have a cumulative grade point average of no less than 2.0; & have achieved 85% quantitative progress.
- Satisfy all financial obligations to Electrical and HVAC/R Training Center;
- Complete an exit interview with the appropriate departments.

Attendance Policy

Students are expected to attend class regularly. Classes begin promptly as scheduled, and students are expected to be in their assigned classrooms before the scheduled start of classes.

For purposes of monitoring satisfactory student attendance, Electrical and HVAC/R Training Center will not attempt to distinguish between excused and unexcused absences. Regardless of the reason for the absences, a student must be present for a substantial amount of class time to successfully complete, programs, courses, and seminars. Attendance is recorded every hour. Students must attend 85% of class clock hours to receive a grade for that class. Students enrolled in programs 450 hours or more that are divided into modules must attend 85% of clock hours per module. Any student who is absent more than 15% of the scheduled class hours will receive a WF for that class and must retake the class at their own expense. Lateness and early departures are recorded as such; students who are late or leave early will lose 15 minutes of an hour rounded up to the higher quarter hour. Consistent lateness or early departures could potentially put the student at risk of not meeting the attendance requirement of 85%. Due to OSHA regulations, for the **10hr. OSHA Outreach Training For Construction Elec.** or the **30hr. OSHA Outreach Training for Construction Ind.** Students must not miss any more than 15 minutes of the entire 10 hours or will lose credit for the entire class. This is due to OSHA regulations.

Attendance Probation

Attendance probation is a warning to alert a student that attendance must be improved in order to remain enrolled as a student of the Electrical and HVAC/R Training Center. If a student's overall attendance falls below 85% at each evaluation period, the student will be placed on Attendance Probation for two weeks. Failure to satisfy attendance requirements within the probationary period will result in dismissal from Electrical and HVAC/R Training Center. All students not meeting attendance requirements will be counseled. Students who do not meet attendance requirements will not be able to graduate.

Make-Up Work – See Catalog Addendum

Make-Up Hours – See Catalog Addendum

Consecutive Absences

See Catalog Addendum

Academic Changes

Academic changes include a change of program, change between full-time and part-time attendance, and re-enrollment after termination or withdrawal. Students must see the Registrar office to make arrangements for academic changes. There is no charge for the academic change.

Standards of Conduct and Dress

Students should conduct themselves in a manner that is conducive to a professional learning environment. School rules and regulations include dressing in a manner appropriate to working in the field of training. The Electrical and HVAC/R Training Center shall require all students to wear the appropriate shoes and clothing as required for an electrician or HVAC/R technician. This includes no hoodies, shorts, tank-tops. Sneakers are prohibited during lab instruction. Students who are improperly dressed will not be admitted to class and will be marked absent for the day.

Copyright Infringement, & Cheating

School documents are owned by Electrical and HVAC/R Training Center. Students are to refrain from copying & distributing class documents including information from textbooks, tests, quizzes, homework, diagrams or any other documents given to the student by the instructors. Students caught distributing school documents or information from textbooks will be disciplined up to dismissal from Electrical and HVAC/R Training Center. Any student caught cheating by copying another student's or students', caught providing answers to students during testing, or any form of cheating will be disciplined up to dismissal from Electrical and HVAC/R Training Center. **Copyright Infringement** Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory"

damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

The following four factors must be considered for determining "fair use"

- * The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes. Multiple copies for classroom use may be produced provided the copies are not sold or distributed beyond classroom use and provided such duplication is specifically for direct educational purpose.
- * The nature of the copyrighted work
- * The amount and substantiality of the portion used in relation to the copyrighted work
- * The effect of the use upon the potential market for or value of the copyrighted work.

Electrical and HVAC/R Training Center distributes materials informing the community about the appropriate use of copyrighted materials. This information is included in the student catalog, codes of conduct, in addition to e-mail and/or paper disclosures.

Any unauthorized distribution of copyrighted materials will be handled by the Assistant Director of Electrical and HVAC/R Training Center and a disciplinary hearing may be called.

Electrical and HVAC/R Training Center presently has installed on its computer server a firewall appliance, which monitors the traffic of computer usage. The software also restricts access to only those websites which are on a "safe list". In addition, it prohibits the users from downloading restricted information without the consent of the administrators in charge of the program.

Any student involved in a copyright situation will be referred to the Assistant Director and the proper authorities.

STUDENT SERVICES

Placement Assistance

The Electrical and HVAC/R Training Center provides placement assistance to all students enrolled in programs 450 hours or more in length. Electrical and HVAC/R Training Center cannot and does not promise or guarantee employment upon graduation.

The Electrical and HVAC/R Training Center, draws from local contractors and businesses operating in Suffolk County, Nassau County, and the 5 Boroughs of New York City to hire graduates.

Placement assistance is provided to the students by:

1. Given job leads
2. Email job postings
3. Posting job postings on message boards
4. Providing resources for job-hunting and professional development. (i.e.: Instructors go over job areas that are related to electrical where they can work such as lineman, supply houses, tech support for device manufactures, estimators, shop Stuaarts, expeditors, data, and communication tech.,
5. Providing students on-line resources such as eaton.com, Leviton.com, shnnelvioiontraining.com for electrical training.)
6. Contacting potential employers and providing resumes.

Resume Review and Advice/Interview presentation advice

Placement department offers assistance improving a current resume to incorporate the skills learned at our school. Additionally, we advise students on how to present themselves on a job interview such as dress code, manners, and further interview skills.

Student Computer Use

Students have access to school computers to use for classroom related research, resume development, job-hunting research, and trade-related research. Students must make an appointment with Student Services to use the computers.

Electrical and HVAC/R Training Center Library

Students have access to a variety of trade-related vendor and manufacturer books, pamphlets, and manuals for free.

Student Counseling

Electrical and HVAC/R Training Center, practices an open-door policy. Students requiring educational, career development counseling related to the training, and training-related personal advising are encouraged to meet with their instructors, Registrar, and Assistant Director to assist the student in resolving any concerns or issues. Students requiring counseling not training related are referred to appropriate agencies.

Transcripts

Students enrolled in a 450 hour or more program automatically receive a copy of their transcript upon successful completion. This is provided at no charge. Students completing a course or seminar under 450 hours are issued a transcript upon request. Initial requests are at no charge. Any additional student transcripts requested by any other educational

institution or any prospective employer is sent, at the student's request, for a fee of \$10 per request. Student must complete a FERPA form authorizing the release of information.

Complaints Resolution Process: In Electrical and HVAC/R Training Center; to BPSS; to ACCET

The student is encouraged to bring any complaint to the attention of the Registrar or Assistant Director who will address the matter. If the situation warrants it, the student may request a meeting with the Director or send a letter detailing the problem. A written response will be made within 10 business days from the receipt of a written complaint. The Director can appoint a committee of at least three people to assess the situation. The staff and the faculty of the Electrical and HVAC/R Training Center are committed to assist students as much as possible to resolve any problems that may interfere with their success at Electrical and HVAC/R Training Center.

Complaints to BPSS

A grievance may also be directed to the attention of the New York State Department of Education, Bureau of Proprietary School Supervision, 116 West 32nd Street, 5th floor, NYC, NY 10001.

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that Electrical and HVAC/R Training Center or anyone representing Electrical and HVAC/R Training Center has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

You may make complaints about the conduct of Electrical and HVAC/R Training Center, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agent.

The steps you must take to file a complaint are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th floor, NYC, NY 10001 or telephone the Department (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the department will meet you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up. You should provide all information requested as quickly as possible; delay may affect the

investigation of our complaint. When appropriate, the investigator will try to negotiate with Electrical and HVAC/R Training Center informally. If the Department determines that the violations of law have been committed and Electrical and HVAC/R Training Center fails to take satisfactory and appropriate action, then the Department may proceed with formal disciplinary charges.

4. In addition to filing a complaint with the Department, you may also try to resolve your complaint directly with Electrical and HVAC/R Training Center. Use Electrical and HVAC/R Training Center's internal grievance procedure or discuss your problems with teachers, department heads, or Electrical and HVAC/R Training Center director. We suggest that you do so in writing and that you keep copies of all correspondence to Electrical and HVAC/R Training Center. However, Electrical and HVAC/R Training Center cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you take to attempt to resolve the grievance.

Complaints to ACCET refer to Document 49.1 www.accet.org/documents-form (as shown below):

NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a) Name and location of the ACCET institution;
 - b) A detailed description of the alleged problem(s);
 - c) The approximate date(s) that the problem(s) occurred;
 - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and

g) The status of the complainant with the institution (e.g. current student, former student, etc.).

3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. **SEND TO:** ACCET

CHAIR, COMPLAINT REVIEW COMMITTEE

1722 N Street, NW

Washington, DC 20036

Telephone: (202) 955-1113

Fax: (202) 955-1118 or (202) 955-5306

Email: complaints@accet.org

Website: www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.

PROGRAMS, COURSES, AND SEMINARS DESCRIPTIONS & CREDENTIALS

PROGRAMS

Modules of the courses are either Theory (T = lecture, tests, quizzes) or Skill (S = hands-on) or a combination of both. A breakdown of the clock hours designated T or S is indicated next to amount of clock hours.

6074 – Electrical Training Program

600 Hours

This program is designed for those with little or no experience in the electrical industry with a goal to become an entry level electrical helper. The student will progressively complete each course within the program to acquire the entry level skills in each unit of the course. Students who complete all courses and make successful academic progress and maintain attendance will graduate and receive a Certificate of Completion. Upon successful completion of the program, graduates will have the necessary skills to start a career in the electrical industry with the entry level skills of an electrical helper.

Course

Clock Hours

All Trades 150 Hour Program.....	150 (103T/47S)
Electrical Level One	150 (90T/60S)
Electrical Level Two*	150 (95T/55S)
Electrical Level Three*	150 (90T/60S)
TOTAL.....	600 Hours
.....	(378T/222S)

***May be scheduled out of sequence after Electrical Level One is completed. Students will be provided with a syllabus outlining class schedules.**

Graduates will receive a Certificate

6075 – Electrical Training Program

450 Hours

This program is designed for those with one year or more employment in the electrical industry with a goal to advance their career as an electrical helper. The student will progressively complete each course within the program to acquire the entry level skills in each unit of the course. Students who complete all courses and make successful academic progress and maintain attendance will graduate and receive a Certificate of Completion. Upon successful completion of the program, graduates will have the necessary skills to advance a career in the electrical industry with the entry level skills of an electrical helper

Course

Clock Hours

Electrical Level One	150 (90T/60S)
Electrical Level Two*	150 (95T/55S)
Electrical Level Three*	150 (90T/60S)
TOTAL.....	450 Hours
.....	(275T/175S)

***May be scheduled out of sequence after Electrical Level One is completed. Students will be provided with a syllabus outlining class schedules.**

Graduates will receive a Certificate

6071 – HVAC/R Program**600 Hours**

This program is designed for those with little or no experience in the HVAC/industry with a goal to become an entry level HVAC technician. The student will progressively complete each course within the program to acquire the necessary entry level skills to start a career in the HVAC/R industry with the entry level skills of an HVAC technician.

Topics covered incorporate: a basic overview of construction trade, trade math, basic safety measures, career opportunities and professional development which includes career paths, OSHA 10, and first aid overview, standards of conduct related to customer service, followed by the national electrical codes, common aspects of HVAC/R, basic electrical theory, common control components, HVAC comfort parameters, refrigeration components, concept of combustion at a fundamental level, combustion basics for natural gas and propane fuels, terminology of heating and power boilers, and reverse-cycle air source heat pumps. This program provides the EPA Certification 608 exam.

Course	Clock Hours
All Trades 150 Hours Program	150 (103T/47S)
HVAC/R Level One	150 (60T/90S)
HVAC/R Level Two*	150 (70T/80S)
HVAC/R Level Three*	150 (75T/75S)
TOTAL.....	600 Hours
.....	(308T/292S)

***May be scheduled out of sequence after HVAC/R Level One is completed. Students will be provided with a syllabus outlining class schedules.**

Graduates will receive a Certificate.

6076 – HVAC/R Program**450 Hours**

This program is designed for those with one year or more experience in the HVAC/industry with a goal to advance their career as an entry level HVAC technician. The student will progressively complete each course within the program to acquire the necessary entry level skills to start a career in the HVAC/R industry with the entry level skills of an HVAC technician.

Topics covered incorporate: a basic overview of construction trade, trade math, basic safety measures, career opportunities and professional development which includes career paths, OSHA 10, and first aid overview, standards of conduct related to customer service, followed by the national electrical codes, common aspects of HVAC/R, basic electrical theory, common control components, HVAC comfort parameters, refrigeration components, concept of combustion at a fundamental level, combustion basics for natural gas and propane fuels, terminology of heating and power boilers, and reverse-cycle air source heat pumps. This program provides the EPA Certification 608 exam.

Course	Clock Hours
HVAC/R Level One	150 (60T/90S)
HVAC/R Level Two*	150 (70T/80S)
HVAC/R Level Three*	150 (75T/75S)
TOTAL.....	450 Hours
.....	(205T/245S)

***May be scheduled out of sequence after HVAC/R Level One is completed. Students will be provided with a syllabus outlining class schedules.**

Graduates will receive a Certificate.

DESCRIPTION OF COURSES WITHIN PROGRAMS

All Trades 150 Hour Program (6071 – HVAC/R Program & 6074 – Electrical Training Program) 150 Hours

All Trades 150 Hour Program provides a basic overview of construction trade, basic safety measures, career opportunities and professional development which includes career paths, OSHA 10, first aid overview, the national electrical codes and standards of conduct related to customer service. In the construction trades, workers must use math day in and day out. Plumbers use math to calculate pipe length, read plans and lay out fixtures. Carpenters use math to lay out floor systems, frame walls and ceilings. In some cases, algebra, geometry and even trigonometry may be required. This course reviews basic mathematical procedures and provides the opportunity to practice mathematical tasks related to construction activities.

The course describes the communication process and the importance of listening and speaking skills. It explains how to use and understand written materials, and it also provides techniques and guidelines that will help you to improve your writing skills. Becoming gainfully employed in the construction industry takes more preparation than simply filling out a job application. It is essential to understand how the construction industry and potential employers operate.

Your trade skills are extremely important, but employers are also looking for those who are eager to advance and demonstrate positive personal characteristics. This course discusses the skills needed to pursue employment successfully.

Additionally, power tools are used in almost every construction trade to make holes; to cut, smooth, and shape materials; and even to demolish pavement. All construction workers are certain to use power tools on the job eventually. This course provides an overview of the common types of power tools and how they work. It also describes the proper techniques required to safely operate these tools.

Entrance Requirements: HS Diploma or equivalent or ATB test

Prerequisite: Enrollment in 6071- HVAC/R Program – or enrollment in 6075 – Electrical Training Program.

Graduates will receive a Certificate.

Electrical Level One (6074 & 6075 – Electrical Training Program) 150 Hours

This course provides an overview of the electrical trade and discusses the career paths available to electricians and offers a general introduction to the electrical concepts used in Ohm's law applied to DC series circuits. This includes atomic theory, electromotive force resistance, and electric power equations.

This course introduces series, parallel, and series-parallel circuits; covers resistive circuits, Kirchhoff's voltage and current laws, and circuit analysis. It focuses on forces that are characteristic of alternating-current systems and the application of Ohm's law to AC circuits. This course provides a navigational road map for using the NEC, and introduces the layout of NEC, along with the types of information found within the code book and allows students to practice finding information using an easy-to-follow procedure.

This course introduces the types and applications of raceways, wireways, and ducts and emphasizes the appropriate NEC requirements. It covers the hardware and systems used by an electrician to mount and support boxes, receptacles, and other electrical components. It covers NEC fill and pull requirements for device, pull and junctions boxes

under 100 cubic inches. This course focuses on the types and applications of conductors and covers proper wiring techniques, while emphasizing appropriate NEC requirements. This course provides a basic overview of HVAC systems and their controls, and also covers electrical troubleshooting and NEC requirements. It provides students with the necessary troubleshooting skills for heating equipment. It describes the construction and operation of oil fired heating systems and their components. It contains instruction for servicing and testing of oil furnaces, as well as procedures for isolating and correcting oil furnace malfunctions.

Entrance Requirements: HS Diploma or equivalent or ATB test

Prerequisite: Enrollment in 6074- Electrical Training Program or enrollment in 6075 Electrical Training Program.

Graduates will receive a Certificate.

Electrical Level Two (6074 & 6075 – Electrical Training Program)* **150 Hours**

This course focuses on electrical prints, drawings, and symbols and teaches the types of information that can be found on schematics, one-lines, and wiring diagrams.

This course focuses on proper selection, inspection, and use of common electrical test equipment, including voltage testers, clamp –on ammeters, ohmmeter, mustimeters, phase/motor rotation testers, and data recording equipment.

This course also covers safety precautions and meter category rating.

This course describe methods of termination and splicing conductors of all types and sizes, including preparing and taping conductors; explains how to calculate branch circuit and feeder loads for various residential and commercial applications.

This course covers the electrical devices and wiring techniques common to residential construction and maintenance.

This course provides students with practice making service calculations and emphasizes the appropriate NEC requirements.

This course introduces the basic principles of human vision and the characteristics of light; and focuses on the handling and installation of various types of lamps and lighting fixtures.

This course focuses on the purpose of grounding and bonding electrical systems and thoroughly covers NEC requirements. It explains how to size and select circuit breakers and fuses for various applications, and also covers short circuit calculation and troubleshooting.

This course discusses switchboards and switchgear, including installation, grounding, and maintenance requirements.

This course includes reading and interpreting specifications found on blueprints.

This course explains how to calculate branch circuit and feeder loads for various residential and commercial applications. It covers the components, installation considerations, and NEC requirements for various commercial services.

This course covers fire alarm control units, Digital Alarm Communicator Systems (DACS), wiring for alarm initiation and notification devices, and alarm systems maintenance.

Entrance Requirements: HS Diploma or equivalent or ATB test

Prerequisite: Enrollment in 6074- Electrical Training Program - or enrollment in 6075 – Electrical Training Program and completion of Electrical Level One.

Graduates will receive a Certificate.

Electrical Level Three (6074 & 6075 – Electrical Training Program)* **150 Hours**

This course covers the transportation, storage, and setup of cable reels; methods of rigging; and procedures for complete cable pulls in raceways and cable trays. Explains how to select and size pull boxes, junction boxes, and hand holes.

This course provides an introduction to conduit bending and installation; covers the techniques for using hand operated and step conduit benders, as well as cutting, reaming, and threading conduit. Covers all types of bends in all sizes of conduit up to 6 inches.

Focuses on mechanical, hydraulic, and electrical benders.

This course describes devices such as sensors, notification, control panels, and programming used in intrusion detection security systems.

This course covers system design and installation guidelines, wiring testing, and troubleshooting, with an emphasis on codes and standards.

This course explains the NEC requirements for electric generators and storage batteries; and offers an overview of the NEC and cable manufacturers' requirements for medium-voltage terminations and splices.

This course covers installation, termination, and testing of various voice, data and video cabling systems.

This course provides information on selecting, sizing, and installing motor controllers.

This course covers control circuit pilot devices and basic relay logic, and discusses applications and operating principles of solid-state controls, reduced-voltage starters, and adjustable frequency drives.

Entrance Requirements: HS Diploma or equivalent or ATB test

Prerequisite: Enrollment in full 6074- Electrical Training Program - or enrollment in 6075 – Electrical Training Program and completion of Electrical Level One.

Graduates will receive a Certificate.

HVAC/R Level One - (6071 & 6076– HVAC/R Program) **150 Hours**

Introduction to HVAC/R covers the basic principles of heating, ventilating, air conditioning and career opportunities in HVAC/R, and how the apprenticeship programs are constructed. Basic safety principles, as well as trade licensure and EPA guidelines, are also introduced.

This course introduces the concept of power generation and distribution, common electrical components, AC and DC circuits, and electrical safety as it relates to the HVAC/R field. Students will be introduced to reading and wiring diagrams.

This course covers transformers, single phase and three- phase power distribution, capacitors, the theory and operation of induction motors, and the instruments and techniques used in testing's AC circuits and components.

This course explains the fundamental operating concepts of the refrigeration cycle and identifies both primary and secondary components found in typical HVAC/R systems. Common refrigerants are introduced as well.

This course covers the principles of heat transfer and the essential pressure-temperature relationships of refrigerants. Basic control concepts for simple systems are also introduced. This course describes the factors related to air movement and its' measurement in common air distribution systems. The required mechanical equipment and materials to create air distribution systems are also presented. Basic system design principles for both hot and cold climates are introduced. Explains how to identify types of copper tubing and fittings used in the HVAC/R industry and how they are mechanically joined. The identification and

application of various types of plastic piping, along with their common assembly and installation practices, are also presented.

This course introduces the equipment, techniques, and materials used to safely join copper tubing through both soldering and brazing. The required PPE, preparation and work processes are covered in detail. The procedures for brazing copper to dissimilar materials are also provided. This course covers the layout, fabrication, installation and joining of fiberglass ductwork and fittings and describes the proper methods for attaching and supporting flex duct.

Entrance Requirements: HS Diploma or equivalent or ATB test

Prerequisite: Enrollment in 6071- HVAC/R Program and completion of All Trades 150 Hour Program - or Enrollment in 6076 – HVAC/R Program

Graduates will receive a Certificate.

HVAC/R Level Two - (6071 & 6076 – HVAC/R Program)* 150 Hours

This course explains operating principles of compressors used in comfort air conditioning and refrigeration systems; includes installation, service and repair procedures.

Characteristics and applications of pure and blended refrigerants are explained, and extensive coverage of lubrication oils used in refrigeration systems is covered.

Learn operation of heat pumps and explain how to analyze heat pump control circuits; includes heat pump installation and service procedures.

This course describes operations of heat pumps and explains how to analyze heat pumps. Information related to maintenance oriented materials as well as guidelines for the inspection and periodic maintenance of various systems and accessories is explained.

This course describes the systems, equipment and operation sequences commercial airside system configurations.

Maintenance oriented materials, as well as guidelines for the inspection and periodic maintenance of various systems and accessories are discussed, and also covers the application of gaskets and seals, as well as the adjustment of different types of belt drives. Principles, processes, and devices used to control humidity and air cleanliness, as well as devices used to conserve energy in HVAC systems are covered in this course.

Entrance Requirements: HS Diploma or equivalent or ATB test

Prerequisite: Enrollment in 6071- HVAC/R Program and completion of All Trades 150 Hour Program and HVAC/R Level One - or Enrollment in 6076 – HVAC/R Program and completion of HVAC/R Level One..

Graduates will receive a Certificate.

HVAC/R Level Three - (6071 & 6076 – HVAC/R Program)* 150 Hours

This course provides students with information and skills needed to troubleshoot control circuits and electric motors found in heating and cooling equipment. This course covers characteristics and applications of pure and blended refrigerants, and provide extensive coverage of lubrication oils used in refrigeration systems.

This course provides students with guidance related to troubleshooting heat pump systems. Following a thorough review of the heat pump operating cycle, troubleshooting procedures for components common to heat pumps are presented.

This course provides students with information and skills needed to troubleshoot various air treatment; along with accessories used with heating and cooling equipment. It explores the many different types of drawings that HVAC/R installers work with. It covers the use of

specifications and submittals for HVAC/R equipment installation. It also covers the performance of the takeoff process for HVAC/R equipment and materials.

This course provides interpretation of construction drawings and specifications associated with HVAC installation in new construction.

Students will be provided with preparation for EPA 608 exam Core, type 1, type 2, type 3. Additionally, this course covers the fundamentals of heating systems and the combustion process. The different type and designs of gas furnaces and their components as well as basic procedures for their installations and service, is provided.

Students will be provided with information and skills needed to troubleshoot gas fired furnaces and boilers.

This course describes the construction and operation of oil fired heating systems and the system components. It contains instructions for servicing and testing of oil furnaces as well as procedures for isolation and correction oil furnace malfunctions. Steam systems focus on the use of steam for storing and moving energy in HVAC systems. It reviews the fundamentals of water that relate to steam and describes the basic steam system cycle; and covers the principles of venting fossil fuel furnaces and methods for selecting and installing vent systems for gas-fired heating equipment.

Entrance Requirements: HS Diploma or equivalent or ATB test

Prerequisite: Enrollment in 6071- HVAC/R Program and completion of All Trades 150 Hour Program and HVAC/R Level One - or Enrollment in 6076 – HVAC/R Program and completion of HVAC/R Level One.

Graduates will receive a Certificate.

COURSE DESCRIPTIONS

Basic Designing & Installing Solar Photovoltaic Systems - 46 Hours

This dynamic 46 hour course is designed to train electrical contractors, journeymen, and other skilled trades' people in designing and installing solar photovoltaic systems. This is an intense all inclusive course that will cover solar and electrical theory, practical installation methods and techniques, PV business management and concludes with the installation of a grid connected solar photovoltaic system. After completion of the course the student will sit for the NABCEP "PV Entry Level Exam".

"Basic Designing and Installing Solar Photovoltaic Systems" is approved by the New York State Education Department, fulfills the New York State Energy Research and Development Authority (NYSERDA) requirements for installers.

Course	Clock Hours
Introductory to Photovoltaic.....	08 (8T)
Design Photovoltaic Systems.....	16 (10T/6S)
Photovoltaic Safety & Building Codes	08 (6T/2S)
Installing Photovoltaic Systems.....	08 (6T/2S)
The Business of Photovoltaic	<u>06 (6T)</u>
TOTAL.....	46 Hours (30T/16S)

Entrance Requirements: HS Diploma or equivalent or ATB test & 1 year minimum experience in construction field

Prerequisite: None

Graduates will receive a Certificate

Basic Carpentry - 60 Hours

This course will cover safe & proper use of hand & power tools; basic stud wall layout & framing techniques (wood & stud); proper installation (with regards to energy efficiency) of doors & windows including hardware; how to properly insulate & air-seal a home for maximum energy efficiency; how to layout, cut, and install window, door, and base mouldings.

Course	Clock Hours
Green Building	04 (2T/2S)
Air Sealing Techniques	04 (2T/2S)
Energy Use	02 (2T)
Understanding the Safety & Uses of Hand & Power Tools.....	08 (2T/6S)
Understanding Pneumatic Tools & their Safety	04 (2T/2S)
Understanding How to Use A Miter	04 (2T/2S)
Proper Use of a tape measure	04 (2T/2S)
How to Develop a Project Plan.....	04 (2T/2S)
Understanding How to Layout for Framing.....	04 (2T/2S)
Understanding Deck Framing.....	04 (2T/2S)
Understanding Basic Roofing.....	04 (2T/2S)
Installing (Windows & Interior/Exterior Doors).....	04 (2T/2S)
Installing (Mouldings)	04 (2T/2S)
Understanding Basic Home Repair	<u>06 (4T/2S)</u>
TOTAL.....	60 Hours (30T/30S)

Entrance Requirement: High school diploma or equivalent

Prerequisite: None

Graduates will receive a Certificate

Basic Programmable Logic Controllers - 60 Hours

This class is an introductory level course to Programmable Logic Controllers. The student will learn technology, order of operation, safety with Programmable Logic Controllers, troubleshooting, and how to wire Programmable Logic Controllers. The course is both lecture and hands-on.

Course	Clock Hours
Understanding PLC	12 (12T)
PLC Hardware & Wiring Consideration	24 (12T/12S)
Basic PLC Programming	12 (6T/6S)
PLC Communication, Maintenance & Troubleshooting	<u>12 (6T/6S)</u>
TOTAL.....	60 Hours (36T/24S)

Entrance Requirement: 2 years experience in the field

Prerequisite: None

Graduates will receive a Certificate

Basic Voice (Telephone) and Data Cable Installation - 42 Hours

This course is comprised of a lecture and practical format. Beginning with the theory and all required components, the student will then go on to construct and complete several hands-on projects.

Course	Clock Hours
Basic Code	05 (5T)
Introduction to Basic Voice (tele) and Data Cable Installation.....	04 (4T)
Jack Installation/Terminations	06 (6S)
Practical Wiring – Old Work	04 (4S)
Practical Wiring – Telephone Outlets	05 (3T/2S)
Preparing Voice/Data Cables for Installation	06 (6T)
Troubleshooting	06 (6S)
Wire and Wiring Techniques/Splicing	<u>06 (6S)</u>
TOTAL.....	42 Hours (18T/24S)

Entrance Requirement: Previous or current employment in the electrical field

Prerequisite: None

Graduates will receive a Certificate

Electrical Calculations - 15 Hours

The course gives an intensive review of the electrical calculations you need to perform to pass Master Electrician License exams.

Course	Clock Hours
Electrical Calculations	<u>15 (T)</u>
TOTAL.....	15 Hours (T)

Entrance Requirements: 1 year electrical experience

Prerequisite: None

Graduates will receive a Certificate

Basic Estimating - 15 hours

This course is designed for the individual who wants to learn electrical estimating. The best chance to succeed in your business is by estimating accurately and correctly. Laptop with Windows OS and Microsoft Word installed is required for this class.

Course	Clock Hours
Basic Estimating.....	15 (T)
TOTAL.....	15 Hours (T)

Entrance Requirement: Personal Interview

Prerequisite: None

Graduates will receive a Certificate

Electrical Theory - 24 Hours

Students will study in depth AC and DC Theory. Topics covered will also include Ohms Law, Series Circuits, Parallel Circuits, Impedance, Transformers and Magnetism

Course	Clock Hours
Ohm's Law	04 (T)
Parallel Circuits	04 (T)
Transformers.....	04 (T)
Series Circuits.....	04 (T)
Impedance	04 (T)
Magnetism.....	04 (T)
TOTAL.....	24 Hours (T)

Entrance Requirement: High school diploma or equivalent

Prerequisite: None

Graduates will receive a Certificate

Electrical Systems containing Automatic Transfers Switch - 40 Hours

Students learn about the absolute criticality of maintaining power in modern industries, businesses, transportation systems and health facilities and the need for the use of ATS. They learn how to transfer the power, usually to an emergency standby generating system, in the event of failure of the main means of supply.

Entrance Requirements: HS Diploma or equivalent or ATB test

Prerequisite: None

Graduates will receive a Certificate

EPA 608 Review and Exam (HVAC/R) -10 Hours

This review and exam covers the following:

- Study and review for EPA 608 universal certificate
- Refrigerant recovery, reclamation and system charging

Entrance Requirements: HS Diploma or equivalent or ATB test

Prerequisite: None

Graduates will receive a Certificate

6078 - Foreman's Training Program – 42 Hours

This course is designed for an individual who wants to learn the responsibility of a foreman and what characteristics make a good foreman. Students must have a minimum of 3 years experience in the electrical industry to take this course.

<u>Course</u>	<u>Clock Hours</u>
Foreman's Responsibility	07 (T)
People Skills.....	07 (T)
Manpower	07 (T)
Material	07 (T)
Safety	07 (T)
Plan and Review	<u>07 (T)</u>
TOTAL.....	42 Hours (T)

Entrance Requirement: High school diploma or equivalent and 2 years experience in field

Prerequisite: None

Graduates will receive a Certificate

Gas & Oil Burner Control Wiring – 45 Hours

Upon completion of this course you will be able to successfully wire Gas & Oil burner system components according to wire diagrams and schematics, troubleshoot why certain components may not work correctly and correct what is needed.

<u>Course</u>	<u>Clock Hours</u>
Electrical Circuitry.....	12 (12T)
General Information – Boiler, Furnace	12 (10T/2S)
Practical Wiring	12 (2T/10S)
Troubleshooting	<u>09 (8T/1S)</u>
TOTAL.....	45 Hours (32T/13S)

Entrance Requirement: Personal Interview

Prerequisite: None

Graduates will receive a Certificate

Gas & Oil Heating Service and Wiring & Controls for Service Technicians– 150 Hours

This course will begin with an introductory level discussion of boiler components, language, and key operation criteria. Topics include Trade Electricity for Gas & Oil, Schematics, Electrical Symbols reading, Gas & Oil Heating Controls & Functions, Gas & Oil Heating Control Circuit Wiring, Line & Low Voltage Switching, Gas & Oil Systems Flame Safeguard, Gas & Oil Heating Safety Component Wiring, System Testing and Troubleshooting

Entrance Requirements: HS Diploma or equivalent or ATB test

Prerequisite: None

Graduates will receive a Certificate.

General Maintenance Assistant– 54 Hours

In this basic course, students learn to change electrical devices, ballasts and troubleshoot open circuits. Students learn how to size duct work and the basic maintenance for air conditioning, carpentry and plumbing.

Course	Clock Hours
Carpentry	15 (8T/7S)
Electrical.....	15 (8T/7S)
HVAC	12 (8T/4S)
Plumbing	<u>12 (8T/4S)</u>
TOTAL.....	54 Hours (32T/22S)

Entrance Requirement: Personal Interview

Prerequisite: None

Graduates will receive a Certificate

Installation of Multi-ganged Meter Equipment - 40 Hours(20T/20S)

Students learn how to install wire, cable, connecting devices, and testing for wire systems to be used as signal pathways for voice and high-speed data transmission.

Entrance Requirements: HS Diploma or equivalent or ATB test

Prerequisite: None

Graduates will receive a Certificate

Low Voltage License Preparation Course – 48 Hours

This course will prepare the student for their Low Voltage License. It will be lecture and hands-on. Homework, tests and quizzes will be given.

Course	Clock Hours
Low Voltage License Preparation.....	42 (32T/10S)
Jack Installation & Termination	<u>06 (6S)</u>
TOTAL.....	48 (32T/16S)

Entrance Requirement: 18 years of age & a personal interview and 2 years experience in the electrical industry.

Prerequisite: None

Graduates will receive a Certificate

Master Electrician License Preparation – 85 Hours

The course helps to prepare individuals for the written portion of the Master Electrician License Exams in Nassau & Suffolk County.

Course	Clock Hours
Introduction of the National Electrical Code	06 (T)
Definitions and Requirements for Electrical Installations.....	07.5 (T)
Branch Circuits.....	08 (T)
Services Over Current Protection.....	08 (T)
Grounding	08 (T)
Wiring Methods	07 (T)
Box Fill	06.5 (T)
Motors	12 (T)
General Information.....	07 (T)
Electrical Calculations	<u>15</u> (T)
TOTAL.....	85 Hours (T)

Entrance Requirement: Minimum 7 years experience in the electrical industry

Prerequisite: None

Graduates will receive a Certificate

Math For Construction Trade – 24 Hours

This course will prepare you to perform advanced electrical or other construction trade calculations efficiently accurately and with confidence. This course will help you learn math from a whole new perspective.

Course	Clock Hours
Fractions	03 (T)
Compound Fractions	02 (T)
Proportions.....	02 (T)
Decimals	02 (T)
Calculating Percentages	01 (T)
Converting Measurements	02 (T)
Working with Plane and Solid Figures.....	02 (T)
Creating and Interpreting Graphs.....	02 (T)
Slope	01 (T)
Triangles	01 (T)
Right Triangle Trigonometry	01 (T)
Unit Circle.....	02 (T)
Calculator Math	01 (T)
Final Exam	<u>02</u> (T)
TOTAL.....	42 Hours (T)

Entrance Requirement: High school diploma or equivalent

Prerequisite: None

Graduates will receive a Certificate

Math For Electricians and Other Trades – 42 Hours

Math for Electricians and Other Trades will prepare you to perform advanced electrical or other trade calculations efficiently accurately and with confidence. This course will help you learn math from a whole new perspective.

Course	Clock Hours
Fractions	03 (T)
Compound Fractions	02 (T)
Proportions	02 (T)
Decimals	03 (T)
Calculating Percentages	04 (T)
Converting Measurements	04 (T)
Powers and Roots	03 (T)
Working with Plane and Solid Figures	04 (T)
Creating and Interpreting Graphs	02 (T)
Slope	02 (T)
Triangles	02 (T)
Right Triangle Trigonometry	02 (T)
Vectors	02 (T)
Trigonometry Functions for Any Angle	01.5 (T)
Unit Circle	01 (T)
Calculator Math	01 (T)
How to Read a Ruler	01.5 (T)
Final Exam	02 (T)
TOTAL	42 Hours (T)

Entrance Requirement: HS Diploma or equivalent

Prerequisite: None

Graduates will receive a Certificate

NABCEP PV Installers Exam Preparation – 20 Hours

This course is for students who are scheduled to take the NABCEP (North American Board of Certified Energy Practitioners) PV Certified Installers Exam. Visit www.nabcep.org for eligibility requirements, application information and deadlines for applying and registering for the PV Certified Installers exam.

Course	Clock Hours
General Requirements	04 (T)
Photovoltaic and the 2008 NEC	04 (T)
Design of the Photovoltaic System	04 (T)
Install of the Photovoltaic System	04 (T)
Managing the PV Project	04 (T)
TOTAL	20 Hours (T)

Entrance Requirement: electrical knowledge / registered for NABCEP Exam/ installed 2 or more PV systems

Prerequisite: None

Graduates will receive a Certificate

NICET Level 1 & 2 Preparation Course – 30 Hours

This course is for individuals who are preparing for certification testing as a Fire Alarm Technician by NICET (National Institute for Certification in Engineering Technologies).

A student workbook and copy of NFPA 72, National Fire Alarm Code, are included.

A 2008 National Electrical Code book is required for this class but not included in the tuition.

Course	Clock Hours
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Definitions	03 (T)
Fundamentals	03 (T)
Inspection Testing & Maintenance	03 (T)
Initiating Devices	03 (T)
Notification Appliances	03 (T)
Emergency Control Functions and Interface	03 (T)
Wiring Methods, NFPA 70 Article 300, 760	03 (T)
Protected Premises Fire Alarm Systems.....	03 (T)
Supervising Station Alarm Systems	03 (T)
Single and Multiple Station Alarms and Household Fire Alarm Systems..	<u>03</u> (T)
TOTAL.....	30 Hours (T)

Entrance Requirement: 2 years experience electrical or fire alarm field

Prerequisite: None

Graduates will receive a Certificate

Oil Burner Service & Repair (Level#1) – 45 Hours

This Course is designed to instruct the beginner to learn to install, troubleshoot, repair and service oil burners and tanks including fuel piping. Study basic electricity specific to oil heating, schematic and wiring diagrams, and the test instruments used to diagnose and repair residential oil burners.

Course	Clock Hours
Safety Procedures.....	02 (1T/1S)
Fuel Properties	02 (2T)
Oil Burner Parts.....	04 (2T/2S)
Understanding the Oil Tank.....	04 (4T)
Understanding Combustion Theory.....	04 (4T)
Understanding Order of Operation	04 (4T)
Defining the Principles of Independent Assemblies	07.5 (7.5T)
Defining the principals of fuel oil Transfer Units	04 (4T)
Understanding principal of NO Heat service calls	06 (6S)
Understanding of primary safety calls	<u>07.5 (7.5S)</u>
TOTAL.....	45 Hours(28.5T/16.5S)

Entrance Requirement: HS Diploma or equivalent

Prerequisite: None

Graduates will receive a Certificate

Oil Burner Service & Repair #2 (Level#2) – 45 Hours

This Course covers an in-depth study of oil burner controls and wiring. Learn to troubleshoot and repair residential oil burner controls specific to oil heating as well as hydronic and warm air. Learn to use test equipment to set up oil burners for proper combustion and efficiency. Review troubleshooting oil burners, combustion and terminology.

Course	Clock Hours
Introduction of triple aqua stats in oil heating	03 (3T)
Laboratory Procedures Discussion.....	12 (8T/4S)
Understanding Components of Voltages Heating Systems.....	06 (6T)
Understanding of single and dual aqua stats in heating	06 (6T)
Understanding the wiring of basic oil fired heating systems	09 (6T/3S)
Understanding zoning methods for oil fired heating systems	<u>09 (1T/8S)</u>

TOTAL..... 45 Hours (30T/15S)

Entrance Requirement: HS Diploma or equivalent

Prerequisite: Oil Burner Service & Repair #1

Graduates will receive a Certificate

30hr. OSHA Outreach Training for Construction Ind.

The **30hr. OSHA Outreach Training for Construction Ind.**—course is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues. OSHA recommends Outreach Training Programs as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Construction workers must receive additional training, when required by OSHA standards, on specific hazards of the job.

Course	Clock Hours
Intro to OSHA; General Health & Safety	04 (T)
Management & OSHA.....	04 (T)
Safety Work Procedures	04 (T)
Environment Condition	03 (T)
Trade Safety in the Workplace	04 (T)
Worksite Accident Prevention	03 (T)
Worksite Accident Planning & Analysis	05 (T)
OSHA Inspection & the Voluntary Protective Program.....	03 (T)
TOTAL.....	30 Hours (T)

Entrance Requirement: employed in construction industry

Prerequisite: None

Graduates will receive a Certificate

6084 - Practical for Electrical License – 21 Hours

This course will prepare you for the practical exams in Nassau County (Town of Hempstead, Town of North Hempstead, Town of Oyster Bay) and Suffolk County.

Course	Clock Hours
Practical for Electrical License	21 (9T/12S)
TOTAL.....	21 Hours (9T/12S)

Entrance Requirement: Seven years or more in the trade

Prerequisite: Master Electrician License Exam Preparation – 85 hours OR passing notification of the written portion of the above mentioned county regional exams OR currently fully licensed in any of the above county regions.

Applicants must furnish proof.

Graduates will receive a Certificate

Refrigeration / Air Conditioning Level One – 45 Hours

This course is the first step into the study of basic refrigeration cycles, heat energy, system components, introduction to basic electricity, schematic diagrams and use of test instruments. Topics Include: History of Refrigeration & Air Conditioning; Technical Mathematics; Basic Refrigeration Cycle; Recovery & Recycling; Refrigerant Controls; Compressors; Electrical Principles; Electromagnetic Control Devices

<u>Course</u>	<u>Clock Hours</u>
Safety Procedures.....	02 (2T)
Tools of Trade	04 (4S)
Brazing, soldering and flame-cutting	04 (4S)
Understanding thermodynamics.....	04 (4T)
Understanding Basic Refrigeration Cycles	04 (2T/2S)
Understanding Recovery & Recycling	04 (4S)
Understanding how to work with refrigerant controls.....	04 (4T)
Understanding compressors	04 (4T)
Understanding electrical principal	04 (2T/2S)
Understanding of electromagnetic controls	05 (5T)
Understanding ductwork, heat pumps	02 (2T)
Review	<u>04 (4T)</u>
TOTAL.....	45 Hours
(29T/16S)	

Entrance Requirement: High school diploma or equivalent or entrance exam

Prerequisite: None

Graduates will receive a Certificate

Refrigeration / Air Conditioning Level 2 – 45 Hours

This Course is the second step into the study of Refrigeration/Air Conditioning. Students will learn commercial-systems controls, heat loads and piping, the fundamentals of air conditioning systems, heating and humidifying. Instruction in specialized classroom and shop.

<u>Course</u>	<u>Clock Hours</u>
Introduction	02 (2T)
Understanding & explaining small hermetic systems	04 (4T)
Understanding & explaining basic refrigeration systems	04 (4T)
Understanding electrical principals.....	04 (4T)
Understanding how to service & install commercial systems	04 (2T/2S)
Understanding humidification & dehumidification	04 (2T/2S)
Understanding of controls	05 (5T)
Understanding refrigerants.....	04 (2T/2S)
Understanding servicing and troubleshooting AC Systems.....	04 (4S)
Understanding special refrigeration and air conditioning systems.....	04 (4S)
Understanding air flow measurements and cleaning.....	04 (2T/2S)
EPA Exam.....	<u>02 (2T)</u>
TOTAL.....	45 Hours
(29T/16S)	

Entrance Requirement: High school diploma or equivalent or entrance exam

Prerequisite: Refrigeration / Air Conditioning Level One

Graduates will receive a Certificate

Security or Fire Alarm System Installer (NY State License Preparation Course)– 81 Hours

In this course, students will learn about: the installations: standards, codes and techniques; control panels and alarm transmissions; security systems; and fire technology. The course

helps prepare the student for the Security or Fire Alarms System Installer Exam. Per NYS, individuals with a criminal background may be ineligible to obtain a NYS Security & Fire Alarm Installer License. Inquire with NYS Dept. of State Division of Licensing for additional information.

Course	Clock Hours
Control Panels and Alarm Transmissions	15 (T)
Fire Technology	15 (T)
Installations: Standards, Codes and Techniques	15 (T)
Security Systems.....	15 (T)
Service and Maintenance	<u>21</u> (T)
TOTAL.....	81 Hours (T)

Entrance Requirement: Minimum 18 years of age and a personal interview.

Prerequisite: None

Graduates will receive a Certificate

Security & Fire Alarm Practical Course - 48 Hours

This course is designed to prepare students in the installation of security and fire alarm systems. Students will wire initiating devices, indicating devices, panels and troubleshoot systems.

<u>Course</u>	Clock Hours
Standard of Codes	02 (2T)
Fundamental Electricity	02 (2T)
Control Function & Organization	01 (1T)
Job Planning	02 (1T/1S)
Purchasing Material.....	02 (2T)
Tool Equip. & Labor Savings & Devices.....	01 (1S)
Wiring Standards & Methods.....	02 (1T/1S)
Installation Codes & Problems	02 (2T)
NFPA & Applicable Publication	02 (2T)
Device Selection, Operation, Installations	02 (1T/1S)
Input Devices & Output Devices.....	02 (1T/1S)
Telephone related Topics.....	02 (1T/1S)
Digital Communication & Options.....	02 (2T)
Basic Fundamentals of Fire.....	01 (1T)
Proper Detector Location	02 (2S)
Proper Detector Selection	02 (2T)
Initiating Devices	02 (1T/1S)
Annunciating Devices.....	02 (2S)
Notification Devices.....	01 (1T)
Conventional vs. Addressable Systems	02 (2T)
AHJ's Fire Marshals & Owners	01 (1T)
Plans & Permits.....	02 (2T)
Job Safety	01 (1T)
Special Conditions & Duct Detectors.....	01 (1T)
Special Conditions – Sprinkler Systems.....	01 (1)
Hazardous Locations.....	02 (2T)
Carbon Monoxide	02 (2T)
Testing & Maintenance.....	<u>02</u> (T)

TOTAL.....48 Hours

Entrance Requirement: HS Diploma or equivalent & 6 months or more in field, or enrollment in ETP3 w Internship

Prerequisite: None

Graduates will receive a Certificate .

Understanding the NEC – 45 Hours

This course will study, in-depth, the interpretation of the current NEC as practiced by Electrical Contractors. Students will learn LIPA requirements and the NYS RESIDENTIAL CODE.

<u>Course</u>	<u>Clock Hours</u>
Box Fill	04 (T)
Branch Circuits	05 (T)
Definitions and Requirements for Electrical Installations	05 (T)
General Information and Calculations	05 (T)
Grounding	06 (T)
Introduction to the National Electrical Code	05 (T)
Motors	05 (T)
Service/Over-current Protection	05 (T)
Wiring Methods	05 (T)
TOTAL.....	45 Hours (T)

Entrance Requirement: Personal Interview

Prerequisite: None

Graduates will receive a Certificate

Understanding Generators, Installation and Sales for the Electrical Contractor -16 Hours

In this course, students will learn the following: Basic generator theory; Types of generators with options; Auxiliary systems; Generator applications; How to market and sell generators; Understanding, troubleshooting, and maintenance of generators; Four hours of hands-on installation of a generator and transfer switch.

<u>Course</u>	<u>Clock Hours</u>
Basic Generator Theory	04.3 (T)
Protection and Transfer of Electrical Power	01.25 (T)
Engine and Generator Controls.....	00.75 (T)
Auxiliary Systems	00.87 (T)
Generator Applications.....	00.50 (T)
Troubleshooting and Maintenance	00.33 (T)
Marketing and Sales.....	04 (T)
Hands-on.....	04 (4S)
TOTAL.....	16 Hours (12T/4S)

Entrance Requirement: Licensed contractor or 3 years experience in field

Prerequisite: None

Graduates will receive a Certificate

Understanding Transformers

In this course, students will learn the following:

<u>Course</u>	<u>Clock Hours</u>
Transformer Theory Principles and Applied Mathematics	03 (T)
National Electrical Code Requirements for Transformers	03 (T)
Connections for the different type Transformers	03 (T)
Hands-on.....	<u>03 (S)</u>
TOTAL.....	12 Hours (9T/3S)

Entrance Requirement: 1 year experience in the field

Prerequisite: None

Graduates will receive a Certificate

SEMINARS

NEC Code Changes – 8 Hours

The course covers all the NEC codes that have changed during the last year.

8 Hour Master & Special Electrician Renewal – 8 Hours

This course fulfills the continuing education units requirements of New York City Department of Buildings for individuals renewing their NYC Master & Special Electrician License.

Grounding & Bonding – 8 Hours

In this seminar, you learn the difference between grounding and bonding from services to pool to general receptacles.

Hazardous Locations – 8 Hours

Students learn three classes of location as defined by the NEC, two kinds of hazardous conditions and the nature of the hazardous substance, sources of ignition and the precaution to be taken to guard against ignition of the atmosphere.

Electrical Seminar for Home Inspectors – 8 Hours

This in depth seminar is for the Home Inspector to understand their duty to the electrical portion of their report.

Lightning Protection/Computer Rooms – 8 Hours

The course gives an overview of how to install a lightning system according to NFPA 780 and NFPA 70 and the proper way to ground floors and equipment.

5011 - One and Two Family Dwelling Electrical Seminar – 8 Hours

This seminar will cover the N.Y.S. residential code, LIPA and the latest NEC code pertaining to one & two family dwellings, as well as topics such as Required Number and Location of Lighting and Small Appliances, Box Fill, Conductor Sizes and Wiring Methods, Electrical Devices and Wiring Methods, Special Purpose Outlets, Installing Residential Services. This class is also recognized as an 8 hour accredited course for IAEI, N.J and Florida

10hr. OSHA Outreach Training For Construction Elec.

This course is designed for construction workers, foreman, job supervisors, and anyone involved in the construction industry. OSHA recommends Outreach Training Program courses as an orientation to Occupational safety and health for workers covered by OSHA 29 CFR 1926. Workers must receive additional training, when required by OSHA standards, on the specific hazards of the job. Upon successful completion of the course, participants will receive an OSHA 10 hour Construction Outreach DOL course completion card within 4-6 weeks.

Standby Power Systems/ Health Care Facilities – 8 Hours

An in-depth analysis of the requirements set by NFPA –110 and the NEC 700 on providing an alternate source of electrical power to loads in building facilities in the event that the primary power source fails.

Swimming Pools – 8 Hours

The seminar covers the wiring of heaters, fireman switches, filters, panels, controllers, and the different types of lighting in and around the pool. Also covered in the seminar is the proper way to wire hot tubs and spas.

Voice and Data Seminar – 8 Hours

This seminar will cover the basic hands on for punching down, terminating and troubleshooting voice & data cabling systems.

CLASS SCHEDULES

Program Schedules

Day Sessions meet five (5) days a week: Monday through Friday 8:00am – 2:30pm.

Evening Sessions meet five (5) days a week: Monday through Friday 6:00pm – 10:30pm

Weeks are measured by clock hours scheduled and does not include scheduled breaks and holidays. All students will be provided a syllabus at orientation detailing the specific dates and times of module class hours.

For the number of weeks to completion for all programs, please see weekly refund calculations at the end of the catalog.

Courses:

Most courses are scheduled two nights a week on either a Monday/Wednesday schedule or Tuesday/Thursday schedule. Class hours usually begin 6:00pm and will dismiss no later than 10:00pm. Applicants are advised to contact Electrical and HVAC/R Training Center regarding the schedule of upcoming sessions. Courses complete between 5-14 weeks depending on the amount of clock hours per course.

Seminars:

Most seminars meet either:

- One day a week on a weekday or
- a Saturday for one full 8-hour session or
- Two weekdays a week for two four-hour sessions in either a morning-afternoon schedule or an evening schedule.
- All seminars fall under NYS BPSS mini-refund policy

Applicants are encouraged to contact Electrical and HVAC/R Training Center regarding the schedule of upcoming sessions

10 HR. Outreach Training for Construction Elec. Meets for two 5 1/2 hour sessions (per OSHA regulations, which incorporates breaks and time allotted for teacher administrative work such as attendance & paperwork distribution, and time allotted for student to take the final test): Applicants are advised to contact Electrical and HVAC/R Training Center regarding the schedule of upcoming sessions.

- two weekdays a week or
- Saturday & Sunday 8:00am – 2:00pm

Please note that due to OSHA regulations, tardiness to any OSHA class is not permitted and students who arrive late will not be admitted into class.

TUITION AND FEES / STUDENT TEACHER RATIOS

The Tuition and Fees/Student and Teacher Ratio for all programs, courses and seminars can be found in the addendum portion of this catalog at the end of the catalog due to price changes for certain programs.

Management & Staff

<u>Management</u>	
Ferrara, Salvatore	<u>Director; President</u>
Cohen, Scott	<u>Vice President</u>
McLaughlin, Robert	<u>Assistant Director</u>
Ferrara, Salvatore M.	<u>Assistant Director</u>
Deacon, Barbara	<u>Office Manager</u>
Ferrara, Lisa	<u>Secretary</u>
<u>Admissions</u>	
Rastelli, Kimberly	<u>Director of Admissions</u>
Granata, Alexa	<u>Admissions Assistant</u>
<u>Financial Aid</u>	
Ferrara, Salvatore M.	<u>Financial Aid Director</u>
Sheehan, Kallie	<u>Financial Aid Representative</u>
<u>Registrar & Bursar</u>	
Deacon, Barbara	<u>Registrar, Bursar</u>
Duncan, Naarah	<u>Registrar Assistant, Bursar</u>
<u>Student Services</u>	
Cerqueira, Christopher	<u>Placement & Internship Coordinator</u>
Lugo, Maritza	<u>Placement & Internship Coordinator Assistant</u>
<u>Accounting</u>	
Ferrara, Lisa	<u>Finance Director</u>
Loeffler, Lisa	<u>Finance Director Assistant</u>
<u>Compliance</u>	
Salvatore M. Ferrara	<u>Assistant Director</u>
<u>Marketing</u>	
Cerqueira, Christopher	<u>Marketing Director</u>
<u>Administrative Staff</u>	
Martinez, Stephanie	<u>Receptionist / Administrative Assistant</u>

FACULTY

<u>Electrical Programs / Courses / Seminars</u>	
Cain, William	<u>Master Electrician</u>
Salcedo, Pedro	<u>Master Electrician</u>
McGinn, John	<u>Master Electrician</u>
Hawes, Wilbert	<u>Journeyman Electrician</u>
Diglio, John	<u>Certified Electrical Inspector, Electrical Engineer,</u>
Paduano, Steven	<u>Master Electrician; Journeyman Electrician;</u>
Visnefsky, Eugene	<u>Master Electrician</u>
<u>HVAC/R Programs / Courses / Seminars</u>	
Bolobanic, Christopher	<u>Facilities Refrigeration and Air Conditioning Technician</u>
Mallick, Anthony	<u>Certified Universal HVAC Technician</u>
Hansen, Timothy	<u>HVAC/R Technician</u>
<u>All Trades 150 Hour Program</u>	
Paduano, Steven	<u>Master Electrician; Journeyman Electrician;</u>
Liptak, Robert	<u>Master Carpenter, OSHA Trainer</u>
<u>Courses / Seminars</u>	
Cangemi, John	<u>Electrical Engineer</u>
Cinelli, Anthony	<u>HVAC/R Product Sales Representative</u>
Cohen, Scott	<u>AS Empire State College – Labor Studies Master Electrician</u>
Ferrara, Salvatore	<u>AS Empire State College – Labor Studies Master Electrician</u>
Flaherty, Dennis Jerry	<u>Chief Electrical Inspector/ BS Empire State College – Electrical/Electronic Technology.</u>
Gardega, Thomas	<u>Engineer, Master Electrician</u>
Hansen, Timothy	<u>HVAC/R Technician</u>
McLaughlin, Robert	<u>Master Electrician</u>
Russo, Robert	<u>Certified Fire Alarm Technician</u>
Sanger, Kenneth	<u>Solar Contractor</u>
Sokoly, Michael	<u>Certified Security Technician</u>
Sousa, Scott	<u>Master Electrician, NABCEP certified Solar PV Installer SunPower Master Installer and Master Designer</u>
Terino, Thomas	<u>Master Electrician</u>

Affiliations

- 5 Boro Electrical Contractors Association
- Air Conditioning Contractors of America (ACCA)
- All LI electrical inspection agencies
- ASHRAE (American Society of Heating, Refrigerating and Air Conditioning Engineers)
- Boards of Cooperative Educational Services (BOCES) – Nassau & Suffolk Branches
- Copiague Chamber of Commerce
- Habitat For Humanity (Nassau & Suffolk)
- International Association of Electrical Inspectors (IAEI)
- Long Island Alarm Association (LIAA)
- Long Island Solar Energy Industries Association (LISEIA)
- Nassau Community College
- Nassau Electric League (NEL)
- National Association of the Remodeling Industry (NARI)
- National Electrical Contractors Association (NECA)
- National Fire Protection Association (NFPA)
- New York Fire Alarm Association (NYFAA)
- New York Institute of Technology
- North American Board of Certified Energy Practitioners (NABCEP)
- PSEG Trade Ally
- Refrigeration Service Engineers Society (RSES)
- Renewal Energy Long Island (RELI)
- Stony Brook University Corporate Education and Training Advisory Board
- Suffolk County Electrical Contractors Association (SCECA)
- Suffolk County Workforce Investment Board
- U.S. Green Building Council
- United Way

Advisory Board:

The Electrical and HVAC/R Training Center, has developed an advisory board to provide the school with a local trade-related networking resource for the purposes of providing valuable feedback, suggestions, and support from employers, sponsors, and trade-affiliated organizations on the learning objectives and topics of Electrical and HVAC/R Training Center, 's curriculum. Please contact our office to inquire about membership.

Advisory Board Members:

<u>Name</u>	<u>Business Name</u>
Bisignano, Tony	Apple Air Conditioning
DiBartolomeo, Giuseppe	Home Run Electric
Esposito, Al	Esposito Plumbing & Heating
Isolano, John	Bright Bay Electric
Kloeckener, Sharon	Siemans
Kroll, Robert	Temp-Art Mechanical
MacLeod, Kevin	KPS Contracting,
O'Neill, Brian T.	H&L Heating Supply
Powers, Jason	Powers Energy Solutions
Sofia, Anthony	Big Ant Electric,
Trovato, Rob	JES of Long Island, Corp

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Addendum Section

Electrical and HVAC/R Training Center, Academic Calendar

600 Hour Programs

6074 – Electrical Training Program – Day Session

6071 – HVAC/R Program – Day Session

<u>Start Date</u>	<u>Expected Grad Date</u>
08/10/2020	1/27/2021
9/21/2020	3/8/2021
11/2/2020	4/19/2021
12/14/2020	5/28/2021
2/1/2021	7/6/2021
3/15/2021	8/13/2021
4/26/2021	9/22/2021
6/1/2021	11/1/2021
7/12/2021	12/15/2021
8/16/2021	2/1/2022
9/27/2021	3/14/2022
11/8/2021	4/25/2022
12/20/2021	6/6/2022

6074 – Electrical Training Program – Evening Session

6071 – HVAC/R Program – Evening Session

<u>Start Date</u>	<u>Expected Grad Date</u>
1/11/2021	7/30/2021
3/8/2021	9/23/2021
4/26/2021	11/15/2021
6/14/2021	1/19/2022
8/2/2021	3/11/2022
9/27/2021	4/29/2022
11/22/2021	6/17/2022

6074 – Electrical Training Program – Afternoon Session

<u>Start Date</u>	<u>Expected Grad Date</u>
9/8/2020	7/13/2021
11/23/2020	9/29/2021

450 Hour Programs

6075 – Electrical Training Program - Day Session

6076 – HVAC/R Program – Day Session

<u>Start Date</u>	<u>Expected Grad Date</u>
12/14/2020	4/19/2021
2/1/2021	5/28/2021
3/15/2021	7/6/2021
4/26/2021	8/13/2021

6/1/2021	9/22/2021
7/12/2021	11/1/2021
8/16/2021	12/15/2021
9/27/2021	2/1/2021
11/8/2021	3/14/2022
12/20/2021	4/25/2022
2/7/2022	6/6/2022

6075 – Electrical Training Program - Evening Session

6076 – HVAC/R Program – Evening Session

Start Date	Expected Grad Date
1/11/2021	6/11/2021
3/8/2021	7/30/2021
4/26/2021	9/23/2021
6/14/2021	11/15/2021
8/2/2021	1/19/2022
9/27/2021	3/11/2022
11/22/2021	4/29/2022
1/24/2022	6/17/2022

2019 Placement Rates and Completion Rates

6071 – HVAC/R Program Day

Placement Rate: 93.75%

Completion Rate: 94.34%

6071-HVAC/R Program Evening:

Placement Rate: 82.14%

Completion Rate: 94.29%

6074-Electrical Training Program Day

Placement Rate: 86.36%

Completion Rate: 97.33%

6074- Electrical Training Program Evening

Placement Rate: 84.78%

Completion Rate: 94.74%

6074 – Electrical Training Program Afternoon

Placement Rate: 94.12%

Completion Rate: 90.00%

6075 – Electrical Training Program Evening

Placement Rate: 100%

Completion Rate: 100%

6076-HVAC/R Program Day

Placement Rate: 100%

Completion Rate: 100%

6076-HVAC/R Program Evening

Placement Rate: 100%

Completion Rate: 100%

Entrance Requirements for Home Schooled Individuals

Homeschooled individuals, the superintendent of schools of the district in which the student is homeschooled must certify in writing that the student's program was substantially equivalent to a four-year high school program. A copy of this letter to that effect from the superintendent to the home instructed student is the appropriate documentation that the school should maintain in the student's file to demonstrate compliance with high school entrance requirements.

Principal Designated School Official

As of April 3, 2017, the Electrical and HVAC/R Training Center is not Student and Exchange Visitor Program (SEVP)-certified, therefore it does not have Principal Designated School Official (PDSO) or Designated School Officials.

Revised Electrical and HVAC/R Training Center, Scholarship Application

Electrical and HVAC/R Training Center, is offering a \$750.00 scholarship to eligible high school students.

There is no application fee for the scholarship application.

There is no limit to the amount of scholarship applications accepted.

Electrical and HVAC/R Training Center, shall award no more than 50 (fifty) scholarships per high school academic year (September to August) to be redeemed for enrollment in a program with a start date between July 1st of the current year of graduation and August 31st the following year.

No more than one scholarship per person will be awarded.

Scholarships awards are limited per high school academic year (September through August) to two applicants (one applicant for Electrical program and one applicant for HVAC/R program), graduating from the same high school within the same year.

Terms and Conditions:

The applicant is expected to read these Terms and Conditions in their entirety before applying for the scholarship. When the applicant submits his/her application form to Electrical and HVAC/R Training Center, he/she is accepting the Terms and Conditions and agrees to the requirements and conditions of the scholarship.

Eligibility Requirements:

- Applicants must be eligible for high school graduation by June 30th of their high school senior year.
- Applicants shall have an overall GPA of 75% or greater spanning 9th grade through 11th grade.
- Applicants shall have completed 9th grade algebra.

Submission Requirements:

- Applicants shall submit all documentation of eligibility on or before the deadline to Electrical and HVAC/R Training Center, 65 Elm Street Copiague, NY 11726. Applications submitted after the deadline will not be accepted. **Application Deadline: Postmarked by April 15th of the applicant's high school senior year.**
- Omission of required documentation and/or incomplete applications is cause for immediate disqualification.

Documentation Requirements:

- Applicants shall provide an official transcript from their high school.
- Applicants shall provide a referral letter from a high school guidance counselor.
- Applicants shall answer the essay question below and submit with the application. Essay answers must be minimum 250 words / maximum 500 words; typed in Arial or Times New Roman font; 10 or 12 font size. No hand-written essay answers shall be accepted.
- Essay Question: *"Based on your opinion, explain how the building trades affect our economy and quality of life."*

Evaluation and Awards:

- Electrical and HVAC/R Training Center, Admissions staff will evaluate all applications for eligibility after the application deadline. Incomplete applications will immediately be disqualified.

- Essay answers will be evaluated for content, along with grammar, spelling, and punctuation.
- Electrical and HVAC/R Training Center, admissions staff will select finalists.
- All decisions are final.

Notification and Acceptance of Scholarship Awards

- Applicants who have been awarded a scholarship will be notified in writing by Electrical and HVAC/R Training Center, by May 17th of the current high school academic year.
- Applicants must respond by August 31st of the current high school academic year to accept the scholarship by contacting Admissions to schedule an interview. You must bring the award letter to the interview.
- Non-response to the award letter by the deadline will result in forfeiture of the scholarship funds.

Redeeming Scholarship awards:

- Scholarships funds must be redeemed for enrollment in a 600 hour Electrical or HVACR program with a start date between July 1st of the current high school senior year and August 31st of the year following high school graduation.
- Scholarship funds shall be redeemed towards the tuition costs; enrolling applicants shall be responsible for the non-refundable enrollment fee, and the costs of materials and supplies of the program, as detailed on the enrollment agreement signed by the enrolling applicant at the time of registration into a program.
- Enrollment in any program offered by the Electrical and HVAC/R Training Center, is conditional to the applicant meeting the enrollment eligibility requirements at the time of registration. Registration requirements are outlined in our school catalog online, or contact Admissions to discuss.

Dispersal of Funds:

Scholarship funds shall be deducted from the tuition costs of the program at the time of registration. No funds will be disbursed in the form of monetary value.

Forfeiture of scholarship funds:

- Scholarship funds are forfeited if the awarded applicant does not contact the school to accept the award.
- Scholarship funds are forfeited if the awarded applicant does not graduate high school by August 31st of the current high school senior year.

Scholarship funds are forfeited if the awarded applicant does not meet the registration requirements for enrollment in a 600 Hour Electrical or HVAC/R program between July 1st of the current high school senior year and August 31st of the year following high school graduation; and/or does not enroll in a program with a start date between July 1st of the current high school senior year and August 31st of the year following high school graduation

Two Year High School Technical Program Graduate Scholarship

Electrical and HVAC/R Training Center, is offering a \$750.00 scholarship to eligible high school students who graduated from a (2) two-year high school technical program and who are enrolling in a 600 hour Electrical or HVAC/R program at Electrical and HVAC/R Training Center,

There is no application fee for the scholarship application.

There is no limit to the amount of scholarship applications accepted.

The amount of scholarships awarded per year is (50) fifty.

No more than one scholarship per person will be awarded.

Terms and Conditions:

The applicant is expected to read these Terms and Conditions in their entirety before applying for the scholarship. When the applicant submits his/her application form to Electrical and HVAC/R Training Center, he/she is accepting the Terms and Conditions and agrees to the requirements and conditions of the scholarship.

Eligibility Requirements:

- Applicants must have graduated from a high school technical program within (2) two years prior to applying to Electrical and HVAC/R Training Center,
- Applicants shall have an overall GPA of 80% or greater in high school technical program.
- Applicants shall have completed 9th grade algebra.

Submission Requirements:

- Applicants shall submit all documentation of eligibility at least (30) thirty days prior to the start of program
- Omission of required documentation and/or incomplete applications is cause for immediate disqualification.

Documentation Requirements:

- Applicants shall provide an official transcript from their two-year high school technical program.
- Applicants shall provide a referral letter from a high school guidance counselor.
- Applicants shall answer the essay question below and submit with the application. Essay answers must be minimum 250 words / maximum 500 words; typed in Arial or Times New Roman font; 10 or 12 font size. No hand-written essay answers shall be accepted.
- Essay Question: *“Based on your opinion, explain how the building trades affect our economy and quality of life.”*

Evaluation and Awards:

- Electrical and HVAC/R Training Center, Admissions staff will evaluate all applications for eligibility. Incomplete applications will immediately be disqualified.
- Essay answers will be evaluated for content, along with grammar, spelling, and punctuation.
- All decisions are final.

Notification and Acceptance of Scholarship Awards

- Applicants who have been awarded a scholarship will be notified in writing by Electrical and HVAC/R Training Center, Admissions staff.
- Applicants must accept the scholarship by contacting Admissions to schedule an interview.
- Applicant must bring the award letter to the interview.
- Non-response to the award letter will result in forfeiture of the scholarship funds.

Redeeming Scholarship awards:

- Scholarships funds must be redeemed for enrollment in a 600 hour Electrical or HVAC/R program offered by Electrical and HVAC/R Training Center, within (30) thirty days of the start of program selected.
- Scholarship funds shall be redeemed toward tuition costs; enrolling applicants shall be responsible for the non-refundable enrollment fee, and the costs of materials and supplies of the program, as detailed on the enrollment agreement signed by the enrolling applicant at the time of registration into a program.
- Enrollment in any program offered by Electrical and HVAC/R Training Center, is conditional upon applicant meeting the enrollment eligibility requirements at the time of registration. Registration requirements are outlined in the school catalog online, or contact Admissions to discuss.

Dispersal of Funds:

Scholarship funds shall be deducted from the tuition costs of the program at the time of registration. No funds will be disbursed in the form of monetary value.

Forfeiture of scholarship funds:

- Scholarship funds are forfeited if the awarded applicant does not contact the school to accept the award.
- Scholarship funds are forfeited if the awarded applicant does not meet the registration requirements for enrollment in a 600 hour Electrical or HVAC/R program.

The following price changes are effective June 18, 2018 for the approved mentioned programs and are highlighted below.

TUITION AND FEES / STUDENT TEACHER RATIOS

Curriculum	Clock Hours	Non-Refundable Fee	Books & Supplies	Tuition	Total Program Cost	Student Teacher Ratio Skill/Theory
Basic Designing & Installing Solar Photovoltaic Systems	46	50.00	150.00	950.00	1150.00	20:1 S
Basic Carpentry	60	100.00	300.00	1100.00	1500.00	20:1 S
Basic Estimating	15	25.00	180.00	275.00	400.00	30:1 T
Basic Programmable Logic Controllers	60	50.00	100.00	750.00	900.00	30:1 T 20:1 S
Electrical Calculations	15	20.00	80.00	200.00	300.00	30:1 T
6074 – Electrical Training Program	600	100.00	2270.00	10,580.00	12,950.00	20:1 S
6075 – Electrical Training Program	450	100.00	900.00	8900.00	9900.00	20:1 S
EPA 608 Exam & Review	10	None	50.00	200.00	250.00	20:1 S
Gas & Oil Burner Control Wiring	45	50.00	125.00	500.00	675.00	30:1 T
Gas & Oil Heating Service and Wiring & Controls for Service Technicians	150	100.00	400.00	2700.00	3200.00	20:1 S
General Maintenance Assistance	54	50.00	150.00	600.00	800.00	20:1 S
6071 – HVAC/R Program	600	\$100.00	2270.00	10,580.00	12,950.00	20:1 S
6076 – HVAC/R Program	450	\$100.00	900.00	8900.00	9900.00	20:1 S
Installation of Multi-ganged Meter Equipment	40	50.00	125.00	500.00	675.00	20:1 S
Master Electrician License Preparation	85	50.00	250.00	1499.00	1799.00	30:1 T
Math for Construction Trade	24	25.00	50.00	300.00	375.00	30:1 T
Math for Electricians and Other Trades	42	50.00	100.00	475.00	625.00	30:1 T
Motor and Motor Controls	42	50.00	125.00	500.00	675.00	30:1 T 20:1 S

NABCEP PV Installers Exam Preparation	20	30.00	75.00	295.00	400.00	30:1 T
National Electric Code	80	50.00	100.00	750.00	900.00	30:1 T
NICET Level 1 & 2 Preparation Course	30	50.00	100.00	529.00	679.00	30:1 T
Oil Burner Service & Repair (Level 1)	45	25.00	100.00	425.00	550.00	30:1 T 20:1 S
Oil Burner Service & Repair #2	45	25.00	100.00	425.00	550.00	30:1 T 20:1 S
30hr. OSHA Outreach Training for Construction Ind. Practical for Electrical License	30	40.00	110.00	400.00	550.00	30:1 T
Refrigeration/Air Conditioning Level One	21	25.00	25.00	345.00	395.00	20:1 S
Refrigeration/Air Conditioning Level 2	45	25.00	100.00	475.00	600.00	30:1 T 20:1 S
Security & Fire Alarm Practical Course	45	25.00	100.00	475.00	600.00	30:1 T 20:1 S
Security or Fire Alarm System Installer	48	50.00	100.00	550.00	700.00	30:1 T 20:1 S
System Diagnostics, Troubleshooting, & Servicing	81	50.00	100.00	1149.00	1299.00	30:1 T
System Installation Air Distribution & Balance	60	50.00	100.00	750.00	900.00	20:1 S
Techniques of the Trade	57	50.00	50.00	755.00	855.00	20:1 S
Understanding Electrical Meter Testing	30	40.00	110.00	400.00	550.00	30:1 T 20:1 S
Understanding the NEC	30	20.00	80.00	200.00	300.00	20:1 S
Understanding Generators, Installation and Sales for the Electrical Contractor	45	50.00	100.00	500.00	650.00	30:1 T
Understanding Transformers	16	25.00	75.00	250.00	350.00	30:1 T 20:1 S
Wiring One & Two Family Dwellings	12	20.00	80.00	200.00	300.00	20:1 S
	48	50.00	125.00	500.00	675.00	30:1 T 20:1 S

SEMINARS

Curriculum	Clock Hours	Non-Refundable Fee	Books & Supplies	Tuition	Total Program Cost	Student Teacher Ratio Skill/Theory
8 Hour Master & Special Electrician Renewal	08	None	20.00	200.00	220.00	30:1 T
Voice and Data Seminar	08	None	100.00	150.00	250.00	30:1 T 20:1 S
Home Inspectors	08	None	50.00	75.00	125.00	30:1 T
All other 8 hour Electrical Seminars	08	None	50.00	100.00	150.00	30:1 T 20:1 S
10hr. OSHA Outreach Training For Construction Elec.	10	None	55.00	85.00	140.00	30:1 T

When a class is classified both Theory & Skill, maximum enrollment per class is determined by skill maximum ratio.

Electrical and HVAC/R Training Center reserves the right to limit class size less than indicated due to Electrical and HVAC/R Training Center's available resources per student.

			BPSS	ACCET	ACCET	ACCET	ACCET	BPSS	BPSS	
	# of weeks	Weeks attended	BPSS Earned	Earned	Unearned	10% of Unearned	Total Earned	% Earned	Amount Earned	Choice
6071-HVAC/R Program Day	20	1	0.00	529.00	4761.00	476.10	1005.10	0.00	0.00	BPSS
2 Quarters	20	2	1322.50	1058.00	4232.00	423.20	1481.20	25.00	1322.50	BPSS
20 Weeks	20	3	2645.00	1587.00	3703.00	370.30	1957.30	50.00	2645.00	ACCET
	20	4	3967.50	2116.00	3174.00	317.40	2433.40	75.00	3967.50	ACCET
	20	5	5290.00	2645.00	2645.00	264.50	2909.50	100.00	5290.00	ACCET
	20	6	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	20	7	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	20	8	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	20	9	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	20	10	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	20	11	6612.50	5819.00	4761.00	476.10	6295.10	25.00	6612.50	ACCET
	20	12	7935.00	6348.00	4232.00	423.20	6771.20	50.00	7935.00	ACCET
	20	13	9257.50	6877.00	3703.00	370.30	7247.30	75.00	9257.50	ACCET
	20	14	10580.00	7406.00	3174.00	317.40	7723.40	100.00	10580.00	ACCET
	20	15	10580.00	7935.00	2645.00	264.50	8199.50	100.00	10580.00	ACCET
	20	16	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	20	17	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	20	18	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	20	19	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	20	20	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both

6071- HVAC/R Program Evening	27	1	0.00	406.92	4883.08	488.31	895.23	0.00	0.00	BPSS
2 Quarters	27	2	1322.50	813.85	4476.15	447.62	1261.46	25.00	1322.50	ACCET
27 Weeks	27	3	2645.00	1220.77	4069.23	406.92	1627.69	50.00	2645.00	ACCET
	27	4	3967.50	1627.69	3662.31	366.23	1993.92	75.00	3967.50	ACCET
	27	5	5290.00	2034.62	3255.38	325.54	2360.15	100.00	5290.00	ACCET
	27	6	5290.00	2441.54	2848.46	284.85	2726.38	100.00	5290.00	ACCET
	27	7	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	27	8	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	27	9	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	27	10	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	27	11	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	27	12	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	27	13	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	27	14	6612.50	5667.86	4912.14	491.21	6159.07	25.00	6612.50	ACCET
	27	15	7935.00	6045.71	4534.29	453.43	6499.14	50.00	7935.00	ACCET
	27	16	9257.50	6423.57	4156.43	415.64	6839.21	75.00	9257.50	ACCET
	27	17	10580.00	6801.43	3778.57	377.86	7179.29	100.00	10580.00	ACCET
	27	18	10580.00	7179.29	3400.71	340.07	7519.36	100.00	10580.00	ACCET
	27	19	10580.00	7557.14	3022.86	302.29	7859.43	100.00	10580.00	ACCET
	27	20	10580.00	7935.00	2645.00	264.50	8199.50	100.00	10580.00	ACCET
	27	21	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	27	22	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	27	23	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	27	24	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	27	25	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	27	26	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	27	27	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both

6074-Electrical Training Program Day	20	1	0.00	529.00	4761.00	476.10	1005.10	0.00	0.00	BPSS
2 Quarters	20	2	1322.50	1058.00	4232.00	423.20	1481.20	25.00	1322.50	BPSS
20 Weeks	20	3	2645.00	1587.00	3703.00	370.30	1957.30	50.00	2645.00	ACCET
	20	4	3967.50	2116.00	3174.00	317.40	2433.40	75.00	3967.50	ACCET
	20	5	5290.00	2645.00	2645.00	264.50	2909.50	100.00	5290.00	ACCET
	20	6	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	20	7	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	20	8	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	20	9	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	20	10	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	20	11	6612.50	5819.00	4761.00	476.10	6295.10	25.00	6612.50	ACCET
	20	12	7935.00	6348.00	4232.00	423.20	6771.20	50.00	7935.00	ACCET
	20	13	9257.50	6877.00	3703.00	370.30	7247.30	75.00	9257.50	ACCET
	20	14	10580.00	7406.00	3174.00	317.40	7723.40	100.00	10580.00	ACCET
	20	15	10580.00	7935.00	2645.00	264.50	8199.50	100.00	10580.00	ACCET
	20	16	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	20	17	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	20	18	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	20	19	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	20	20	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both

6074 - Electrical Training Program Evening Only	27	1	0.00	406.92	4883.08	488.31	895.23	0.00	0.00	BPSS
2 Quarters	27	2	1322.50	813.85	4476.15	447.62	1261.46	25.00	1322.50	ACCET
27 Weeks	27	3	2645.00	1220.77	4069.23	406.92	1627.69	50.00	2645.00	ACCET
	27	4	3967.50	1627.69	3662.31	366.23	1993.92	75.00	3967.50	ACCET
	27	5	5290.00	2034.62	3255.38	325.54	2360.15	100.00	5290.00	ACCET
	27	6	5290.00	2441.54	2848.46	284.85	2726.38	100.00	5290.00	ACCET
	27	7	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	27	8	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both

	27	9	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	27	10	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	27	11	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	27	12	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	27	13	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	27	14	6612.50	5667.86	4912.14	491.21	6159.07	25.00	6612.50	ACCET
	27	15	7935.00	6045.71	4534.29	453.43	6499.14	50.00	7935.00	ACCET
	27	16	9257.50	6423.57	4156.43	415.64	6839.21	75.00	9257.50	ACCET
	27	17	10580.00	6801.43	3778.57	377.86	7179.29	100.00	10580.00	ACCET
	27	18	10580.00	7179.29	3400.71	340.07	7519.36	100.00	10580.00	ACCET
	27	19	10580.00	7557.14	3022.86	302.29	7859.43	100.00	10580.00	ACCET
	27	20	10580.00	7935.00	2645.00	264.50	8199.50	100.00	10580.00	ACCET
	27	21	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	27	22	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	27	23	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	27	24	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	27	25	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	27	26	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	27	27	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both

6076-HVAC Program Evening	20	1	0.00	445.00	4005.00	400.50	845.50	0.00	0.00	BPSS
2 Quarters	20	2	1112.50	890.00	3560.00	356.00	1246.00	25.00	1112.50	BPSS
20 Weeks	20	3	2225.00	1335.00	3115.00	311.50	1646.50	50.00	2225.00	ACCET
	20	4	3337.50	1780.00	2670.00	267.00	2047.00	75.00	3337.50	ACCET
	20	5	4450.00	2225.00	2225.00	222.50	2447.50	100.00	4450.00	ACCET
	20	6	4450.00	4450.00	0.00	0.00	4450.00	100.00	4450.00	ACCET
	20	7	4450.00	4450.00	0.00	0.00	4450.00	100.00	4450.00	ACCET
	20	8	4450.00	4450.00	0.00	0.00	4450.00	100.00	4450.00	ACCET
	20	9	4450.00	4450.00	0.00	0.00	4450.00	100.00	4450.00	ACCET

	20	10	4450.00	4450.00	0.00	0.00	4450.00	100.00	4450.00	ACCET
	20	11	5562.50	4895.00	4005.00	400.50	5295.50	25.00	5562.50	ACCET
	20	12	6675.00	5340.00	3560.00	356.00	5696.00	50.00	6675.00	ACCET
	20	13	7787.50	5785.00	3115.00	311.50	6096.50	75.00	7787.50	ACCET
	20	14	8900.00	6230.00	2670.00	267.00	6497.00	100.00	8900.00	ACCET
	20	15	8900.00	6675.00	2225.00	222.50	6897.50	100.00	8900.00	ACCET
	20	16	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	ACCET
	20	17	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	ACCET
	20	18	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	ACCET
	20	19	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	ACCET
	20	20	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	ACCET

6076-HVAC/R Program Day	15	1	0.00	593.33	8306.67	830.67	1424.00	0.00	0.00	BPSS
1 Term	15	2	1780.00	1186.67	7713.33	771.33	1958.00	20.00	1780.00	BPSS
15 Weeks	15	3	3115.00	1780.00	7120.00	712.00	2492.00	35.00	3115.00	ACCET
	15	4	4450.00	2373.33	6526.67	652.67	3026.00	50.00	4450.00	ACCET
	15	5	6230.00	2966.67	5933.33	593.33	3560.00	70.00	6230.00	ACCET
	15	6	8900.00	3560.00	5340.00	534.00	4094.00	100.00	8900.00	ACCET
	15	7	8900.00	4153.33	4746.67	474.67	4628.00	100.00	8900.00	ACCET
	15	8	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	ACCET
	15	9	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	ACCET
	15	10	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	ACCET
	15	11	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	ACCET
	15	12	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	ACCET
	15	13	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	ACCET
	15	14	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	ACCET
	15	15	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	ACCET

6075-Electrical Training Program Evening	20	1	0.00	405.00	3645.00	364.50	769.50	0.00	0.00	BPSS
2 Quarters	20	2	1012.50	810.00	3240.00	324.00	1134.00	25.00	1012.50	BPSS
20 Weeks	20	3	2025.00	1215.00	2835.00	283.50	1498.50	50.00	2025.00	ACCET
	20	4	3037.50	1620.00	2430.00	243.00	1863.00	75.00	3037.50	ACCET
	20	5	4050.00	2025.00	2025.00	202.50	2227.50	100.00	4050.00	ACCET
	20	6	4050.00	4050.00	0.00	0.00	4050.00	100.00	4050.00	Both
	20	7	4050.00	4050.00	0.00	0.00	4050.00	100.00	4050.00	Both
	20	8	4050.00	4050.00	0.00	0.00	4050.00	100.00	4050.00	Both
	20	9	4050.00	4050.00	0.00	0.00	4050.00	100.00	4050.00	Both
	20	10	4050.00	4050.00	0.00	0.00	4050.00	100.00	4050.00	Both
	20	11	5062.50	4455.00	3645.00	364.50	4819.50	25.00	5062.50	ACCET
	20	12	6075.00	4860.00	3240.00	324.00	5184.00	50.00	6075.00	ACCET
	20	13	7087.50	5265.00	2835.00	283.50	5548.50	75.00	7087.50	ACCET
	20	14	8100.00	5670.00	2430.00	243.00	5913.00	100.00	8100.00	ACCET
	20	15	8100.00	6075.00	2025.00	202.50	6277.50	100.00	8100.00	ACCET
	20	16	8100.00	8100.00	0.00	0.00	8100.00	100.00	8100.00	Both
	20	17	8100.00	8100.00	0.00	0.00	8100.00	100.00	8100.00	Both
	20	18	8100.00	8100.00	0.00	0.00	8100.00	100.00	8100.00	Both
	20	19	8100.00	8100.00	0.00	0.00	8100.00	100.00	8100.00	Both
	20	20	8100.00	8100.00	0.00	0.00	8100.00	100.00	8100.00	Both

6075-Electrical Training Program Day	15	1	0.00	540.00	7560.00	756.00	1296.00	0.00	0.00	BPSS
1 Term	15	2	1620.00	1080.00	7020.00	702.00	1782.00	20.00	1620.00	BPSS
15 Weeks	15	3	2835.00	1620.00	6480.00	648.00	2268.00	35.00	2835.00	ACCET
	15	4	4050.00	2160.00	5940.00	594.00	2754.00	50.00	4050.00	ACCET
	15	5	5670.00	2700.00	5400.00	540.00	3240.00	70.00	5670.00	ACCET
	15	6	8100.00	3240.00	4860.00	486.00	3726.00	100.00	8100.00	ACCET
	15	7	8100.00	3780.00	4320.00	432.00	4212.00	100.00	8100.00	ACCET
	15	8	8100.00	8100.00	0.00	0.00	8100.00	100.00	8100.00	Both

	15	9	8100.00	8100.00	0.00	0.00	8100.00	100.00	8100.00	Both
	15	10	8100.00	8100.00	0.00	0.00	8100.00	100.00	8100.00	Both
	15	11	8100.00	8100.00	0.00	0.00	8100.00	100.00	8100.00	Both
	15	12	8100.00	8100.00	0.00	0.00	8100.00	100.00	8100.00	Both
	15	13	8100.00	8100.00	0.00	0.00	8100.00	100.00	8100.00	Both
	15	14	8100.00	8100.00	0.00	0.00	8100.00	100.00	8100.00	Both
	15	15	8100.00	8100.00	0.00	0.00	8100.00	100.00	8100.00	Both

6074-Electrical Training Program Afternoon	40	1	0.00	264.50	2380.50	238.05	502.55	0.00	0.00	BPSS
4 Quarters	40	2	661.25	529.00	2116.00	211.60	740.60	25.00	661.25	BPSS
40 weeks	40	3	1322.50	793.50	1851.50	185.15	978.65	50.00	1322.50	ACCET
	40	4	1983.75	1058.00	1587.00	158.70	1216.70	75.00	1983.75	ACCET
	40	5	2645.00	1322.50	1322.50	132.25	1454.75	100.00	2645.00	ACCET
	40	6	2645.00	2645.00	0.00	0.00	2645.00	100.00	2645.00	Both
	40	7	2645.00	2645.00	0.00	0.00	2645.00	100.00	2645.00	Both
	40	8	2645.00	2645.00	0.00	0.00	2645.00	100.00	2645.00	Both
	40	9	2645.00	2645.00	0.00	0.00	2645.00	100.00	2645.00	Both
	40	10	2645.00	2645.00	0.00	0.00	2645.00	100.00	2645.00	Both
	40	11	3306.25	2909.50	2380.50	238.05	3147.55	25.00	3306.25	ACCET
	40	12	3967.50	3174.00	2116.00	211.60	3385.60	50.00	3967.50	ACCET
	40	13	4628.75	3438.50	1851.50	185.15	3623.65	75.00	4628.75	ACCET
	40	14	5290.00	3703.00	1587.00	158.70	3861.70	100.00	5290.00	ACCET
	40	15	5290.00	3967.50	1322.50	132.25	4099.75	100.00	5290.00	ACCET
	40	16	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	40	17	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	40	18	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	40	19	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	40	20	5290.00	5290.00	0.00	0.00	5290.00	100.00	5290.00	Both
	40	21	5951.25	5554.50	2380.50	238.05	5792.55	25.00	5951.25	ACCET
	40	22	6612.50	5819.00	2116.00	211.60	6030.60	50.00	6612.50	ACCET

	40	23	7273.75	6083.50	1851.50	185.15	6268.65	75.00	7273.75	ACCET
	40	24	7935.00	6348.00	1587.00	158.70	6506.70	100.00	7935.00	ACCET
	40	25	7935.00	6612.50	1322.50	132.25	6744.75	100.00	7935.00	ACCET
	40	26	7935.00	7935.00	0.00	0.00	7935.00	100.00	7935.00	Both
	40	27	7935.00	7935.00	0.00	0.00	7935.00	100.00	7935.00	Both
	40	28	7935.00	7935.00	0.00	0.00	7935.00	100.00	7935.00	Both
	40	29	7935.00	7935.00	0.00	0.00	7935.00	100.00	7935.00	Both
	40	30	7935.00	7935.00	0.00	0.00	7935.00	100.00	7935.00	Both
	40	31	8596.25	7961.45	2618.55	261.86	8223.31	25.00	8596.25	ACCET
	40	32	9257.50	7987.90	2592.10	259.21	8247.11	50.00	9257.50	ACCET
	40	33	9918.75	8014.35	2565.65	256.57	8270.92	75.00	9918.75	ACCET
	40	34	10580.00	8040.80	2539.20	253.92	8294.72	100.00	10580.00	ACCET
	40	35	10580.00	8067.25	2512.75	251.28	8318.53	100.00	10580.00	ACCET
	40	36	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	40	37	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	40	38	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	40	39	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both
	40	40	10580.00	10580.00	0.00	0.00	10580.00	100.00	10580.00	Both

Catalog Addendum

Make Up Work

Make-up classes will be scheduled for classes cancelled by Electrical and HVAC/R Training Center due to inclement weather. Dates and times of make-up classes are scheduled at the discretion of Electrical and HVAC/R Training Center.

Students who have previous knowledge they will be absent from classes are expected to advise their instructors and Registrar before the absences occur and make arrangements for make-up work. Students absent due to unforeseen circumstances are expected to see Registrar and their instructor the next scheduled day of class to discuss scheduling make-up work.

Make up Hours

Attendance is recorded every hour. Any student who is absent more than 15% of the scheduled class hours will receive a WF (Withdrawn Failing) grade for that level and will have to repay to take that level over. No makeup hours will be permitted.

The school reserves the right to permit make up hours if situation arises with student that is warranted. Directors have complete discretion on making these decisions.

Catalog Addendum – Satisfactory Academic Progress

EVALUATION PERIODS – (All Students) In compliance with NYS Department of Education BPSS and ACCET, all students are evaluated at the intervals outlined below.

Formal evaluations for Satisfactory Academic Progress are conducted at the following intervals and actual clocked hours for the program.

Class	First Evaluation	Second Evaluation	Third Evaluation	Fourth Evaluation
6074 – Electrical Training Program	150 clock hours	300 clock hours	450 clock hours	600 clock hours
6071 – HVAC/R Program	150 clock hours	300 clock hours	450 clock hours	600 clock hours
6075 - Electrical Training Program	150 clock hours	300 clock hours	450 clock hours	N/A
6076 - HVAC/R Program	150 clock hours	300 clock hours	450 clock hours	N/A

EVALUATION PERIODS – (Financial Aid Students) Funding disbursement of Title IV financial aid is based on the financial aid SAP Policy. In compliance with Title IV, HEA students receiving financial aid are also evaluated at the intervals outlined below.

Formal evaluations for Satisfactory Academic Progress are conducted at the following intervals and actual clocked hours and ½ of the instructional weeks for the program.

Class	First Evaluation	Second Evaluation
6074 – Electrical Training Program	300 clock hours	600 clock hours
6071 – HVAC/R Program	300 clock hours	600 clock hours

QUANTITATIVE (PACE) REQUIREMENT – (All Students)

Students are required to complete his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program in order to be considered making Satisfactory Academic Progress.

Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements of 85% attendance. Evaluations are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. An evaluation of the cumulative attendance since the beginning of the course will indicate that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

To be considered making Satisfactory Academic Progress at the scheduled evaluation points, a student must complete 85% of the clock hours attempted (See below chart) based on the evaluations period listed above in **EVALUATION PERIODS – (All Students)**

Please see below chart for minimum quantitative standard for attendance (85%) at each evaluation point.

Class	First Evaluation	Second Evaluation	Third Evaluation	Fourth Evaluation
6074 – Electrical Training Program	127.50 clock hours	255 clock hours	382.50 clock hours	510 clock hours
6071 – HVAC/R Program	127.50 clock hours	255 clock hours	382.50 clock hours	510 clock hours
6075 - Electrical Training Program	127.50 clock hours	255 clock hours	382.50 clock hours	N/A
6076 - HVAC/R Program	127.50 clock hours	255 clock hours	382.50 clock hours	N/A

Academic Requirements (All Students)

Academic progress will be evaluated at 150 hours, 300 hours, 450 hours and 600 hours for 6074 – Electrical Training Program and 6071 – HVAC/R Program. Academic Progress will be evaluated at 150 hours, 300 hours and 450 hours for 6075 – Electrical Training Program and 6076 – HVAC/R Program. A Grade Point Average of at least 2.0 is necessary to graduate. If a student falls below that level at the end of any evaluation period, the student will be placed on academic probation and is advised to schedule an appointment with the Director to review his or her academic progress. At the evaluation periods of the regular program length, a student who has less than a 2.0 Grade Point Average will be placed on Academic Probation. Quantitative progress is defined as the clock hours achieved divided by the clock hours attempted (scheduled). To be making satisfactory academic progress, a student's quantitative progress must be at least 85% of the attempted (scheduled) clock hours.

Any student who is out 3 consecutive days will receive a phone call from the Assistant Registrar on the fourth day. Students enrolled in programs more than 150 hours in length who are absent 14 consecutive calendar days will be determined to have unofficially withdrawn from school on the 15th day and will be terminated. Students enrolled in courses less than 150 hours in length who are consecutively absent more than 15% of scheduled class hours will be determined to have unofficially withdrawn from school on the next scheduled class date after the consecutive 15% absenteeism of scheduled class hours is determined and will be terminated. Students who are terminated due to consecutive absences may appeal in writing to the Assistant Director for reinstatement in Electrical and HVAC/R Training Center. If the appeal for reinstatement is approved, the student will enter Electrical and HVAC/R Training Center on a probationary status and will be subject to the same requirements of any other student on probation. See appeal process.

Catalog Addendum:

Entrance Exam – (Ability to Benefit exam)

The Wonderlic Basic Skills Test (WBST) is a short form measure of adult language and math skills that consists of two tests: the Wonderlic Basic Skills Test – Verbal (WBST-V) and the Wonderlic Basic Skills Test – Quantitative (WBST-Q). Test administration, scoring and reporting is automated and integrated with the Wonderlic Online applicant management platform. This test can be administered to individuals or in group settings. The Wonderlic Basic Skills Test can greatly improve your understanding of the language and math skills of the people you interview, train and supervise. All Wonderlic skills tests are sophisticated assessments that have undergone rigorous psychometric analyses.

Administering the Test

The test was designed to be administered in a proctored environment. Proctoring helps ensure that test scores reflect the actual ability of the individuals taking the test. The test is administered online. The Admissions Department does not proctor the exam. This is done by either Registrar or the Office Manager.

Appointment and Hours of Testing:

Scheduled test taking hours are between 2:30pm – 5:30pm (last appointment start time will be 4:30pm) Monday - Thursdays. All electronic devices are banned from the testing area including mobile devices such as cell phones, tablets; PDA's, calculators, and smart watches.

Timing the Test

The Wonderlic Basic Skills Test – Verbal (WBST-V) and Wonderlic Basic Skills Test - Quantitative (WBST-Q) are each 20 minute, timed tests.

During an online administration, the computer automatically tracks the time as it guides individuals through the test.

Scoring the Test

The test relies on an automated scoring system. Online test administrations are scored upon completion. A detailed score report will then appear on Wonderlic Online. A detailed score report will appear on Wonderlic Online. The minimum score for, the Wonderlic Basic Skills Test – Verbal (WBST-V) is 200. The minimum score for, the Wonderlic Basic Skills Test - Quantitative (WBST-Q) is 210.

Interpreting Test Results

The test was designed to measure the verbal and quantitative skills of teenagers and adults who are applying for entry level employment or who are entering vocational training programs. Individuals' test scores indicate their preparedness to work successfully with the written materials and/or the computational requirements of the job or curriculum.

Requirements for Re-Testing

Retesting to correct for first test inaccuracy should always be administered using the alternate form of each WBST Verbal or Quantitative form. The test taker (and his or her test score) will benefit from a break of at least two weeks. Applicants may not take the test more than twice per calendar year.

Alternative Languages

At this time, the Wonderlic Basic Skills Test is only available in English.

Test Results

Scoring for Wonderlic tests taken online is automatic. This is one of the important benefits of online test administration. Score reports for these assessments are automatically generated and available through the Wonderlic Online System.

Electrical and HVAC/R Training Center observes the following Holidays

New Year's Day	Martin Luther King Jr. Day	Presidents' Day
Good Friday	Memorial Day	Independence Day
Labor Day	Columbus Day	Veterans Day
Thanksgiving *	Rosh Hashanah	
Yom Kippur (no evening classes 1st night, no day & evening classes 2 nd day)		
Christmas Eve		
Christmas Day	New Year's Eve	New Year's Day

*School is closed from Thursday, Thanksgiving Day, through Sunday.

School Vacation Breaks

Break Begins:	Break Ends:	Classes Resume:
December 24, 2020	January 3, 2021	January 4, 2021
December 24, 2021	January 2, 2022	January 3, 2022
December 24, 2022	January 1, 2023	January 2, 2023

Catalog Addendum:

Any student who is out 3 consecutive days will receive a phone call from the Assistant Registrar on the fourth day. Students enrolled in programs more than 150 hours in length who are absent 14 consecutive calendar days will be determined to have unofficially withdrawn from school on the 15th day and will be terminated. Students enrolled in courses less than 150 hours in length who are consecutively absent more than 15% of scheduled class hours will be determined to have unofficially withdrawn from school on the next scheduled class date after the consecutive 15% absenteeism of scheduled class hours is determined and will be terminated. Students who are terminated due to consecutive absences may appeal in writing to the Assistant Director for reinstatement in Electrical and HVAC/R Training Center. If the appeal for reinstatement is approved, the student will enter Electrical and HVAC/R Training Center on a probationary status and will be subject to the same requirements of any other student on probation. See appeal process.

Catalog Addendum
Occupational Education Data Survey
Reporting Period: July 1 2017- June 30, 2018

OEDS 2017-18 Reporting Period

ALL 3 SECTIONS MUST BE SUBMITTED (Place N/A through each section which does not apply to your school)

SECTION 1: CURRICULUM ADMISSIONS, ENROLLMENT AND GRADUATES									
Complete a separate page for each curriculum, see instructions. Duplicate this page as needed.									
Institution ID: 810000260238		School Name & Address: Electrical Training Center 65 Elm Street Copiague, NY 11726							
Curriculum Code: CU 3486		Program Name: 6076-HVACR Program					Program Hours: 450		
		Diploma			ATB			All	
		Full-time	Part-time	Total	Full-time	Part-time	Total	Total (C)+(F)	
		Line #							
		(A)	(B)	(C)	(D)	(E)	(F)	(G)	
Part 1: Admissions: Applications, Acceptances & Denials July 1, 2017 through June 30, 2018									
Total Applications		1	2	0	0	0	0	0	2
Applications Accepted		2	2	0	0	0	0	0	2
Applications Denied		3	0	0	0	0	0	0	0
Part 2: Current Year Enrollment July 1, 2017 through June 30, 2018									
New Enrollment		4	2	0	2	0	0	0	2
Still Enrolled / Continuing from previous year		5	0	0	0	0	0	0	0
Total Students in this program during this reporting year		6	2	0	2	0	0	0	2
Part 3: Status of 2017-18 Enrollment as of June 30, 2018									
Still Enrolled/Continuing into the next reporting period (2018-)		7	0	0	0	0	0	0	0
Noncompleters		8	0	0	0	0	0	0	0
Graduates		9	2	0	2	0	0	0	2
Part 4: Graduate Follow-up									
			Diploma			ATB			
Employed in:	Related Field	10	1	0	1	0	0	0	1
	Slightly Related Field	11	0	0	0	0	0	0	0
	Unrelated Field	12	0	0	0	0	0	0	0
	Military	13	0	0	0	0	0	0	0
	Seeking Employment	14	0	0	0	0	0	0	0
Pursuing Additional Education		15	0	0	0	0	0	0	0
Other, Unavailable for		16	1	0	1	0	0	0	1
Status Unknown		17	0	0	0	0	0	0	0
Total Graduates July 1, 2017 - June 30, 2018		18	2	0	2	0	0	0	2

OEDS 2017-18 Reporting Period

ALL 3 SECTIONS MUST BE SUBMITTED (Place N/A through each section which does not apply to your school)

SECTION 1: CURRICULUM ADMISSIONS, ENROLLMENT AND GRADUATES									
Complete a separate page for each curriculum, see instructions. Duplicate this page as needed.									
Institution ID: 810000260238		School Name & Address: Electrical Training Center 65 Elm Street Copiague, NY 11726							
Curriculum Code: CU 3421		Program Name: 6075-Electrical Training Program				Program Hours: 450			
Line #		Diploma			ATB			All	
		Full-time	Part-time	Total	Full-time	Part-time	Total	Total (C)+(F)	
		(A)	(B)	(C)	(D)	(E)	(F)	(G)	
		(A)	(B)	(C)	(D)	(E)	(F)	(G)	
Part 1: Admissions: Applications, Acceptances & Denials July 1, 2017 through June 30, 2018									
Total Applications	1	1	0	1	0	0	0	1	
Applications Accepted	2	1	0	1	0	0	0	1	
Applications Denied	3	0	0	0	0	0	0	0	
Part 2: Current Year Enrollment July 1, 2017 through June 30, 2018									
New Enrollment	4	1	0	1	0	0	0	1	
Still Enrolled / Continuing from previous year	5	0	0	0	0	0	0	0	
Total Students in this program during this reporting year	6	1	0	1	0	0	0	1	
Part 3: Status of 2017-18 Enrollment as of June 30, 2018									
Still Enrolled/Continuing into the next reporting period (2018-)	7	0	0	0	0	0	0	0	
Noncompleters	8	0	0	0	0	0	0	0	
Graduates	9	1	0	1	0	0	0	1	
Part 4: Graduate Follow-up									
Employed in:	Diploma			ATB					
	Related Field	Slightly Related Field	Unrelated Field	Military	Seeking Employment	Pursuing Additional Education		Other, Unavailable for	
	10	11	12	13	14	15		16	
	17	18	19	20	21	22		23	
	24	25	26	27	28	29		30	
Employed in:	Related Field	10	1	0	1	0	0	0	1
	Slightly Related Field	11	0	0	0	0	0	0	0
	Unrelated Field	12	0	0	0	0	0	0	0
	Military	13	0	0	0	0	0	0	0
Seeking Employment		14	0	0	0	0	0	0	0
Pursuing Additional Education		15	0	0	0	0	0	0	0
Other, Unavailable for		16	0	0	0	0	0	0	0
Status Unknown		17	0	0	0	0	0	0	0
Total Graduates July 1, 2017 - June 30, 2018		18	1	0	1	0	0	0	1

OEDS 2017-18 Reporting Period

ALL 3 SECTIONS MUST BE SUBMITTED (Place N/A through each section which does not apply to your school)

SECTION 1: CURRICULUM ADMISSIONS, ENROLLMENT AND GRADUATES									
Complete a separate page for each curriculum, see instructions. Duplicate this page as needed.									
Institution ID: 810000260238		School Name & Address: Electrical Training Center 65 Elm Street Copiague, NY 11726							
Curriculum Code: CU 3202		Program Name: 6074-Electrical Training Program					Program Hours: 600		
		Diploma			ATB			All	
		Full-time Part-time Total			Full-time Part-time Total			Total	
		Line #						(C)+(F)	
		(A) (B) (C)			(D) (E) (F)			(G)	
Part 1: Admissions: Applications, Acceptances & Denials July 1, 2017 through June 30, 2018									
Total Applications		1	144	0	144	0	0	0	144
Applications Accepted		2	144	0	144	0	0	0	144
Applications Denied		3	0	0	0	0	0	0	0
Part 2: Current Year Enrollment July 1, 2017 through June 30, 2018									
New Enrollment		4	144	0	144	0	0	0	144
Still Enrolled / Continuing from previous year		5	0	0	0	0	0	0	0
Total Students in this program during this reporting year		6	144	0	144	0	0	0	144
Part 3: Status of 2017-18 Enrollment as of June 30, 2018									
Still Enrolled/Continuing into the next reporting period (2018-)		7	0	0	0	0	0	0	0
Noncompleters		8	7	0	7	0	0	0	7
Graduates		9	137	0	137	0	0	0	137
Part 4: Graduate Follow-up									
			Diploma			ATB			
Employed in:	Related Field	10	87	0	87	0	0	0	87
	Slightly Related Field	11	1	0	1	0	0	0	1
	Unrelated Field	12	0	0	0	0	0	0	0
	Military	13	0	0	0	0	0	0	0
	Seeking Employment	14	33	0	33	0	0	0	33
Pursuing Additional Education		15	0	0	0	0	0	0	0
Other, Unavailable for		16	16	0	16	0	0	0	16
Status Unknown		17	0	0	0	0	0	0	0
Total Graduates July 1, 2017 - June 30, 2018		18	137	0	137	0	0	0	137

OEDS 2017-18 Reporting Period

ALL 3 SECTIONS MUST BE SUBMITTED (Place N/A through each section which does not apply to your school)

SECTION 1: CURRICULUM ADMISSIONS, ENROLLMENT AND GRADUATES									
Complete a separate page for each curriculum, see instructions. Duplicate this page as needed.									
Institution ID: 810000260238		School Name & Address: Electrical Training Center 65 Elm Street Copiague, NY 11726							
Curriculum Code: CU		Program Name: 6071-HVACR Program					Program Hours: 600		
2724									
		Diploma			ATB			All	
		Full-time	Part-time	Total	Full-time	Part-time	Total	Total (C)+(F)	
		Line #							
		(A)	(B)	(C)	(D)	(E)	(F)	(G)	
Part 1: Admissions: Applications, Acceptances & Denials July 1, 2017 through June 30, 2018									
Total Applications		1	96	0	96	1	0	1	97
Applications Accepted		2	96	0	96	1	0	1	97
Applications Denied		3	0	0	0	0	0	0	0
Part 2: Current Year Enrollment July 1, 2017 through June 30, 2018									
New Enrollment		4	96	0	96	1	0	1	97
Still Enrolled / Continuing from previous year		5	0	0	0	0	0	0	0
Total Students in this program during this reporting year		6	96	0	96	1	0	1	97
Part 3: Status of 2017-18 Enrollment as of June 30, 2018									
Still Enrolled/Continuing into the next reporting period (2018-)		7	0	0	0	0	0	0	0
Noncompleters		8	8	0	8	0	0	0	8
Graduates		9	88	0	88	1	0	1	89
Part 4: Graduate Follow-up									
			Diploma			ATB			
Employed in:	Related Field	10	60	0	60	1	0	1	61
	Slightly Related Field	11	0	0	0	0	0	0	0
	Unrelated Field	12	0	0	0	0	0	0	0
	Military	13	0	0	0	0	0	0	0
	Seeking Employment	14	18	0	0	0	0	0	18
Pursuing Additional Education		15	0	0	0	0	0	0	0
Other, Unavailable for		16	10	0	0	0	0	0	10
Status Unknown		17	0	0	0	0	0	0	0
Total Graduates July 1, 2017 - June 30, 2018		18	88	0	0	1	0	1	89

OEDS 2017-18 Reporting Period

ALL 3 SECTIONS MUST BE SUBMITTED (Place N/A through each section which does not apply to your school)

SECTION 1: CURRICULUM ADMISSIONS, ENROLLMENT AND GRADUATES									
Complete a separate page for each curriculum, see instructions. Duplicate this page as needed.									
Institution ID: 810000260238	School Name & Address: Electrical Training Center 65 Elm Street Copiague, NY 11726								
Curriculum Code: CU	Program Name: Electrical Training Program #3 W/ Internship					Program Hours: 600			
Line #	Diploma			ATB			All		
	Full-time	Part-time	Total	Full-time	Part-time	Total	Total (C)+(F)		
	(A)	(B)	(C)	(D)	(E)	(F)	(G)		
Part 1: Admissions: Applications, Acceptances & Denials July 1, 2017 through June 30, 2018									
Total Applications	1	6	0	6	0	0	0	0	6
Applications Accepted	2	6	0	6	0	0	0	0	6
Applications Denied	3	0	0	0	0	0	0	0	0
Part 2: Current Year Enrollment July 1, 2017 through June 30, 2018									
New Enrollment	4	6	0	6	0	0	0	0	6
Still Enrolled / Continuing from previous year	5	0	0	0	0	0	0	0	0
Total Students in this program during this reporting year	6	6	0	6	0	0	0	0	6
Part 3: Status of 2017-18 Enrollment as of June 30, 2018									
Still Enrolled/Continuing into the next reporting period (2018-)	7	0	0	0	0	0	0	0	0
Noncompleters	8	0	0	0	0	0	0	0	0
Graduates	9	6	0	6	0	0	0	0	6
Part 4: Graduate Follow-up									
Employed in:	Related Field	10	4	0	4	0	0	0	4
	Slightly Related Field	11	0	0	0	0	0	0	0
	Unrelated Field	12	0	0	0	0	0	0	0
	Military	13	0	0	0	0	0	0	0
	Seeking Employment	14	0	0	0	0	0	0	0
Pursuing Additional Education	15	0	0	0	0	0	0	0	
Other, Unavailable for	16	0	0	0	0	0	0	0	
Status Unknown	17	2	0	2	0	0	0	2	
Total Graduates July 1, 2017 - June 30, 2018	18	6	0	6	0	0	0	6	

OEDS 2017-18 Reporting Period

ALL 3 SECTIONS MUST BE SUBMITTED (Place N/A through each section which does not apply to your school)

SECTION 3: FINANCIAL ASSISTANCE

Submit one Section 3 for the sum of all curriculum enrollments July 1, 2017 through June 30, 2018

School Name & Address:		Institution ID:		
Federal / State Financial Assistance Program		Number of Students		
	Line #	Full-time (A)	Part-time (B)	Total (C)
TAP (Tuition Assistance Program)	19	0	0	0
GSL (Guaranteed Student Loan)	20	220	0	220
PELL (Basic Education Opportunity Grant)	21	127	0	127
SEOG (Special Education Opportunity Grant)	22	0	0	0
ACCES VR (Adult Career and Continuing Education Services Vocational Rehabilitation)	23	41	0	41
WIA (Workforce Investment Act)	24	1	0	1
Other Federal / State Subsidies	25	13	0	13
Private Student Loans (Identify by Name of Lender)	26			
Lender #1: TFC		3	0	3
Lender #2:				
Lender #3:				
UNDUPLICATED COUNT* of Students Receiving Financial Assistance	27	215	0	215
* No matter how many different types of financial assistance an individual student received, that student should only be counted once on Line 27.				

Addendum

Record Retention

126.11(a) All records and files of a school shall be maintained **for seven years**, except for permanent student records as provided in subdivision (b) of this section, unless specific disposition is authorized by the commissioner, and shall include:

126.11(a)(1) all approved courses of study, accompanied by letters from the department granting such approval;

126.11(a)(2) all correspondence with the department and other supervisory agencies;

126.11(a)(3) copies of all advertising, bulletins and other promotional materials;

126.11(a)(4) the attendance register, for each class, laboratory or session, progress in training and payments made to the school either by the student or on his behalf;

126.11(a)(5) records of administrative, supervisory and instructional staffs showing qualifications, approval by the department, teaching schedules and pupil load, attendance, contract salary and salary payments;

126.11(a)(6) inventories of equipment and consumable supplies;

126.11(a)(7) financial records in such form and kept in such manner as may be specified by the commissioner to facilitate the determination of the quality of instruction given and the ability of the school to discharge its obligations to its students;

126.11(a)(8) documentation of entrance requirements for each course or curriculum for which the student has enrolled;

126.11(a)(9) a completed copy of the student enrollment agreement contract signed by both an authorized agent of the school and the student prior to the time instruction begins;

126.11(a) (10) records of all tuition and fees owed and paid by the student; all loans and grants from public sources received by the student or the school on behalf of the student; and the complete record of the disbursement of such public funds;

126.11(a)(11) documentation of the award of any advanced credit due to previous academic or practical experience, and a record of any substitutes to the course or curriculum approved by the department as a result thereof;

126.11(a) (12) records of employment or educational status of each student graduating during a reporting period established by the commissioner, which include the name, address and telephone number of hiring employer, the job title and the starting date of employment, or the name and address of the educational institution and the date when the student started instruction at that institution.

126.11(b) Student permanent records, compiled at the time of course or curriculum completion, discontinuance or withdrawal, shall be maintained in a single file for each student, for **a period of not less than 20 years after** the student completes the program, and contain the following information:

126.11(b)(1) name, address, and date of birth;

126.11(b)(2) date of enrollment;

126.11(b)(3) name of curriculum, course or courses taken;

126.11(b)(4) record of all final tests and grades earned for each course or curriculum;

126.11(b)(5) date of completion or discontinuance; and

126.11(b)(6) a notation whether a certificate or diploma was issued and the date issued.

Addendum to Catalog

VA Pending Payment Compliance

Facility Name: Electrical Training Center, Inc. DBA Electrical and HVAC/R Training Center

Facility Code: 25383732

Person Completing Addendum: Salvatore Ferrara, Owner/ President

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

I, Salvatore Ferrara, Owner/ President, do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective immediately, and will incorporate into the next revision of our catalog.

Signature

Date

To ensure compliance, please retain this completed form for your records and submit a copy to NY SAA.

