

# **Electrical and HVAC/R Training Center**



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Copiague, NY 11726  
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[www.electricaltrainingcenter.edu](http://www.electricaltrainingcenter.edu)**

Volume 1 – June 2023– Catalog

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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## TABLE OF CONTENTS

<b>General Information</b>	<u>Page Number</u>
About Us.....	8
Location and Facilities .....	8-9
Governing Body & Ownership .....	9
Mission Statement .....	9
Objectives.....	9
School Hours .....	10
School Holidays.....	10
School Vacation Breaks .....	10
Scheduled In-program Breaks.....	10
Academic Calendar.....	10-12
Inclement Weather policy .....	12
School Grounds Safety & Clery Act.....	13
<b>Admissions</b> .....	
General Admission Entrance Requirements.....	14-15
GED/TASC Resources .....	15-16
Notes Regarding HS Diplomas.....	16
Voter Registration .....	16
Admission Procedures.....	17
Equal Opportunity Policy .....	17
Students with Disabilities .....	18
Title IX Statement .....	18
Recruitment Compensation Disclaimer .....	18
Entrance Exam (Ability To Benefit Exam).....	18-19
Transfer of Credit.....	20-21
Auditing of Classes.....	21
Tuition Funding / Fees/ Periods of Obligations .....	21 -22
Balances Owed, Delinquent Accounts, Collections, Methods of Payment.....	22
Federal Pell and Direct Loan Program .....	22
Veterans Affairs .....	23
Scholarship Information .....	23-27
State, County, Government funded applicants (ACCES, DOL, VA, etc.)	27
<b>Financial Aid Information</b> .....	
Eligibility .....	28-29
Drug & Alcohol Prevention and Awareness.....	29
Federal Financial Aid.....	29-30
Verification.....	30-31
Acceptable Documentation & Forms .....	31-32
Data Elements to Be Verified.....	32
Conflicting & Inaccurate Information.....	33
ISIR Review and Corrections.....	33-34
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information .....	34
<b>Cancellation &amp; Withdrawal Refund Policy</b> .....	
Cancellations .....	35
Program/Course/Seminar No Show, Withdrawals, Repetitions Policy.....	35

NYS BPSS Refund Policy .....	35-37
ACCET Cancellation and Refund Policy.....	37-38
Charges other than Tuition .....	38
Refund Due Dates .....	38
Withdrawal from School.....	38
Unofficial Withdrawal from school Policy .....	39
Return to Title IV Funds Policy .....	40-46
<b>Academic Policies and Procedures</b> .....	
Academic Policy .....	47
Confidentiality & Student Access to their records .....	47
Family Educational Rights and Privacy Act (FERPA) .....	47-48
Definition of Clock Hour .....	48
Grading System.....	48
<b>Standards of Satisfactory Academic Progress (SAP)</b> .....	
Process Overview & Responsibilities .....	49
Evaluation Periods.....	50
Academic Year Definition .....	50
Quantitative (Pace) Requirement .....	50-51
Maximum Time Frame.....	52
Qualitative Measure of SAP .....	52
Financial Aid Warning.....	53
Appeals Process (Financial Aid) (all students) .....	53
Financial Aid Probation.....	54
Reinstatement of Title IV, HEA, Aid.....	54
Academic Requirements .....	54
Academic Probation .....	55
Leave of Absence .....	55
Termination.....	55-56
Re-Admission Procedures.....	56
Appeals Process (all students) .....	56
Reinstatement .....	56
Graduation Requirements .....	56-57
Attendance Policy.....	57
Attendance Probation .....	57
Make-Up Work & Hours.....	57-58
Consecutive Absences .....	58
Academic Changes .....	58
Standards of Conduct and Dress.....	58
Copyright Infringement & Cheating.....	58-59
<b>Student Services</b> .....	
Placement Assistance .....	60
Resume Review & Advice/Interview Presentation Advice .....	60
Student Computer Use .....	60
Electrical and HVAC/R Training Center Library .....	60
Student Counseling .....	60
Transcripts.....	61
<b>Complaints Resolution Process (in school; BPSS, ACCET)</b> .....	61-63
<b>Programs, Courses, and Seminars Descriptions &amp; Credentials</b> .....	64-94
<b>Class Schedules</b> .....	95
<b>Tuition and Fees / Student Teacher Ratios</b> .....	96-98
<b>Staff</b> .....	99

<b>Faculty.....</b>	<b>100-101</b>
<b>Affiliations.....</b>	<b>101-103</b>
<b>Advisory Board Members.....</b>	<b>103</b>
<b>Addendums</b>	<b>End of Catalog</b>
<b>Completion and Placement Statistics.....</b>	<b>Addendums</b>
<b>Principle Designated School Official.....</b>	<b>Addendums</b>
<b>BPSS ACCET Refund Comparison.....</b>	<b>Addendums</b>
<b>OEDS 2021-2022.....</b>	<b>Addendums</b>

## **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, 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 Suffolk County Department of Labor, Town of Oyster Bay and the Department of Occupational Resources (DOOR)
- 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 and Site Safety Training;
- approved by Suffolk County Consumer Affairs for Continuing Education for Master & Restricted Electric License Holders;
- 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)
- Fully Title IV Certified and accepts Federal Financial Aid for eligible programs.

## **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, and Bursar are located on the main floor of 65 Elm Street. Additionally, 65 Elm Street has a reception area, a student lounge, men and women restrooms, two large modern air-conditioned classrooms, one very large classroom, and three 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. A unisex bathroom is available in the large classroom. 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 the Student Services Assistant, Director of Marketing/Student Services, and an administrative office outside of the Directors office; Additionally, 70 Elm Street has a student lounge, a teacher's lounge, student and staff restrooms designated separately for men and women, faculty unisex restroom; three modern air-conditioned classrooms, three modern air-conditioned classroom/shops, a HVAC/R lab 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. DBA Electrical and HVAC/R Training Center is a New York S Corporation. 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-6:00pm, Saturdays – Hours May Vary.

### **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 <sup>nd</sup> 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, 2023	January 1, 2024	January 2, 2024
December 24, 2024	January 1, 2025	January 2, 2025
December 24, 2025	January 2, 2026	January 5, 2026

### **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 schedule detailing the exact scheduled hours will be provided to students during orientation.

### **Academic Calendar**

The Academic Calendar for all programs can be found below:

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>
6/19/2023	11/20/2023
7/31/2023	1/8/2024
9/5/2023	2/12/2024
10/16/2023	3/25/2024
11/27/2023	5/3/2024
1/9/2024	6/10/2024
2/20/2024	7/22/2024
4/1/2024	8/30/2024
5/6/2024	10/9/2024
6/17/2024	11/19/2024

7/29/2024	1/9/2025
9/3/2024	2/18/2025
10/15/2024	3/8/2025
11/25/2024	3/28/2025

6074 – Electrical Training Program – Evening Session

6071 – HVAC/R Program – Evening Session

Start Date	Expected Grad Date
7/17/2023	2/20/2024
9/5/2023	4/12/2024
10/30/2023	5/31/2024
1/2/2024	7/19/2024
2/26/2024	9/13/2024
4/15/2024	11/7/2024
6/3/2024	1/9/2025
7/29/2024	3/3/2025
9/16/2024	4/25/2025
11/12/2024	6/13/2025

6074 – Electrical Training Program – Afternoon Session

Start Date	Expected Grad Date
9/5/2023	7/9/2024
11/20/2023	9/23/2024
9/3/2024	7/15/2025
11/20/2024	10/1/2025

#### 450 Hour Programs

6075 – Electrical Training Program - Day Session

6076 – HVAC/R Program – Day Session

Start Date	Expected Grad Date
6/19/2023	10/11/2023
7/31/2023	11/20/2023
9/5/2023	1/8/2024
10/16/2023	2/12/2024
11/27/2023	3/25/2024
1/9/2024	5/3/2024
2/20/2024	6/10/2024
4/1/2024	7/22/2024
5/6/2024	8/30/2024
6/17/2024	10/9/2024
7/29/2024	11/19/2024
9/3/2024	1/9/2025
10/15/2024	2/18/2025
11/25/2024	3/28/2025
1/13/2025	5/5/2025

6075 – Electrical Training Program - Evening Session  
6076 – HVAC/R Program – Evening Session

Start Date	Expected Grad Date
7/17/2023	12/19/2023
9/5/2023	2/20/2024
10/30/2023	4/12/2024
1/2/2024	5/31/2024
2/26/2024	7/19/2024
4/15/2024	9/13/2024
6/3/2024	11/7/2024
7/29/2024	1/9/2025
9/16/2024	3/3/2025
11/12/2024	4/25/2025
1/13/2025	6/13/2025

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:

- Call the Electrical and HVAC/R Training Center at 631-226-8021, there will be a message advising of closing.
- Log on to website- <https://www.electricaltrainingcenter.edu/> and view the inclement weather notification.
- Go to walk 97.5 website and view school closings: <Http://longislandstormclosings.com/>
- Go to news 12 long island website <http://longisland.news12.com/> and view closings/delays
- Go to electrical training centers facebook:  
<Https://www.facebook.com/electricaltrainingcenteredu/>
- To all students and faculty who have submitted a cell phone number and email, will receive a text message (from 313-131) and email sent by the Electrical and HVAC/R Training Center advising of school closing.

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 at <https://www.electricaltrainingcenter.edu/AnnualSecurityReport>.

## **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 High School diploma, GED, or TASC will be provided with an Ability to Benefit Exam. Students will be required to present evidence of High School 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 are below:

- Copy of high school diploma.
- Official high school transcript showing graduation date.
- Copy of the High School Equivalency diploma or General Education Diploma (GED) or Test Assessing Secondary Completion (TASC) issued by an authorized State Education Agency.
- A foreign diploma or transcript written in a language other than English must be translated into English by either an education evaluation service that offers translation services, or by an individual who is college educated (if not an employee of an education evaluation service), and fluent in both English and the language of the transcript and/or diploma. The individual providing the translation must sign a notarized affidavit that: 1) attests to their not being an employee or otherwise affiliated with the licensed private career school that the student seeks to attend; 2) provides the name, address, email and phone number of the translator and the student; 3) The translator states how the English language, and language of the foreign transcript and/or diploma was learned and where the translator obtained his

or her college degree; and 4) affirms that the translation is a true and complete translation of the original.

- 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. Students using BPSS-115 form may have to take a test approved by the Commissioner in order to validate their claim of a foreign diploma and ensure their ability to benefit from the instruction.
- 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.
- Copy of associate's, bachelors, masters, or doctorate degree from a degree-granting college or university that holds institutional accreditation by an accrediting body recognized by the United States Secretary of Education, or by a comparable international accrediting body or official transcript indicating a conferred degree.
- Official college transcript indicating the basis of the applicant's admission into the college program as being high school graduation.
- Home Instruction: A letter from the superintendent of schools or comparable chief school administrator (on official school letterhead) of the applicant's school district of residence at the time such program was completed, certifying that the applicant completed the equivalent of a four-year high school diploma program. Please note, however, that the superintendent of schools may, but is under no obligation to attest to this and provide such a letter.
- Electrical and HVAC/R Training Center is not a Career Pathways participating school, therefore students applying to the school after taking an Ability to Benefit exam (entrance exam) in lieu of a high school diploma are ineligible to receive Title IV federal financial aid.

### **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 Clases**

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

**Notes Regarding High School Diplomas:**

1. Provided the applicant meets the above high school diplomas requirements, the medium through which the high school program is delivered (online, blended, face-to-face) has no bearing on whether the diploma is qualifying.
2. Online high schools that are not legally authorized to offer a high school program or confer a high school diploma by the State in which the organization is principally located (legally domiciled) do not meet the minimum criteria for eligibility or admission into a BPSS school.
3. Evidence of an earned Associate's degree or higher (diploma or official transcript) from a degree-granting college or university that holds institutional accreditation by an accrediting body recognized by the United States Secretary of Education, or by a comparable international accrediting body supersedes the requirement for a high school diploma and is satisfactory documentation for admission into a BPSS school.

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

1. All applicants enrolled in programs 450 hours or more shall have a valid Class D Driver License at time of enrollment.
2. 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.
3. All applicants shall have a verifiable Social Security Number.
4. All applicants must be able to speak, read, and write fluently in English (all classes are taught in English).

Eligibility for individual seminars, stand-alone courses and courses offered will be ascertained through a personal interview questionnaire provided by an Agent 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**

Applicants may apply for admission to Electrical And HVAC/R Training Center, at any time during the year. Applicants can call or write for an application.

1. If applicant is under the age of 18, a parent or guardian should be present during the initial tour and interview.
2. 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.
3. Applicant will receive an Admissions interview information packet.
4. Applicant, may be given a “**Projected Start Date**” this does not mean that applicant will definitely be starting on that date. (It is up to the applicant to make sure that they keep in contact with the Admissions Department and have all their required credentials in place in order to register for program).
5. Applicant will be provided with payment options including financial aid (Pell, federal loans or private loans) availability.
6. Applicants interested in enrolling in the program after the tour and interview, are advised to take all information home to review, for at least 24 hours before they schedule a registration appointment with Admissions.
7. If the applicant meets the requirements for admission, a registration appointment will be scheduled. The enrollment agreement along with other registration forms, will be reviewed and signed by the student and admissions representative
8. 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 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.

**Title IX Statement**

It is the policy of Electrical and HVAC/R Training Center to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the School's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Electrical and HVAC/R Training Center has a designated Title IX Coordinator, listed below, to coordinate the School's compliance with and response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or calling 1-800-421-3481. The following person has been designated to handle inquiries regarding non-discrimination and anti-harassment policies:

Electrical and HVAC/R Training Center  
Robert McLaughlin - Title IX Coordinator  
65 Elm Street Copiague, NY 11726, 631-226-8021  
[robert@electricaltrainingcenter.edu](mailto:robert@electricaltrainingcenter.edu)

**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)**

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 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.

## **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.

### **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, American Express or Discover.

A student who has financial need is given full consideration for grants and loans. All students are welcome to consult with the Financial Aid office for information. Electrical and HVAC/R Training Center is eligible to participate in the Federal Pell Grant Program and the Federal Direct Loan Program including

### **Federal Pell Grant Program**

This is a federal program for students who are enrolled at least half-time and meet the financial aid need guidelines of the program. You may apply online at [www.studentaid.gov](http://www.studentaid.gov) and complete the Free Application for Federal Student Aid (FAFSA). Our federal school code is G42238. If you have any questions regarding the application process, please contact the Financial Aid Department.

### **Direct Loan Program**

All eligible students enrolled in programs 600 hours or more at Electrical and HVAC/R Training Center can apply for a federal loan through the Direct Loan Program. Financial need must be demonstrated through a needs analysis in order to be eligible for a subsidized student loan (The government pays the interest on this loan while the student is in school.) Your need is based on your Cost of Attendance. The Cost of Attendance is an important factor in determining student financial aid. The Expected Family Contribution (EFC) is subtracted from the cost of attendance to determine the calculated financial need. All eligible students can apply for a subsidized and unsubsidized loan. Loan amounts are based on enrollment for a full academic year of 900 clock hours. Shorter programs such as our 600 hour 6074-Electrical Training Program and 6071-HVAC/R Program will have lower maximum loan limits. Interest on an unsubsidized student loan accrues while the student is in school and during their grace period. Repayment of student loans begins six months after a student's last day of attendance. The student may apply for a student loan at [www.studentaid.gov](http://www.studentaid.gov).

### **Parent Loan to Undergraduate Students (PLUS)**

Parents of dependent students may also apply for a loan of up to the student's cost of attendance minus other financial aid they will receive at Electrical and HVAC/R Training Center. If a parent is denied a PLUS loan, the student may be entitled to additional unsubsidized funds. Parents may apply at [www.studentaid.gov](http://www.studentaid.gov).

### **Veterans' Benefits**

Electrical and HVAC/R Training Center participates in the United States Department of Veterans' Affairs Post 911 GI Bill®. Veterans who receive VA benefits should submit all VA documentation to the Admissions Department for certification. The Office of Veterans' Affairs will be notified of termination, withdrawal, or successful completion of your program.

### **Scholarship Information:**

#### **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 31<sup>st</sup> 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 30<sup>th</sup> of their high school senior year.
- Applicants shall have an overall GPA of 75% or greater spanning 9<sup>th</sup> grade through 11<sup>th</sup> grade.
- Applicants shall have completed 9<sup>th</sup> 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 15<sup>th</sup> 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 17<sup>th</sup> of the current high school academic year.
- Applicants must respond by August 31<sup>st</sup> 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 1<sup>st</sup> of the current high school senior year and August 31<sup>st</sup> 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 31<sup>st</sup> 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 1<sup>st</sup> of the current high school senior year and August 31<sup>st</sup> of the year following high school graduation; and/or does not enroll in a program with a start date between July 1<sup>st</sup> of the current high school senior year and August 31<sup>st</sup> 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 9<sup>th</sup> 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.

#### **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. 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 registration 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.

**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:

**The National Student Loan Data System** at [www.nslds.ed.gov](http://www.nslds.ed.gov):

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

**My Federal Student Aid** at [Studentaid.gov](http://Studentaid.gov)

- Complete the required Financial Aid Application
- 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).
- View a history of any federal student aid that you have received.
- Look up your loan servicer information.
- Complete Entrance Counseling.
- Electronically sign a master promissory note (MPN).
- Complete PLUS loan requests.
- Complete Exit Counseling.
- Sign your ATS for the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program.

Once the student completes the FAFSA, and it is processed by Federal Student Aid, Electrical and HVAC/R Training Center will receive an ISIR (Institutional Student Information Record) 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 in writing 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 in writing.

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).

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](http://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.

- In lieu of tax transcript, copy of completed income tax return signed by the taxpayer(s), or signed by the paid preparer if includes his or her name and SSN, EIN, or PTIN.
- 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
- Low income form if under poverty guideline threshold

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 Director is responsible for recording changes to verification data elements manually by marking any discrepancies on the ISIR and putting the correct data element. The Financial Aid Director will then update the student records via FAA Access. 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 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. Rejection of Applicant: If an applicant is rejected for enrollment by Electrical and HVAC/R Training Center, a full refund of all monies paid must be made to the applicant, less a maximum application/registration fee of \$100 if such charges are clearly itemized in the enrollment agreement as nonrefundable.
2. 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.
3. 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.
4. 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, 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.

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 refund 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 registration 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
<b>Quarter Refund Policy</b>	<b>First Quarter</b>	<b>Quarter Refund Policy</b>	<b>Quarter Refund Policy</b>
	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%
<b>Quarter Refund Policy</b>	<b>Second and subsequent Quarters</b>	<b>Quarter Refund Policy</b>	<b>Quarter Refund Policy</b>
	During the first week	75%	25%
	During the second week	50%	50%
	During the third week	25%	75%
	After the third week	0%	100%
<b>Term Refund Policy</b>	<b>First Term</b>	<b>Term Refund Policy</b>	<b>Term Refund Policy</b>
	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%
<b>Term Refund Policy</b>	<b>Second and subsequent Terms</b>	<b>Term Refund Policy</b>	<b>Term Refund Policy</b>
	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%
<b>Mini-Refund Policy</b>		<b>Mini-Refund Policy</b>	<b>Mini-Refund Policy</b>
	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 32<sup>nd</sup> Street, 5<sup>th</sup> 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/](http://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. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week

were completed, provided the student was present at least one day during the scheduled week.

- b. During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- c. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must 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, up to a maximum of \$1,000. Institutions that do not retain any unearned tuition may assess an administrative fee associated with withdrawal or termination not to exceed \$100.
- d. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.
- e. When calculating a refund, the percentage of tuition retained by the Electrical and HVAC/R Training Center must be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped, not the tuition charged for the entire program listed on the enrollment agreement.

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 no longer than 14 calendar days after the last date of attendance , 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. Any student who is out 3 consecutive days will receive a phone call from the Assistant Registrar on the fourth day.
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 14<sup>th</sup> consecutive calendar day of absence.
4. The student's date of determination is determined as the 14<sup>th</sup> consecutive calendar day of absence.
5. 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.
6. 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.
7. Calculate Electrical and HVAC/R Training Center's refund requirement (see school refund calculation).
8. 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.
9. 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.
10. Supply the student with final student ledger card showing outstanding balance due to Electrical and HVAC/R Training Center and available methods of repayment.
11. 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 45 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 45 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.

A school must offer any post-withdrawal disbursement of loan funds within 30 days of the date the school determined the student withdrew.



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 withdrawal 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.

A school must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of the date the school determined the student withdrew.

Post-withdrawal disbursements will occur within 180 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 Withdrawal**

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- withdrawal 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-withdrawal 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.

Pell grants are automatically applied to the student account or paid to the student if a credit arises. Loans must be accepted by the student before disbursed.

### **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](http://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 System Installer 81-hours, 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 System Installer - 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 (ACCET) accrediting bureau, a New York State Department of Education Bureau of Proprietary School Supervision and Veterans Affairs 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 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 ACCET and BPSS 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 (GPA) standards.

SAP standards are established by the Registrar office in compliance with NYS Department of Education Bureau of Proprietary School Supervision, ACCET 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 Compliance Director's 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.

<b>Class</b>	<b>First Evaluation</b>	<b>Second Evaluation</b>	<b>Third Evaluation</b>	<b>Fourth Evaluation</b>
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.

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

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 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:**

<b>Class</b>	<b>First Evaluation</b>	<b>Second Evaluation</b>	<b>Third Evaluation</b>	<b>Fourth Evaluation</b>
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

**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 (Afternoon)	600 hours	900 hours	40 weeks	60 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 Program (Evening)	450 hours	675 hours	20 weeks	30 weeks

Example: 6076- 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 evaluation period for registrar and the end of each payment period for financial aid. The Financial Aid Director 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 (both Qualitative and Quantitative) at the first evaluation point 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 period 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, this results in the student being identified as NOT making SAP.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period (at the 2<sup>nd</sup> evaluation point), 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.

Students for whom the appeal is granted will be placed on Financial Aid Probation with continued FA eligibility. Students have five (5) business days after being notified to initiate 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 decide 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 regain SAP at the end of the FA Probation 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, or submit an appeal which is approved, as outlined above.

**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)**

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. 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.

### **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 may be granted for emergency situations such as serious illness, debilitating injury, death in the immediate family or other special circumstances that make attendance impossible or impractical. A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the institution's consecutive absence policy, s/he must be withdrawn. 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. Students must sign and date the "Change of Status Form". 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. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit. Students will attest in documentation to understanding the procedures and implications for return (or failure to do so). Electrical and HVAC/R Training Center will not assess the student any additional charges as a result of the leave of absence. The length and frequency of leaves of absences will not impede students' progress and will be reasonable within the context of Electrical and HVAC/R Training Center's curriculum.

### **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.

- 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 and/or
- 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.

### **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.

### **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 decide 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

### **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 an overall 85% attendance rate.



- 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 of 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 **6005 - 10 hr. OSHA Outreach Training for Construction Electricians** or the **6032-30 Hr. OSHA Outreach Training for Construction Industry**, students must not miss any more than 15 minutes of the entire 10/30 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 any 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**

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.

### **Consecutive Absences**

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 no longer than 14 consecutive calendar days will be determined to have unofficially withdrawn from school on the 14<sup>th</sup> 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.

### **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 by Electrical and HVAC/R Training Center and may be grounds for termination if determined by the Director's.

**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](http://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 linemen, supply houses, tech support for device manufacturers, estimators, shop Stewarts, expeditors, data, and communication tech.,
5. Providing students on-line resources such as [eaton.com](http://eaton.com), [Leviton.com](http://Leviton.com), Daiken City for Electrical and HVAC/R 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. In addition, each student is asked to download the Electrical and HVAC/R Training app which consists of a variety of resources that can aid in their education.

### **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 ACCT**

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 32<sup>nd</sup> Street, 5<sup>th</sup> 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 32<sup>nd</sup> Street, 5<sup>th</sup> 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](http://www.accet.org/documents-form) (as shown below):**

**ACCET Document 49.1 – 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 quality educational training programs are provided. When issues or 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 that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency..

If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (<https://acct.org/about-us/contact-us>). The online form will require the following information:

- 1) Name and location of the ACCET institution
- 2) A detailed description of the alleged problem(s)

- 3) The approximate date(s) that the problem(s) occurred
- 4) The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students
- 5) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
- 6) 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
- 7) The status of the complainant with the institution (e.g., current student, former student)

Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

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

Online Complaint Submission Form



## **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 begin a career in the Electrical industry. 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.

Below is a list of sectors within the industry where students can apply their new skills:

1. Residential Installation
2. Commercial Installation
3. Industrial Installation
4. Security and Fire Alarm
5. Electrical Sales
6. Product Development
7. Green Technology
8. Estimating
9. Project Management
10. Facility Maintenance

<b>Course</b>	<b>Clock Hours</b>
All Trades 150 Hour Program.....	150 (103/47S)
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*

*This program fulfills the 40 hr. Site Safety Training requirement by New York City Dept. of Buildings Local Law 196 which includes 6032-30 Hr. OSHA Outreach Training for Construction Industry, 5023-8-Hour Fall Prevention and 5024 – 2 hr. Drug and Alcohol Awareness. Student will receive a Site Safety Training Card and OSHA 30 Card upon completion pending the student attending all required hours.*



**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. 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 in a career in the electrical industry.

Below is a list of sectors within the industry where students can apply their new skills:

1. Residential Installation
2. Commercial Installation
3. Industrial Installation
4. Security and Fire Alarm
5. Electrical Sales
6. Product Development
7. Green Technology
8. Estimating
9. Project Management
10. Facility Maintenance

<b>Course</b>	<b>Clock Hours</b>
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 Heating, Ventilation, Air Conditioning and Refrigeration industry with a goal to begin a career in the HVAC/R industry. 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 HVAC/R industry.

Below is a list of sectors within the industry where students can apply their new skills:

1. Residential Installation

2. Commercial Installation
3. Industrial Installation
4. Facility Maintenance
5. Refrigeration
6. Product Development
7. HVACR Sales
8. Estimating
9. Project Management

<b>Course</b>	<b>Clock Hours</b>
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.*

*This program fulfills the 40 hr. Site Safety Training requirement by New York City Dept. of Buildings Local Law 196 which includes 6032-30 Hr. OSHA Outreach Training for Construction Industry, 5023-8-Hour Fall Prevention and 5024 – 2 hr. Drug and Alcohol Awareness. Student will receive a Site Safety Training Card and OSHA 30 Card upon completion pending the student attending all required hours. In addition, the student will prepare and take the EPA 608 certification exam.*

### **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 within the Heating, Ventilation, Air Conditioning and Refrigeration industry. 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 their career in the HVAC/R industry.

Below is a list of sectors within the industry where students can apply their new skills:

1. Residential Installation
2. Commercial Installation
3. Industrial Installation
4. Facility Maintenance
5. Refrigeration
6. Product Development
7. HVACR Sales
8. Estimating
9. Project Management

<b>Course</b>	<b>Clock Hours</b>
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.*

*The student will prepare and take the EPA 608 certification exam.*

### **DESCRIPTION OF COURSES WITHIN PROGRAMS**

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

#### **Course Description:**

All Trades 150 Hour Program provides a basic overview of the construction trade, safety measures, career opportunities and professional development training. Safety Training includes 6032-30 Hr. OSHA Outreach Training for Construction Industry, 5023-8-Hour Fall Prevention and 5024 – 2 hr. Drug and Alcohol Awareness which fulfills the Site Safety Training Requirements for the New York City Department of Buildings Local Law 196.

#### **6032-30hr. OSHA Outreach Training for Construction Industry:**

This 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.

#### **5023 – 8 hr. Fall Prevention:**

This will cover generally familiar terms associated with falls in construction. Trainees will be able to recognize avoid and prevent falls hazards from causing harm. Trainees should become aware of regulatory safety requirements associated with falls, including OSHA's Subpart M. Trainees will learn how to make informed decisions when working at heights. This course is a required course that can help fulfill the requirement for an individual applying for a Site Safety Training Card. THIS IS AN AWARENESS-

LEVEL TRAINING ONLY and does not provide any other qualification or authorization outside of the Site Safety Training Card.

### **5024 - 2-Hour Drug and Alcohol Awareness:**

This will allow trainees to become generally familiar with adverse effects of drug and alcohol in the workplace. Trainees will be able to recognize problems associated with substance dependency. This seminar will explain that the purpose of this training helps trainees avoid working while under the influence of drugs and/or alcohol; also adding that this training can help trainees be less susceptible and better at recognizing, avoiding and preventing (RAP) adverse consequences of drug and/or alcohol use and abuse. This training may also help trainees better recognize and understand issues of chemical dependence that may adversely affect the lives of others who they know and love. This course is a required course that can help fulfill the requirement for an individual applying for a Site Safety Training Card. THIS IS AN AWARENESS-LEVEL TRAINING ONLY and does not provide any other qualification or authorization outside of the Site Safety Training Card.

### **Introduction to Construction Math:**

In the construction trades, workers must use math day in and day out. Electricians and HVAC/R Technicians use math to calculate pipe length, read plans and lay out Equipment. To work on all jobsites, you will use math to measure floor systems, walls and ceilings to install Electrical and HVAC/R systems. 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.

### **Trade Mathematics:**

Math is an essential skill required to advance in the Electrical and HVAC/R profession. Math is used when cutting and fitting pipe, sizing and installing ductwork, and when calculating electrical values such as current flow.

### **Introduction to Hand Tools:**

The construction trades require a broad collection of hand tools, such as hammers, screwdrivers, and pliers, that almost every craftworker uses. Even if you already familiar with some of these tools, everyone needs to learn how to select, maintain, and use them safely. A quality tool may cost more up front, but if properly maintained, it will last for years and remain safely intact.

### **Introduction to Power Tools:**

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.

### **Introduction to Material Handling:**

Lifting, stacking, transporting and unloading materials such as brick, pipe, and various supplies, are routine tasks on a job site. Whether performing these tasks manually or with the aid of specialized equipment, workers must follow basic safety guidelines to keep themselves and their coworkers safe. This module provides guidelines for using the appropriate PPE for the material being handled and using proper procedures and techniques to carry out this job.

### **Fasteners, Hardware and Wiring Terminations:**

During the installation and maintenance of Electrical and HVAC/R equipment, Electricians and HVAC/R Technicians work with a variety of fasteners, hardware, and wiring terminations. These Components must be carefully selected for the specific application and installed according to accepted practices. Using the correct components ensures that the assembled system will perform properly, and will not fail because of the wrong choice of component or its incorrect installation.

### **Basic Communication Skills:**

The construction professional communicates constantly. The ability to communicate skillfully will help to make you a better worker and a more effective leader. Our training provides guidance in listening to understand, and speaking with clarity. 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.

### **Basic Employability 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 all employers are also looking for those who are eager to advance and demonstrate positive personal characteristics. Basic employability skills are needed to pursue employment successfully.

Entrance Requirements: HS Diploma or equivalent or ATB test, Valid Driver's License  
Prerequisite: Enrollment in 6071- HVAC/R Program – or enrollment in 6074 – Electrical Training Program.

Graduates will receive a Certificate.

*This course fulfills the 40 hr. Site Safety Training requirement by New York City Dept. of Buildings Local Law 196 which includes 6032-30 Hr. OSHA Outreach Training for Construction Industry, 5023-8-Hour Fall Prevention and 5024 – 2 hr. Drug and Alcohol Awareness. Student will receive a Site Safety Training Card and OSHA 30 Card upon completion.*

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

**Course Description:**

**Orientation to the Electrical Trade:**

Skilled people in the electrical field are essential to maintain electrical systems and equipment in residential, commercial and industrial settings. Our training describes the various career paths in the Electrical industry. It also covers the apprenticeship requirements for electricians and discusses the employer/employee responsibilities.

**Introduction to Electrical Circuits:**

All kinds of instruments use electrical circuitry to function. Our training discusses basic atomic theory and electrical theory, which are the fundamental concepts behind electricity in every setting. It also covers electrical units of measurement and explains how Ohm's law and the power equation can be used to determine unknown values. This training also includes electrical schematic diagrams.

**Electrical Theory:**

Knowledge of electrical circuits is essential in the electrical field. Sound understanding of basic circuits, as well as the methods for calculating the electrical energy within them, forms the foundation for utilizing these principles in practical applications. Our training explains how to apply Ohm's law to series, parallel and series parallel circuits. It also covers Kirchhoff's voltage and current laws.

**Alternating Current:**

The foundation for safe and successful electrical installation is a sound understanding of DC and AC electrical principles. AC Electricity also has a frequency component, so knowledge of AC waveforms and the effects of reactive and inductive components in a circuit is essential. Our training describes AC circuits and explains how to apply Ohm's law to solve for unknown circuits values.

**Introduction to the National Electrical Code:**

The NEC is one of the most important tools for the electrician. When used together with the electrical code for your local area, the NEC provides the minimum requirements for the installation of electrical systems. Our training describes the purpose of the NEC and explains how to use it to find the installation requirements for various electrical devices

and wiring methods. It also provides an overview of the National Electrical Manufacturers Association and Nationally Recognized Testing Laboratories.

### **Raceway and Fittings:**

Electrical raceways present challenges and requirements involving proper installation techniques, general understanding of raceway systems, and applications of the NEC to raceway systems. Acquiring quality installation skills for raceway systems requires practice, knowledge, and training. Our training describes various types of raceway systems, along with their installation and NEC requirements. It also describes the use of various conduit bodies.

### **Device Boxes:**

Electricians work with device boxes almost every day on every project, making a thorough understanding of the types of boxes available and their applications essential. Our training describes the various types of boxes and explains how to calculate the NEC fill requirements for outlet and junction boxes under 100 cubic inches (1,650 cubic centimeters).

### **Conductors and Cables:**

As an Electrician, you will be required to select the proper wire and/or cable for a job. You will also be required to pull this wire or cable through conduit runs in order to terminate it. Our training discusses the conductor types, cable marking, color codes and ampacity derating. It also describes how to install conductors using fish tapes and power conduit fishing systems.

### **HVAC Controls:**

Heating, Ventilation and Air Conditioning (HVAC) systems are among the electrically powered and controlled systems that electricians will encounter, especially in the residential and commercial construction. During installation, electricians will be called upon to provide power and control connections to the various components of these systems. For this reason, it is important that electricians develop a basic understanding of HVAC systems and their components.

Entrance Requirements: HS Diploma or equivalent or ATB test, Valid Driver's License  
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**

### **Basic Electrical Construction Drawings:**

In all large construction projects and in many of the smaller ones, an architect is commissioned to prepare complete working drawings and specifications for the project. These drawings include site plans, floor plans, detail drawings, lighting plans, power riser diagrams, equipment schedules and specifications. Our training describes

how to interpret electrical drawing, and covers the use of architects and engineers' scales.

### **Electrical Test Equipment:**

The test equipment selected for a specific task depends on the type of measurement and the level of accuracy required. Our training covers the applications of various types of electrical test equipment. It also describes meter safety precautions and category ratings.

### **Conductor Terminations and Splices:**

Anyone involved with electrical systems of any type must be familiar with wire connectors and splicing, as they are both necessary to make the numerous electrical joints required during the course of an electrical installation. Our training explains how to prepare cable ends for terminations and splices and describes crimping techniques.

### **Load Calculations – Branch and Feeder Circuits:**

The purpose of branch circuit load calculations is to determine the sizes of branch circuit overcurrent protection devices and branch circuit conductors using NEC requirements. Sizing loads and protection devices appropriately ensures safe, reliable electrical systems. Our training explains how to calculate branch circuit and feeder loads for residential and commercial applications. It also covers various derating factors.

### **Residential Electrical Systems:**

When planning any electrical system, there are certain general steps to be followed., regardless of the type of construction. Residential electrical systems are essential for many everyday necessities, including heating and air conditioning, lighting, and household appliances. Our training discusses basic load calculations and NEC requirements for residential electrical systems. It also describes how to lay out branch circuits, install wiring, size outlet boxes and install wiring devices.

### **Electric Lighting:**

Electric Lighting is used extensively throughout residential structures, commercial businesses, industrial plants, and outdoor sites. It serves to provide illumination for the performance of visual tasks with a maximum of comfort and a minimum of eyestrain and fatigue, allowing individuals to perform their daily living and work-related tasks more easily. Our training introduces the principles of human vision and the characteristics of light. It also covers different kinds of lamps, lighting fixtures (luminaries), and related components.

### **Grounding and Bonding:**



The grounding system is a major part of the electrical system. Its purpose is to protect life and equipment against the various electrical faults that can occur. Our training explains the grounding and bonding requirements of NEC Article 250. It also explains how to size the main and system bonding jumpers as well as the grounding electrode conductor for various AC systems.

### **Overcurrent Protection:**

Electrical distribution systems are often quite complicated, and cannot be absolutely fail-safe. Circuits are subject to destructive overcurrent's due to harsh environments, general deterioration, damage, excessive expansion, or electrical distribution system overload. For this reason, protective devices are essential for the prevention of costly damage to distribution systems components, as well as for protection against fire hazards in all electrical systems. Our training explains how to size and select circuit breakers and fuses for various applications. It also covers short circuit calculations and troubleshooting.

### **Distribution Equipment:**

An electrical power system consists of several subsystems on both the utility (supply) side and the customer (user) side. Our training discusses switchboards and switchgear, including installation, grounding, and maintenance requirements. It also covers ground fault relay testing.

### **Load Calculations – Branch and Feeder Circuits:**

The purpose of branch circuit load calculations is to determine the sizes of branch circuit overcurrent protection devices and branch circuit conductors using NEC requirements. Sizing loads and protection devices appropriately ensures safe, reliable electrical systems. Our training explains how to calculate branch circuit and feeder loads for residential and commercial applications. It also covers various derating factors.

### **Commercial Electrical Systems:**

No matter the size or complexity, all electric services have the same purpose: to deliver electrical energy safely. Our training covers the components, installation considerations, and NEC requirements for commercial services.

### **Fire Alarm Systems:**

Fire Alarms provide an essential service that protects both human life and property from the effects of fire. Fire alarms can be complex systems made up of many different technologies. Numerous codes govern fire alarms to ensure that they operate in useful and predictable ways. Our training explores the technologies, codes, and wiring approaches used to assemble a fire alarm system. Installation and troubleshooting techniques are also examined.

Entrance Requirements: HS Diploma or equivalent or ATB test, Valid Driver's License  
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**

**Course Description:**

**Conductor Installations:**

In most cases, the installation of conductors in raceway systems is merely routine. However, there are certain practices that can reduce labor and materials and help prevent damage to the conductors. Our training describes how to prepare conduit for conductors. It also explains how to set up and complete a cable-pulling operation.

**Pull Boxes and Junction Boxes:**

Pull boxes and junction boxes are provided in an Electrical installation to facilitate the installation of conductors, or to provide a junction point for the connection of conductors, or both. Our training describes how to size and install pull and junction boxes. It also identifies various specialty enclosures, including conduit bodies, FS and FD boxes and handholes.

**Hand Bending:**

The art of conduit bending is dependent upon the skills of the electrician and requires a working knowledge of basic terms and proven procedures. Practice, knowledge, and training will help you gain the skills necessary for proper conduit bending and installation. Our training describes methods for hand bending conduit. It covers 90-degree bends, back to back bends, offsets, and saddle bends. It also describes how to cut, ream and thread conduit.

**Conduit Bending:**

The normal installation of intermediate metal conduit (IMC) rigid metal conduit (RMC), and electrical metallic tubing (EMT) requires many changes of direction in the conduit runs, ranging from simple offsets at the point of termination at outlet boxes and cabinets to complicated angular offsets at columns, beams, cornices, and so forth. Our training describes how to make conduit bends using mechanical, hydraulic, and electric benders.

**Intrusion Detection Systems:**

Our training describes devices such as sensors, notifications, control panels and programming used in intrusion detection security systems. It covers system designs and installation guidelines, wiring, testing, and troubleshooting. The training emphasizes codes and standards.

### **Standby and Emergency Systems:**

In places of assembly, power systems provide important functions such as lighting, evacuation routes and others during emergency situations. Our training explains the NEC installation requirements for electric generators and storage batteries and used during such emergency systems.

### **Voice, Data and Video:**

A structured cabling system is a system in which the main components, which are divided into five subsystems, do not change. Electricians are often involved in the installation of structured voice, data and video cabling systems in various commercial applications, with each subsystem having its own specific installation requirements. Our training covers the installation, terminations, and testing of these systems.

### **Motor Controls:**

For safety and proper operation in the intended environment, the installation of motor starters and control circuit pilot devices requires that they be installed in the proper position and location. Our training provides information on selecting, sizing, and installing motor controllers, as well as control circuit pilot devices and basic relay logic.

### **Advanced Controls:**

Control systems are what regulate and direct the behavior of devices within an electrical system. They vary in complexity and consist of a variety of components, which provide different types of control. Our training discusses application and operating principles of various control system components, such as solid-state relays, reduced voltage starters and adjustable frequency drives. It also covers basic troubleshooting procedures.

Entrance Requirements: HS Diploma or equivalent or ATB test, Valid Driver's License  
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**

### **Course Description:**

#### **Introduction to HVAC:**

Virtually all of the millions of homes and businesses in the United States have a heating system. A large percentage of homes and business have comfort cooling systems as well. In addition, there are many thousands of stores and restaurants that use refrigeration equipment. Workers trained in the HVAC industry have the opportunity to install systems in new construction, service equipment in existing construction, and replace aging systems.

### **Basic Electricity:**

Like most other appliances, an HVAC/R system needs electricity in order to operate. Most of the problems an HVAC/R technician encounters when faced with a service call involve the electrical system, so an understanding of electrical theory, components, and circuits is essential. Technicians must have a firm foundation to get started, allowing them to understand the circuits in complex systems and continue to grow throughout their careers.

### **Alternating Current:**

The electrical power used to operate HVAC equipment is alternating current, or AC power. Compressor motors, fan motors, and transformers, along with the low-voltage control circuits used in managing HVAC/R systems, depend on the constantly changing nature of the AC to function. Because of this constantly changing nature, the principles you learned earlier about calculating voltage, current, resistance, and power cannot be directly applied to AC inductive circuits.

### **Introduction to Cooling:**

To service cooling equipment, you must have a clear understanding of the refrigeration cycle. You must also understand the function of the primary refrigeration – circuit components. Technicians can apply this knowledge to all refrigeration circuits. Despite the differences in the many refrigerants and their boiling points, the basic principles presented here apply to all direct expansion refrigerant circuits.

### **Compressors:**

The compressor is the heart of an HVAC/R system, providing the force that moves refrigerant through the cycle and raising the pressure of the refrigerant so that heat absorbed in the evaporator can be transferred to the condenser. It is essential to understand compressors and to know how to service and troubleshoot them. Although compressors are durable, factors such as the state of the refrigerant circuit and the quality of the power supply can contribute to their failure. HVAC/R technicians must understand how these and other factors influence compressor operation.

### **Air Distribution Systems:**

Most heating and cooling systems use ductwork to deliver conditioned air to the spaces being cooled or heated. The ductwork may be made of sheet metal, fiberglass duct board, fabric, or flexible duct. The performance of the HVAC system is closely linked to

the quality of the air distribution system. The ductwork must be of the proper size and type, and must be correctly installed and sealed.

### **Basic Copper and Plastic Piping Practices:**

Copper tubing and piping is used extensively in HVAC work. Copper is the base material for virtually all common refrigerant piping. Plastic piping is used in heating and cooling systems for a variety of purposes. Plastic piping may be used to carry chilled water for large cooling systems, condenser water for water cooled mechanical systems or even to vent high efficiency furnaces.

### **Soldering and Brazing:**

Soldering is used primarily to join copper water lines and condensate lines in the HVAC/R craft. When mechanically strong, pressure resistant joints are needed for refrigerant lines, the process used is brazing. Both soldering and brazing demand careful attention to safety due to the hazards associated with flammable gases and open flames. With some practice, HVAC/R technicians can soon master soldering and brazing techniques.

### **Sheet Metal Duct Systems:**

HVAC ductwork can be made of sheet metal or fiberglass duct board. Because the interior surfaces of sheet metal ducts are smooth, these ducts offer less resistance to airflow than fiberglass duct board. However, in most cases they must be insulated to reduce noise transmissions, minimize the heat transfer, and prevent condensation. Therefore, working with sheet metal ductwork requires knowledge of various types of metals and insulation practices, as well as unique methods for joining and supporting sheet metal ductwork. Sheet metal ductwork systems also include additional components for efficient air distribution, such as dampers and takeoffs.

### **Fiberglass and Fabric Duct Systems:**

Fiberglass duct board has been used successfully in both residential and commercial installations for many years. It is lightweight and easy to handle. The duct provides its own insulation, so it is not necessary to add insulation as it is with sheet metal duct.

Fabric duct systems continue to gain popularity in commercial, industrial and institutional applications. They are affordable, require very limited labor to install, and can be applied in a number of situations. Maintenance and cleaning of these systems is also very simple.

Entrance Requirements: HS Diploma or equivalent or ATB test, Valid Driver's License  
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.

**Course Description:****Troubleshooting Cooling:**

The refrigeration circuit is a closed loop system, so it is not always easy to determine the location of a problem in the system. Since the operation of the refrigerant circuit can be affected by external conditions, it can also be challenging to determine if a problem is within the system or the result of an external influence. A thorough understanding of the refrigeration circuit provides the basis for matching specific symptoms to probable causes. An experienced service technician is able to recognize refrigeration cycle failure patterns quickly and efficiently and knows how to apply effective solutions.

**Refrigerants and Oils:**

HVAC/R technicians must be thoroughly familiar with the refrigerants and oils used in today's systems. Laws originally adopted years ago mandate the elimination of many refrigerants and their replacement with new products that are more environmentally friendly. Many new refrigerants are not compatible with traditional lubricants, prompting the development of new oils as well. Our training presents many of the refrigerants and oils in common use and introduces some with future potential.

**Leak Detection, Evacuation, Recovery and Charging:**

Proper handling of refrigerants in accordance with EPA guidelines is one of the most important tasks for HVAC/R technicians, who must perform critical tasks like leak detection, evacuation, recovery and charging of the refrigeration circuit. Work related to the refrigerant circuit is expensive and time-consuming, and it must be done with attention to detail to ensure system users enjoy efficient, reliable operation in the end.

**Metering Devices:**

The metering device provides the pressure drop that a refrigerant needs in order to boil in the evaporator and absorb heat from the conditioned space. There are a number of different styles, but all provide a similar function. HVAC/R technicians must be able to identify various metering devices and understand their operation. The different types require different service procedures and affect the approach to charging refrigerant into different systems.

**Basic Maintenance:**

Equipment maintenance requires HVAC/R technicians to make intelligent decisions regarding the correct materials to use in specific situations. They must be familiar with common maintenance items such as air filters and lubricants. Our training presents

information related to maintenance-oriented materials and their applications and presents guidelines for system inspections and periodic maintenance procedures.

### **Commercial/Industrial Refrigeration:**

Our training focuses on commercial and industrial applications of refrigeration. It covers the equipment, control systems, and refrigerants used for these purposes. It compares and contrasts these methods and components used in commercial and industrial applications with those used in comfort cooling systems.

### **Commercial Airside Systems:**

You may have seen office buildings and shopping malls with many air conditioning units on the roof. These are likely to be packaged units in which the ductwork penetrates the building. Large buildings have different needs than small buildings. For example, some zones in the building may be calling for heat, while others are calling for cooling, and others are making no demands. The system design must accommodate these differences. In commercial systems, it is common to find single systems serving multiple zones, with each zone having its own comfort control device. These applications require special air distribution equipment not commonly found in residential applications.

### **Air Quality Equipment:**

There are many accessories that can be added to an HVAC/R system to improve the comfort level and the quality of the air in a building. Other accessories can improve the operating efficiency of the system, resulting in lower cost to the user. The quality of the air in homes and elsewhere is affected by dust, molds, and other contaminants. Other accessories, such as humidifiers, are designed to overcome problems that reduce the indoor comfort level. Because these accessories have become very commonplace, it is essential that HVAC/R specialists know how to properly install and service them.

Entrance Requirements: HS Diploma or equivalent or ATB test, Valid Driver's License  
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**

### **Course Description:**

#### **Control Circuit and Motor Troubleshooting:**

Most malfunctions that occur in HVAC/R equipment are caused by failure in the power distribution of control circuits. Technicians must understand how the various

components function and be able to interpret the schematics, wiring diagrams, and other service literature. In addition, new technologies such as variable motor drives and electronically commutated motors are adding more complexity. The successful troubleshooter can read schematics and wiring diagrams to understand the underlying operating sequences and apply that understanding to troubleshooting.

### **Heat Pumps:**

Heat pumps provide both cooling and heating using the mechanical refrigeration cycle. The secret to this capability is that even cold air contains some heat. The heat pump can extract that heat by reversing the refrigeration cycle. A heat pump contains a few more control devices than a cooling-only system, and its heat exchangers are larger because they serve two functions. Other than that, a heat pump looks just like a common air conditioning system.

### **Troubleshooting Heat Pumps:**

Our training reviews the operation of heat pumps and presents methods and procedures for troubleshooting them. Heat pumps contain more control devices and have more complex circuits than a cooling-only system. Depending on the malfunction, the cooling and heating functions are usually examined separately, although some problems affect both modes of operation. Because heat pumps are unique, some of the applicable troubleshooting tasks are unique as well.

### **Troubleshooting Accessories:**

Residential furnaces, especially in cold, dry northern climates, are often equipped with humidifiers to maintain a healthy moisture level in the indoor air. Electronic air cleaners may also be installed in both residential and commercial environments. Economizers are common in commercial systems. Energy and heat recovery ventilators are also another accessory that can be applied in both residential and commercial systems. Servicing these types of devices requires some specialized knowledge. This is especially true of economizers, because there are several types, each with its own specific operating characteristics.

### **Construction Drawings and Specifications:**

Anyone involved in the installation of the heating and cooling equipment for new construction must be able to interpret the project drawings and specifications. The drawings show the locations of equipment, duct runs, piping runs, and electrical wiring. During the estimating and planning processes, the drawings are used to determine the amount and types of equipment, accessories, and materials needed for the job. Correct interpretation of the drawings is essential in order to determine the correct price for the job, and to have the correct amounts and types of equipment and materials available. A technician or installer who does not learn to interpret them properly is unlikely to advance very far in his or her career.

### **Troubleshooting Gas Heating:**



Gas Furnaces and other gas heating devices utilize a variety of controls. Most of these controls are safety devices that either shut the system down in the event of a problem or prevent it from operating if certain conditions are not met in a specified sequence. Service technicians must understand how these devices interact to control the system. They must also learn to recognize combustion related problems and be able to properly test the combustion system using specialized test instruments.

Entrance Requirements: HS Diploma or equivalent or ATB test, Valid Driver's License  
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**

### **6009-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.

<b>Course</b>	<b>Clock Hours</b>
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 .....	06 (6T)
TOTAL.....	46 Hours (30T/16S)

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

Prerequisite: None

Graduates will receive a Certificate

### **6095-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.

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

Entrance Requirement: Personal Interview - 2 years electrical work experience

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.

<b>Course</b>	<b>Clock Hours</b>
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: Personal Interview - Individuals who have worked 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.

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

Entrance Requirements: Working in the Electrical field for 1 year or more

Prerequisite: None

Graduates will receive a Certificate

### **6077-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.

<b>Course</b>	<b>Clock Hours</b>
Basic Estimating.....	15 (T)
TOTAL.....	15 Hours (T)

*Entrance Requirement: Personal Interview*

Prerequisite: None

Graduates will receive a Certificate

### **6002-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

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

Entrance Requirement: *Personal Interview*

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.

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

Entrance Requirement: High school diploma or equivalent and Personal Interview 2 year's or more in the electrical trade

Prerequisite: None

Graduates will receive a Certificate

### **6075.12 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.

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

Entrance Requirement: Personal Interview (and with appropriate training)

Prerequisite: None

Graduates will receive a Certificate

### **6072-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.

<b><u>Course</u></b>	<b><u>Clock Hours</u></b>
Carpentry .....	15 (8T/7S)
Electrical.....	15 (8T/7S)
HVAC .....	12 (8T/4S)

Plumbing .....	12 (8T/4S)
TOTAL.....	54 Hours (32T/22S)

Entrance Requirement: HS Diploma or equivalent or ATB test

Prerequisite: None

Graduates will receive a Certificate

### **6090-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.

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

### **6064-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.

<b>Course</b>	<b>Clock Hours</b>
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 .....	15 (T)
TOTAL.....	85 Hours (T)

Entrance Requirement: Minimum 7 years experience in the electrical industry

Prerequisite: None

Graduates will receive a Certificate

### **6053-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.

<b>Course</b>	<b>Clock Hours</b>
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

### **6091-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.

<b>Course</b>	<b>Clock Hours</b>
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 .....	<u>02</u> (T)
TOTAL.....	42 Hours (T)

Entrance Requirement: HS Diploma or equivalent

Prerequisite: None

Graduates will receive a Certificate

### **6048-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](http://www.nabcep.org) for eligibility requirements, application information and deadlines for applying and registering for the PV Certified Installers exam.

<b>Course</b>	<b>Clock Hours</b>
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

### **6016-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.

<b>Course</b>	<b>Clock Hours</b>
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..	03 (T)
TOTAL.....	30 Hours (T)

Entrance Requirement: Personal interview, Minimum 2 years' experience electrical or fire alarm industry

Prerequisite: None

Graduates will receive a Certificate

### **6096-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.

<b>Course</b>	<b>Clock Hours</b>
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 and Personal Interview

Prerequisite: None

Graduates will receive a Certificate

### **6054-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.

<b>Course</b>	<b>Clock Hours</b>
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: Oil Burner Service & Repair #1

Prerequisite: None

Graduates will receive a Certificate

### **6032-30hr. OSHA Outreach Training for Construction Industry**

The **6032-30hr. OSHA Outreach Training for Construction Industry** 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.

<b>Course</b>	<b>Clock Hours</b>
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.....	<u>03 (T)</u>
TOTAL.....	30 Hours (T)



Entrance Requirement: Personal Interview, 18 years of age or older, 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 .....	<u>21 (9T/12S)</u>
TOTAL.....	21 Hours (9T/12S)

Entrance Requirement: 7 years electrical experience, Personal Interview

Prerequisite: 6064-Master Electrician License 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

### **6055-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

#### **Course**

#### **Clock Hours**

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, Personal interview – one-year experience in the construction industry

Prerequisite: None

Graduates will receive a Certificate

## **6056-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.

<b><u>Course</u></b>	<b><u>Clock Hours</u></b>
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

Prerequisite: 6055 – Air Conditioning and Refrigeration 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. The course fulfills the requirement by NYS Dept. of State of completion of at least 81 hours of qualifying education. 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.

<b><u>Course</u></b>	<b><u>Clock Hours</u></b>
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 (T)</u>
TOTAL.....	81 Hours (T)

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

Prerequisite: None

Graduates will receive a Certificate

### **6087-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.

<b><u>Course</u></b>	<b><u>Clock Hours</u></b>
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.....	02 (T)
TOTAL.....	48 Hours

Entrance Requirement: 18 years of age or older, Minimum 6 months in the Electrical or Low Voltage Industry and Personal Interview or Enrollment in 6074-Electrical Training Program

Prerequisite: None

Graduates will receive a Certificate .

### **6081-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.

<b><u>Course</u></b>	<b>Clock Hours</b>
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

### **6011-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.

<b><u>Course</u></b>	<b>Clock Hours</b>
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 electrical contractor or minimum 3 years' experience in field

Prerequisite: None

Graduates will receive a Certificate

### **6086-Understanding Transformers – 12 Hours**

In this course, students will learn the following:

<b><u>Course</u></b>	<b>Clock Hours</b>
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.....	03 (S)
TOTAL.....	12 Hours (9T/3S)

Entrance Requirement: Must have 1-year experience in the field

Prerequisite: None

Graduates will receive a Certificate

## **SEMINARS**

### **5001-NEC Code Changes – 8 Hours**

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

### **6093-8 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.

### **5002-Grounding & Bonding – 8 Hours**

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

### **5003-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.

### **5010-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.

### **5004-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

### **6005-10hr. 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.

**5007-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.

**5008-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.

**5010-Voice and Data Seminar – 8 Hours**

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

**5023 – 8 hr. Fall Prevention**

This seminar will cover generally familiar terms associated with falls in construction. Trainees will be able to recognize avoid and prevent falls hazards from causing harm. Trainees should become aware of regulatory safety requirements associated with falls, including OSHA's Subpart M. Trainees will learn how to make informed decisions when working at heights. This course is a required course that can help fulfill the requirement for an individual applying for a Site Safety Training Card. THIS IS AN AWARENESS-LEVEL TRAINING ONLY and does not provide any other qualification or authorization outside of the Site Safety Training Card.

**5024 - 2-Hour Drug and Alcohol Awareness**

This seminar will allow trainees to become generally familiar with adverse effects of drug and alcohol in the workplace. Trainees will be able to recognize problems associated with substance dependency. This seminar will explain that the purpose of this training helps trainees avoid working while under the influence of drugs and/or alcohol; also adding that this training can help trainees be less susceptible and better at recognizing, avoiding and preventing (RAP) adverse consequences of drug and/or alcohol use and abuse. This training may also help trainees better recognize and understand issues of chemical dependence that may adversely affect the lives of others who they know and love. This course is a required course that can help fulfill the requirement for an individual applying for a Site Safety Training Card. THIS IS AN AWARENESS-LEVEL TRAINING ONLY and does not provide any other qualification or authorization outside of the Site Safety Training Card.

## **CLASS SCHEDULES**

### **Program Schedules**

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

Day Programs start every 5 weeks. **Normal Completion Time:** Total 20 weeks.

Afternoon Sessions meet five (5) days a week: Monday through Friday 2:45pm to 5:45pm

Afternoon programs start two times a year in September and November. **Normal Completion Time:** 40 weeks.

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

Evening programs start every 7 weeks. **Normal Completion Time:** 27 weeks

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 to three nights a week on either a Monday/Wednesday schedule, Tuesday/Thursday or Tuesday-Thursday schedule. Class hours usually begin between 5:00pm and 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.

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

Curriculum	Clock Hours	Non-Refundable Fee	Books & Supplies	Tuition	Total Program Cost	Student Teacher Ratio Skill/Theory
6009-Basic Designing & Installing Solar Photovoltaic Systems	46	50.00	150.00	950.00	1150.00	20:1 S
6039-Basic Estimating	15	25.00	180.00	275.00	400.00	30:1 T
6095-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	2720.00	11,130.00	13950.00	20:1 S
6075 – Electrical Training Program	450	100.00	1425.00	8900.00	10425.00	20:1 S
6075.12 Gas & Oil Burner Control Wiring	45	50.00	125.00	500.00	675.00	30:1 T
6072-General Maintenance Assistance	54	50.00	150.00	600.00	800.00	20:1 S
6071 – HVAC/R Program	600	\$100.00	2720.00	11,130.00	13,950.00	20:1 S
6076 – HVAC/R Program	450	\$100.00	1425.00	8900.00	10425.00	20:1 S
6064-Master Electrician License Preparation	85	50.00	250.00	1499.00	1799.00	30:1 T
6053-Math for Construction Trade	24	25.00	50.00	300.00	375.00	30:1 T
6091-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
6048-NABCEP PV Installers Exam Preparation	20	30.00	75.00	295.00	400.00	30:1 T
6011-NICET Level 1 & 2 Preparation Course	30	50.00	200.00	600.00	850.00	30:1 T
6096 - Oil Burner Service and Repair #1	45	25.00	100.00	425.00	550.00	30:1 T 20:1 S
6054-Oil Burner Service & Repair #2	45	25.00	100.00	425.00	550.00	30:1 T 20:1 S
6032- 30hr. OSHA Outreach Training for Construction Ind.	30	25.00	25.00	250.00	300.00	30:1 T
6084-Practical for Electrical License	21	25.00	25.00	400.00	450.00	20:1 S



6055-Refrigeration/Air Conditioning Level One	45	25.00	100.00	475.00	600.00	30:1 T 20:1 S
6056-Refrigeration/Air Conditioning Level 2	45	25.00	100.00	475.00	600.00	30:1 T 20:1 S
6087-Security & Fire Alarm Practical Course	48	50.00	100.00	550.00	700.00	30:1 T 20:1 S
Security or Fire Alarm System Installer	81	50.00	150.00	1375.00	1575.00	30:1 T
6081-Understanding the NEC	45	50.00	100.00	500.00	650.00	30:1 T
6011-Understanding Generators, Installation and Sales for the Electrical	16	25.00	75.00	250.00	350.00	30:1 T 20:1 S
6086-Understanding Transformers	12	20.00	80.00	200.00	300.00	20:1 S
Wiring 1 & 2 Family Dwellings	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
5010-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
6005-10hr. OSHA Outreach Training For Construction Elec.	10	None	55.00	85.00	140.00	30:1 T
5023 – Fall Prevention	08	None	40.00	180.00	220.00	30:1 T
5024 - 2-Hour Drug and Alcohol Awareness	02	None	15.00	40.00	55.00	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.

## **Management & Staff**

<b><u>Management</u></b>	
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 – Director of Registrar/Bursar</u>
Ferrara, Lisa	<u>Secretary – Finance Director</u>
Sheehan-Brownell, Kallie	<u>Financial Aid Director</u>
Rastelli, Kimberly	<u>Director of Admissions</u>
Cerqueira, Christopher	<u>Placement and Marketing Director</u>
<b><u>Admissions</u></b>	
Rastelli, Kimberly	<u>Director of Admissions</u>
Granata, Alexa	<u>Admissions Assistant</u>
Clinton, Ayesha	<u>Admissions Assistant</u>
<b><u>Financial Aid</u></b>	
Sheehan-Brownell, Kallie	<u>Financial Aid Director</u>
<b><u>Registrar &amp; Bursar</u></b>	
Deacon, Barbara	<u>Director of Registrar, Bursar</u>
Campbell, Erin	<u>Registrar Assistant, Bursar</u>
<b><u>Student Services</u></b>	
Cerqueira, Christopher	<u>Placement and Marketing Director</u>
Kinberg, Stephanie	<u>Student Services Assistant</u>
<b><u>Accounting</u></b>	
Ferrara, Salvatore M.	<u>Finance Director</u>
Ferrara, John Anthony	<u>Finance Director Assistant</u>
<b><u>Compliance</u></b>	
Ferrara, Salvatore M.	<u>Assistant Director</u>
<b><u>Marketing</u></b>	
Cerqueira, Christopher	<u>Marketing Director</u>
<b><u>Administrative Staff</u></b>	
Tewksbury, Krysta	<u>Administrative Assistant</u>
Garces, Laurette	<u>Receptionist</u>
Alston, Sianna	<u>Administrative Assistant</u>

## **FACULTY**

<b><u>Electrical Programs</u></b>	
Abagnale, Peter	<u>Master Electrician</u>
Arthur, Xavier	<u>Electrician</u>
Keegan, Shawn	<u>Master Electrician</u>
McGinn, John	<u>Master Electrician</u>
McLaughlin, Robert	<u>Master Electrician, OSHA Authorized Trainer</u>
Merola, Stephen	<u>Electrician</u>
Salcedo, Pedro	<u>Master Electrician</u>
Torres, Pedro	<u>Electrician</u>
Visnefsky, Eugene	<u>Master Electrician</u>
Weitzman, Howard	<u>Master Electrician, Master Plumber</u>
Wilson, Robert	<u>Electrician</u>
<b><u>HVAC/R Programs</u></b>	
Bolobanic, Christopher	<u>Facilities Refrigeration and Air Conditioning Technician</u>
Martell, Alan	<u>HVAC/R Technician</u>
Massaro, Philip	<u>HVAC/R Technician</u>
<b><u>All Trades 150 Hour Program</u></b>	
Liptak, Robert	<u>Master Carpenter, OSHA Authorized Trainer</u>
Murray, Joseph	<u>General Contractor, OSHA Authorized Trainer</u>
Paduano, Steven	<u>Master Electrician; Journeyman Electrician, OSHA Authorized Trainer</u>
<b><u>Courses / Seminars</u></b>	
Cangemi, John	<u>Electrical Engineer</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>
Gallo, Justin	<u>OSHA Authorized Trainer</u>
Gardega, Thomas	<u>Engineer, Master Electrician</u>
Karageorgiou, Starvos	<u>Commercial Litigation Associate</u>
Komorowski, Stanley	<u>Master Electrician</u>
Mallick, Anthony	<u>Certified Universal HVAC Technician</u>
Mundy, Jr, James M.	<u>Certified Fire Inspector</u>
Rodrigues, Nicholas	<u>Certified Security Technician</u>
Sanger, Kenneth	<u>Solar Contractor</u>
Sousa, Scott	<u>Master Electrician, NABCEP certified Solar PV Installer</u>

	<u>SunPower Master Installer and Master Designer</u>
Terino, Thomas	<u>Master Electrician</u>

### **Affiliations**

A. Other Higher Education Associations – Partner with high schools in the community to provide educational programs that benefit their student body.

- I. Copiague High School
- II. Bellmore-Merrick High School
- III. Holy Cross High School

B. Professional and Trade Organizations – Memberships that provide insight to the industry and partnerships to give back to the community.

- I. ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers - Member
- II. Association for Facilities Engineering
- III. Habitat for Humanity Long Island – Robert McLaughlin – Chair of Construction Committee – Board Member
- IV. Habitat for Humanity Restore Committee – Member – Robert McLaughlin
- V. International Association of Electrical Inspectors NYC Chapter – Treasure and Chair of Education
- VI. National Fire Protection Agency – Associate Member
- VII. New York Fire Alarm Association – Member
- VIII. National Association of the Remodeling Industry – Associate Member
- IX. U.S Green Building Council Long Island – Associate Member
- X. Hauppauge Industrial Association – Member – Runner up Small Business of Year 2022

C. Industry/Employer Networks – Provides Electrical Training Center and Industry/Employer Networks to collaborate through education, trade shows and formal scheduled meetings to share and elevate the knowledge of the Electrical and HVAC/R industries. Also, allows for the industry/employer network to provide of pipeline to potential student placement.

- I. Copiague Chamber of Commerce – Member/Board of Directors – Salvatore M. Ferrara
- II. Suffolk County Electrical Contractors Association (SCECA) – Robert McLaughlin – Education Advisor Member, CEU's with Association, Job Postings on Newsletter,
- III. Nassau Electric League – Member
- IV. MACC – Metropolitan Air Conditioning Contractors of New York Chapter – Board Member – Robert McLaughlin
- V. National Electrical Contractors Association
- VI. 5 Boro Electrical Contractors Association – Member
- VII. Oil and Energy Service Professionals – Member

D. Advisory Boards – Provide insight in a vocational context to high schools through scheduled advisory board meetings

- I. William Floyd High School
- II. BOCES
- III. Suffolk County Workforce Development Board
- IV. Disability Committee for Suffolk County

E. Government Agencies – Contractual Relationships with governmental agencies to provide education to qualified consumers.

- I. ACCES-VR – Admissions acts as a liaison between vendor and consumer to streamline the process obtaining funding and secure enrollment.
- II. Suffolk County Department of Labor – Board Member – Salvatore Ferrara
- III. Coalition of New York State Career Schools - Member
- IV. Town of Oyster Bay
- V. Hempstead Works
- VI. Department of Occupational Resources (DOOR)
- VII. Veterans Affairs – Certifying Officials include Barbara Deacon, Salvatore Ferrara and Kimberly Rastelli
- VIII. New York City Department of Buildings
- IX. Suffolk County Consumer Affairs

F. Other Organizations – Manufactures partnerships in Electrical and HVAC/R industries that provide up to date information to our student body through presentations and donations.

- I. Milwaukee
- II. Ideal
- III. Sporlan
- IV. Thomas and Betts
- V. Topaz/Southwire
- VI. Square D/Schneider Electric
- VII. Fieldpiece
- VIII. Reem Plumbing
- IX. Eaton Wiring Devices
- X. Klein Tools
- XI. A Plus Technologies
- XII. Appion
- XIII. JB Industries
- XIV. Lutron
- XV. NAPCO
- XVI. CE Northeast
- XVII. Google Nest Pro
- XVIII. Carlin
- XIX. Burndy
- XX. Resideo
- XXI. KTR Lighting
- XXII. Daiken
- XXIII. Hubble
- XXIV. Yellow Jacket
- XXV. Ferguson
- XXVI. Wales Darby
- XXVII. Platsky (Bosch)
- XXVIII. ITM Tools
- XXIX. AlarmTech
- XXX. DHVAC
- XXXI. Cooper Lighting Solutions
- XXXII. Testo
- XXXIII. Leviton
- XXXIV. Greenlee
- XXXV. ESCO

- XXXVI. Johnstone Supply
- XXXVII. 811 (Excavator)
- XXXVIII. PSEG
- XXXIX. Empower Solar
- XL. Momentum Solar
- XLI. Revco

**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:

<b><u>Name</u></b>	<b><u>Business Name</u></b>
Loubier, Tracey	Leviton
Yvensum, Adrien	Leviton
Isolano, John	Bright Bay Electric
McLaughlin, Robert	Electrical and HVAC/R Training Center

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## Addendum Section

### **2022 Placement Rates and Completion Rates**

6071 – HVAC/R Program Day

Placement Rate: 89.47%

Completion Rate: 100%

6071-HVAC/R Program Evening:

Placement Rate: 89.19%

Completion Rate: 93.48%

6074-Electrical Training Program Day

Placement Rate: 91.89%

Completion Rate: 97.44%

6074- Electrical Training Program Evening

Placement Rate: 96.08%

Completion Rate: 95.24%

6074 – Electrical Training Program Afternoon

Placement Rate: 96.88%

Completion Rate: 97.22%

6075 – Electrical Training Program Day

Placement Rate: 0%\*\*\*

Completion Rate: 100%

6075 – Electrical Training Program Evening

Placement Rate: 100%

Completion Rate: 100%

6076-HVAC/R Program Evening

Placement Rate: 100%

Completion Rate: 100%

\*\*Only 1 student took this program and elected to waive placement for the program.

### **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.



### ACCET – BPSS Refund Comparison Chart

			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	556.50	5008.50	500.85	1057.35	0.00	0.00	BPSS
2 Quarters	20	2	1391.25	1113.00	4452.00	445.20	1558.20	25.00	1391.25	BPSS
20 Weeks	20	3	2782.50	1669.50	3895.50	389.55	2059.05	50.00	2782.50	ACCET
	20	4	4173.75	2226.00	3339.00	333.90	2559.90	75.00	4173.75	ACCET
	20	5	5565.00	2782.50	2782.50	278.25	3060.75	100.00	5565.00	ACCET
	20	6	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	20	7	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	20	8	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	20	9	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	20	10	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	20	11	6956.25	6121.50	5008.50	500.85	6622.35	25.00	6956.25	ACCET
	20	12	8347.50	6678.00	4452.00	445.20	7123.20	50.00	8347.50	ACCET
	20	13	9738.75	7234.50	3895.50	389.55	7624.05	75.00	9738.75	ACCET
	20	14	11130.00	7791.00	3339.00	333.90	8124.90	100.00	11130.00	ACCET
	20	15	11130.00	8347.50	2782.50	278.25	8625.75	100.00	11130.00	ACCET
	20	16	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	20	17	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	20	18	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	20	19	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	20	20	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
6071- HVAC/R Program Evening	27	1	0.00	428.08	5136.92	513.69	941.77	0.00	0.00	BPSS
2 Quarters	27	2	1391.25	856.15	4708.85	470.88	1327.04	25.00	1391.25	ACCET
27 Weeks	27	3	2782.50	1284.23	4280.77	428.08	1712.31	50.00	2782.50	ACCET

	27	4	4173.75	1712.31	3852.69	385.27	2097.58	75.00	4173.75	ACCET
	27	5	5565.00	2140.38	3424.62	342.46	2482.85	100.00	5565.00	ACCET
	27	6	5565.00	2568.46	2996.54	299.65	2868.12	100.00	5565.00	ACCET
	27	7	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	27	8	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	27	9	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	27	10	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	27	11	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	27	12	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	27	13	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	27	14	6956.25	5962.50	5167.50	516.75	6479.25	25.00	6956.25	ACCET
	27	15	8347.50	6360.00	4770.00	477.00	6837.00	50.00	8347.50	ACCET
	27	16	9738.75	6757.50	4372.50	437.25	7194.75	75.00	9738.75	ACCET
	27	17	11130.00	7155.00	3975.00	397.50	7552.50	100.00	11130.00	ACCET
	27	18	11130.00	7552.50	3577.50	357.75	7910.25	100.00	11130.00	ACCET
	27	19	11130.00	7950.00	3180.00	318.00	8268.00	100.00	11130.00	ACCET
	27	20	11130.00	8347.50	2782.50	278.25	8625.75	100.00	11130.00	ACCET
	27	21	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	27	22	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	27	23	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	27	24	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	27	25	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	27	26	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	27	27	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both

6074-Electrical Training Program Day	20	1	0.00	556.50	5008.50	500.85	1057.35	0.00	0.00	BPSS
2 Quarters	20	2	1391.25	1113.00	4452.00	445.20	1558.20	25.00	1391.25	BPSS
20 Weeks	20	3	2782.50	1669.50	3895.50	389.55	2059.05	50.00	2782.50	ACCET
	20	4	4173.75	2226.00	3339.00	333.90	2559.90	75.00	4173.75	ACCET

	20	5	5565.00	2782.50	2782.50	278.25	3060.75	100.00	5565.00	ACCET
	20	6	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	20	7	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	20	8	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	20	9	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	20	10	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	20	11	6956.25	6121.50	5008.50	500.85	6622.35	25.00	6956.25	ACCET
	20	12	8347.50	6678.00	4452.00	445.20	7123.20	50.00	8347.50	ACCET
	20	13	9738.75	7234.50	3895.50	389.55	7624.05	75.00	9738.75	ACCET
	20	14	11130.00	7791.00	3339.00	333.90	8124.90	100.00	11130.00	ACCET
	20	15	11130.00	8347.50	2782.50	278.25	8625.75	100.00	11130.00	ACCET
	20	16	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	20	17	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	20	18	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	20	19	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	20	20	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both

6074 - Electrical Training Program Evening Only	27	1	0.00	428.08	5136.92	513.69	941.77	0.00	0.00	BPSS
2 Quarters	27	2	1391.25	856.15	4708.85	470.88	1327.04	25.00	1391.25	ACCET
27 Weeks	27	3	2782.50	1284.23	4280.77	428.08	1712.31	50.00	2782.50	ACCET
	27	4	4173.75	1712.31	3852.69	385.27	2097.58	75.00	4173.75	ACCET
	27	5	5565.00	2140.38	3424.62	342.46	2482.85	100.00	5565.00	ACCET
	27	6	5565.00	2568.46	2996.54	299.65	2868.12	100.00	5565.00	ACCET
	27	7	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	27	8	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	27	9	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	27	10	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	27	11	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	27	12	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	27	13	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both

	27	14	6956.25	5962.50	5167.50	516.75	6479.25	25.00	6956.25	ACCET
	27	15	8347.50	6360.00	4770.00	477.00	6837.00	50.00	8347.50	ACCET
	27	16	9738.75	6757.50	4372.50	437.25	7194.75	75.00	9738.75	ACCET
	27	17	11130.00	7155.00	3975.00	397.50	7552.50	100.00	11130.00	ACCET
	27	18	11130.00	7552.50	3577.50	357.75	7910.25	100.00	11130.00	ACCET
	27	19	11130.00	7950.00	3180.00	318.00	8268.00	100.00	11130.00	ACCET
	27	20	11130.00	8347.50	2782.50	278.25	8625.75	100.00	11130.00	ACCET
	27	21	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	27	22	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	27	23	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	27	24	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	27	25	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	27	26	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	27	27	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both

6074-Electrical Training Program Afternoon	40	1	0.00	278.25	2504.25	250.43	528.68	0.00	0.00	BPSS
4 Quarters	40	2	695.63	556.50	2226.00	222.60	779.10	25.00	695.63	BPSS
40 weeks	40	3	1391.25	834.75	1947.75	194.78	1029.53	50.00	1391.25	ACCET
	40	4	2086.88	1113.00	1669.50	166.95	1279.95	75.00	2086.88	ACCET
	40	5	2782.50	1391.25	1391.25	139.13	1530.38	100.00	2782.50	ACCET
	40	6	2782.50	2782.50	0.00	0.00	2782.50	100.00	2782.50	Both
	40	7	2782.50	2782.50	0.00	0.00	2782.50	100.00	2782.50	Both
	40	8	2782.50	2782.50	0.00	0.00	2782.50	100.00	2782.50	Both
	40	9	2782.50	2782.50	0.00	0.00	2782.50	100.00	2782.50	Both
	40	10	2782.50	2782.50	0.00	0.00	2782.50	100.00	2782.50	Both
	40	11	3478.13	3060.75	2504.25	250.43	3311.18	25.00	3478.13	ACCET
	40	12	4173.75	3339.00	2226.00	222.60	3561.60	50.00	4173.75	ACCET
	40	13	4869.38	3617.25	1947.75	194.78	3812.03	75.00	4869.38	ACCET
	40	14	5565.00	3895.50	1669.50	166.95	4062.45	100.00	5565.00	ACCET
	40	15	5565.00	4173.75	1391.25	139.13	4312.88	100.00	5565.00	ACCET

	40	16	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	40	17	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	40	18	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	40	19	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	40	20	5565.00	5565.00	0.00	0.00	5565.00	100.00	5565.00	Both
	40	21	6260.63	5843.25	2504.25	250.43	6093.68	25.00	6260.63	ACCET
	40	22	6956.25	6121.50	2226.00	222.60	6344.10	50.00	6956.25	ACCET
	40	23	7651.88	6399.75	1947.75	194.78	6594.53	75.00	7651.88	ACCET
	40	24	8347.50	6678.00	1669.50	166.95	6844.95	100.00	8347.50	ACCET
	40	25	8347.50	6956.25	1391.25	139.13	7095.38	100.00	8347.50	ACCET
	40	26	8347.50	8347.50	0.00	0.00	8347.50	100.00	8347.50	Both
	40	27	8347.50	8347.50	0.00	0.00	8347.50	100.00	8347.50	Both
	40	28	8347.50	8347.50	0.00	0.00	8347.50	100.00	8347.50	Both
	40	29	8347.50	8347.50	0.00	0.00	8347.50	100.00	8347.50	Both
	40	30	8347.50	8347.50	0.00	0.00	8347.50	100.00	8347.50	Both
	40	31	9043.13	8625.75	2504.25	250.43	8876.18	25.00	9043.13	ACCET
	40	32	9738.75	8904.00	2226.00	222.60	9126.60	50.00	9738.75	ACCET
	40	33	10434.38	9182.25	1947.75	194.78	9377.03	75.00	10434.38	ACCET
	40	34	11130.00	9460.50	1669.50	166.95	9627.45	100.00	11130.00	ACCET
	40	35	11130.00	9738.75	1391.25	139.13	9877.88	100.00	11130.00	ACCET
	40	36	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	40	37	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	40	38	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	40	39	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	Both
	40	40	11130.00	11130.00	0.00	0.00	11130.00	100.00	11130.00	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	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	Both
	20	7	4450.00	4450.00	0.00	0.00	4450.00	100.00	4450.00	Both
	20	8	4450.00	4450.00	0.00	0.00	4450.00	100.00	4450.00	Both
	20	9	4450.00	4450.00	0.00	0.00	4450.00	100.00	4450.00	Both
	20	10	4450.00	4450.00	0.00	0.00	4450.00	100.00	4450.00	Both
	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	Both
	20	17	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	Both
	20	18	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	Both
	20	19	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	Both
	20	20	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	Both

6075-Electrical Training 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	Both
	15	9	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	Both
	15	10	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	Both
	15	11	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	Both
	15	12	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	Both
	15	13	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	Both
	15	14	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	Both
	15	15	8900.00	8900.00	0.00	0.00	8900.00	100.00	8900.00	Both

## Catalog Addendum

### Occupational Education Data Survey 2021- 2022

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OEDS reporting period ( 2023 ) for: 6071 - HVAC/R Program - 8242

Reporting period is from 07/01/2021 to 06/30/2022

Values must be numeric. Do not place commas or \$ / Round to the nearest whole number

For Example, if a dollar amount is requested and your value is \$2,345.56 your should enter 2346

## School and Curriculum Information Hide/Show

**School and Curriculum Information****Total Clock Hours** The total number of hours and listed on the curriculum applicationHours **Total curriculum Cost in USD** Total Amount a student will spend on the curriculum.USD **Registration Fee** Cost of Registering for this curriculum.USD **Total Equipment Cost** Include the costs for all Books/Kits/Equipment necessary for the curriculum.USD **Was this curriculum license active, but not offered, to any student during the reporting period of July 1, 2021 - June 30th 2022**Yes/No **Was the curriculum offered via distance education, based upon temporary distance education approval related to COVID-19**

Yes/No 

## Admissions Hide/Show

**Admissions** All boxes must be filled in. If none, place a 0 (zero)**Admissions: Total Applications**Applied  Accepted  Denied **Admissions: High School Diploma** Students Possessing HS diploma/High School Equivalency (HSE)Applied  Accepted  Denied **Admissions: Ability to Benefit** Students whom have an Ability top Benefit(ATB)Applied  Accepted  Denied 

## Enrollment Hide/Show

**Enrollment** All boxes must be filled in. If none, place a 0 (zero)**Enrollment: Total Full Time Students** - Enrolled after July 1, 2021 Continued-Enrolled prior to July 1, 2021New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Enrollment: Total Part Time Students**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Enrollment: Total Enrollments**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Of the total number of students listed above, how many were Ability to Benefit from each category?**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 

## Outcome Status Hide/Show

**Outcome Status** All boxes must be filled in. If none, place a 0 (zero)

**Total Students**Withdrawn/Dropped out Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year Graduates: Enrolled and graduated this reporting year Continuing: Enrolled this reporting period and continuing on into next reporting period **Of the total number of students listed above, how many were Ability to Benefit from each category**Withdrawn/Dropped out Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year Graduates: Enrolled and graduated this reporting year Continuing: Enrolled this reporting period and continuing on into next reporting period **Graduation Follow-up: Employment Hide/Show****Graduation Follow-up: Employment** All boxes must be filled in. If none, place a 0 (zero)**Total Number of Students**In Occupation Related Field Unrelated Field Seeking Employment Status Unknown Unavailable for Employment **Of the total number of students listed above, how many were Ability to Benefit for each category**In Occupation Related Field Unrelated Field Seeking Employment Status Unknown Unavailable for Employment **Financial Assistance Hide/Show****Financial Assistance** A student may use more than one. All boxes must be filled in. If none, place a 0 (zero)**TAP** New York Tuition Assistance ProgramFull Time Part Time Total **Direct Plus Loans Made to Parents of Dependant Studnets**

Full Time	<input type="text" value="14"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="14"/>
<b>Federal PELL Grant</b> Basic Education Opportunity Grant					
Full Time	<input type="text" value="78"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="78"/>
<b>Federal Title IV</b> Federal Title IV Loans borrowed by student.					
Full Time	<input type="text" value="73"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="73"/>
<b>Adult Career and Continuing Ed. Services-Voc Rehab</b> ACCES-VR					
Full Time	<input type="text" value="13"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="13"/>
<b>Income Sharing Agreement or Deferred Tuition Agreement</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Workforce Innovation and Opportunity Act (WIOA)</b>					
Full Time	<input type="text" value="3"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="3"/>
<b>Veterans Benefits</b> Federal Veterans Benefits in any form or program					
Full Time	<input type="text" value="15"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="15"/>
<b>Private Student Loans</b> Private Student Loans obtained by the student					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>School Issued Credit</b> School Credit					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Employer Sponsorship through a Home Care Agency</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Other</b> Federal or State Subsidies					
Full Time	<input type="text" value="11"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="11"/>
<b>Any other Credit Extended by or on behalf of the Institution that the student is obligated to repay</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Self Funded</b> Student paid out of pocket or did not use any of the above methods					
Full Time	<input type="text" value="116"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="116"/>
<b>Education Opportunity Grant</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>



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OEDS reporting period ( 2023 ) for: 6074 - Electrical Training Program - 8532

Reporting period is from 07/01/2021 to 06/30/2022

Values must be numeric. Do not place commas or \$ / Round to the nearest whole number

For Example, if a dollar amount is requested and your value is \$2,345.56 your should enter 2346

## School and Curriculum Information Hide/Show

**School and Curriculum Information****Total Clock Hours** The total number of hours and listed on the curriculum applicationHours **Total curriculum Cost in USD** Total Amount a student will spend on the curriculum.USD **Registration Fee** Cost of Registering for this curriculum.USD **Total Equipment Cost** Include the costs for all Books/Kits/Equipment necessary for the curriculum.USD **Was this curriculum license active, but not offered, to any student during the reporting period of July 1, 2021 - June 30th 2022**Yes/No **Was the curriculum offered via distance education, based upon temporary distance education approval related to COVID-19**

Yes/No 

## Admissions Hide/Show

**Admissions** All boxes must be filled in. If none, place a 0 (zero)**Admissions: Total Applications**Applied  Accepted  Denied **Admissions: High School Diploma** Students Possessing HS diploma/High School Equivalency (HSE)Applied  Accepted  Denied **Admissions: Ability to Benefit** Students whom have an Ability top Benefit(ATB)Applied  Accepted  Denied 

## Enrollment Hide/Show

**Enrollment** All boxes must be filled in. If none, place a 0 (zero)**Enrollment: Total Full Time Students** - Enrolled after July 1, 2021 Continued-Enrolled prior to July 1, 2021New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Enrollment: Total Part Time Students**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Enrollment: Total Enrollments**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Of the total number of students listed above, how many were Ability to Benefit from each category?**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 

## Outcome Status Hide/Show

**Outcome Status** All boxes must be filled in. If none, place a 0 (zero)

**Total Students**Withdrawn/Dropped out Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year Graduates: Enrolled and graduated this reporting year Continuing: Enrolled this reporting period and continuing on into next reporting period **Of the total number of students listed above, how many were Ability to Benefit from each category**Withdrawn/Dropped out Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year Graduates: Enrolled and graduated this reporting year Continuing: Enrolled this reporting period and continuing on into next reporting period **Graduation Follow-up: Employment Hide/Show****Graduation Follow-up: Employment** All boxes must be filled in. If none, place a 0 (zero)**Total Number of Students**In Occupation Related Field Unrelated Field Seeking Employment Status Unknown Unavailable for Employment **Of the total number of students listed above, how many were Ability to Benefit for each category**In Occupation Related Field Unrelated Field Seeking Employment Status Unknown Unavailable for Employment **Financial Assistance Hide/Show****Financial Assistance** A student may use more than one. All boxes must be filled in. If none, place a 0 (zero)**TAP** New York Tuition Assistance ProgramFull Time Part Time Total **Direct Plus Loans Made to Parents of Dependant Studnets**

Full Time	<input type="text" value="18"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="18"/>
<b>Federal PELL Grant</b> Basic Education Opportunity Grant					
Full Time	<input type="text" value="110"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="110"/>
<b>Federal Title IV</b> Federal Title IV Loans borrowed by student.					
Full Time	<input type="text" value="134"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="134"/>
<b>Adult Career and Continuing Ed. Services-Voc Rehab</b> ACCES-VR					
Full Time	<input type="text" value="34"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="34"/>
<b>Income Sharing Agreement or Deferred Tuition Agreement</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Workforce Innovation and Opportunity Act (WIOA)</b>					
Full Time	<input type="text" value="4"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="4"/>
<b>Veterans Benefits</b> Federal Veterans Benefits in any form or program					
Full Time	<input type="text" value="14"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="14"/>
<b>Private Student Loans</b> Private Student Loans obtained by the student					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>School Issued Credit</b> School Credit					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Employer Sponsorship through a Home Care Agency</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Other</b> Federal or State Subsidies					
Full Time	<input type="text" value="21"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="21"/>
<b>Any other Credit Extended by or on behalf of the Institution that the student is obligated to repay</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Self Funded</b> Student paid out of pocket or did not use any of the above methods					
Full Time	<input type="text" value="220"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="220"/>
<b>Education Opportunity Grant</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>

[Back](#)

[Next](#)

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OEDS reporting period ( 2023 ) for: 6075 - Electrical Training Program - 8727

Reporting period is from 07/01/2021 to 06/30/2022

Values must be numeric. Do not place commas or \$ / Round to the nearest whole number

For Example, if a dollar amount is requested and your value is \$2,345.56 your should enter 2346

## School and Curriculum Information Hide/Show

**School and Curriculum Information****Total Clock Hours** The total number of hours and listed on the curriculum applicationHours **Total curriculum Cost in USD** Total Amount a student will spend on the curriculum.USD **Registration Fee** Cost of Registering for this curriculum.USD **Total Equipment Cost** Include the costs for all Books/Kits/Equipment necessary for the curriculum.USD **Was this curriculum license active, but not offered, to any student during the reporting period of July 1, 2021 - June 30th 2022**Yes/No **Was the curriculum offered via distance education, based upon temporary distance education approval related to COVID-19**

Yes/No 

## Admissions Hide/Show

**Admissions** All boxes must be filled in. If none, place a 0 (zero)**Admissions: Total Applications**Applied  Accepted  Denied **Admissions: High School Diploma** Students Possessing HS diploma/High School Equivalency (HSE)Applied  Accepted  Denied **Admissions: Ability to Benefit** Students whom have an Ability top Benefit(ATB)Applied  Accepted  Denied 

## Enrollment Hide/Show

**Enrollment** All boxes must be filled in. If none, place a 0 (zero)**Enrollment: Total Full Time Students** - Enrolled after July 1, 2021 Continued-Enrolled prior to July 1, 2021New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Enrollment: Total Part Time Students**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Enrollment: Total Enrollments**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Of the total number of students listed above, how many were Ability to Benefit from each category?**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 

## Outcome Status Hide/Show

**Outcome Status** All boxes must be filled in. If none, place a 0 (zero)



**Total Students**Withdrawn/Dropped out Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year Graduates: Enrolled and graduated this reporting year Continuing: Enrolled this reporting period and continuing on into next reporting period **Of the total number of students listed above, how many were Ability to Benefit from each category**Withdrawn/Dropped out Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year Graduates: Enrolled and graduated this reporting year Continuing: Enrolled this reporting period and continuing on into next reporting period **Graduation Follow-up: Employment Hide/Show****Graduation Follow-up: Employment** All boxes must be filled in. If none, place a 0 (zero)**Total Number of Students**In Occupation Related Field Unrelated Field Seeking Employment Status Unknown Unavailable for Employment **Of the total number of students listed above, how many were Ability to Benefit for each category**In Occupation Related Field Unrelated Field Seeking Employment Status Unknown Unavailable for Employment **Financial Assistance Hide/Show****Financial Assistance** A student may use more than one. All boxes must be filled in. If none, place a 0 (zero)**TAP** New York Tuition Assistance ProgramFull Time Part Time Total **Direct Plus Loans Made to Parents of Dependant Studnets**

Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Federal PELL Grant</b> Basic Education Opportunity Grant					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Federal Title IV</b> Federal Title IV Loans borrowed by student.					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Adult Career and Continuing Ed. Services-Voc Rehab</b> ACCES-VR					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Income Sharing Agreement or Deferred Tuition Agreement</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Workforce Innovation and Opportunity Act</b> (WIOA)					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Veterans Benefits</b> Federal Veterans Benefits in any form or program					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Private Student Loans</b> Private Student Loans obtained by the student					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>School Issued Credit</b> School Credit					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Employer Sponsorship through a Home Care Agency</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Other</b> Federal or State Subsidies					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Any other Credit Extended by or on behalf of the Institution that the student is obligated to repay</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Self Funded</b> Student paid out of pocket or did not use any of the above methods					
Full Time	<input type="text" value="4"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="4"/>
<b>Education Opportunity Grant</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>

[Back](#)

[Next](#)

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OEDS reporting period ( 2023 ) for: 6076 - HVAC/R Program - 8882

Reporting period is from 07/01/2021 to 06/30/2022

Values must be numeric. Do not place commas or \$ / Round to the nearest whole number

For Example, if a dollar amount is requested and your value is \$2,345.56 your should enter 2346

## School and Curriculum Information Hide/Show

**School and Curriculum Information****Total Clock Hours** The total number of hours and listed on the curriculum applicationHours **Total curriculum Cost in USD** Total Amount a student will spend on the curriculum.USD **Registration Fee** Cost of Registering for this curriculum.USD **Total Equipment Cost** Include the costs for all Books/Kits/Equipment necessary for the curriculum.USD **Was this curriculum license active, but not offered, to any student during the reporting period of July 1, 2021 - June 30th 2022**Yes/No **Was the curriculum offered via distance education, based upon temporary distance education approval related to COVID-19**

Yes/No 

## Admissions Hide/Show

**Admissions** All boxes must be filled in. If none, place a 0 (zero)**Admissions: Total Applications**Applied  Accepted  Denied **Admissions: High School Diploma** Students Possessing HS diploma/High School Equivalency (HSE)Applied  Accepted  Denied **Admissions: Ability to Benefit** Students whom have an Ability top Benefit(ATB)Applied  Accepted  Denied 

## Enrollment Hide/Show

**Enrollment** All boxes must be filled in. If none, place a 0 (zero)**Enrollment: Total Full Time Students** - Enrolled after July 1, 2021 Continued-Enrolled prior to July 1, 2021New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Enrollment: Total Part Time Students**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Enrollment: Total Enrollments**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Of the total number of students listed above, how many were Ability to Benefit from each category?**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 

## Outcome Status Hide/Show

**Outcome Status** All boxes must be filled in. If none, place a 0 (zero)

**Total Students**Withdrawn/Dropped out Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year Graduates: Enrolled and graduated this reporting year Continuing: Enrolled this reporting period and continuing on into next reporting period **Of the total number of students listed above, how many were Ability to Benefit from each category**Withdrawn/Dropped out Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year Graduates: Enrolled and graduated this reporting year Continuing: Enrolled this reporting period and continuing on into next reporting period **Graduation Follow-up: Employment Hide/Show****Graduation Follow-up: Employment** All boxes must be filled in. If none, place a 0 (zero)**Total Number of Students**In Occupation Related Field Unrelated Field Seeking Employment Status Unknown Unavailable for Employment **Of the total number of students listed above, how many were Ability to Benefit for each category**In Occupation Related Field Unrelated Field Seeking Employment Status Unknown Unavailable for Employment **Financial Assistance Hide/Show****Financial Assistance** A student may use more than one. All boxes must be filled in. If none, place a 0 (zero)**TAP** New York Tuition Assistance ProgramFull Time Part Time Total **Direct Plus Loans Made to Parents of Dependant Studnets**

Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Federal PELL Grant</b> Basic Education Opportunity Grant					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Federal Title IV</b> Federal Title IV Loans borrowed by student.					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Adult Career and Continuing Ed. Services-Voc Rehab</b> ACCES-VR					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Income Sharing Agreement or Deferred Tuition Agreement</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Workforce Innovation and Opportunity Act (WIOA)</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Veterans Benefits</b> Federal Veterans Benefits in any form or program					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Private Student Loans</b> Private Student Loans obtained by the student					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>School Issued Credit</b> School Credit					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Employer Sponsorship through a Home Care Agency</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Other</b> Federal or State Subsidies					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Any other Credit Extended by or on behalf of the Institution that the student is obligated to repay</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Self Funded</b> Student paid out of pocket or did not use any of the above methods					
Full Time	<input type="text" value="3"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="3"/>
<b>Education Opportunity Grant</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>

[Back](#)

[Next](#)

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OEDS reporting period ( 2023 ) for: Security or Fire Alarm System Installer - 7257

Reporting period is from 07/01/2021 to 06/30/2022

Values must be numeric. Do not place commas or \$ / Round to the nearest whole number

For Example, if a dollar amount is requested and your value is \$2,345.56 your should enter 2346

## School and Curriculum Information Hide/Show

**School and Curriculum Information****Total Clock Hours** The total number of hours and listed on the curriculum applicationHours **Total curriculum Cost in USD** Total Amount a student will spend on the curriculum.USD **Registration Fee** Cost of Registering for this curriculum.USD **Total Equipment Cost** Include the costs for all Books/Kits/Equipment necessary for the curriculum.USD **Was this curriculum license active, but not offered, to any student during the reporting period of July 1, 2021 - June 30th 2022**Yes/No **Was the curriculum offered via distance education, based upon temporary distance education approval related to COVID-19**

Yes/No 

## Admissions Hide/Show

**Admissions** All boxes must be filled in. If none, place a 0 (zero)**Admissions: Total Applications**Applied  Accepted  Denied **Admissions: High School Diploma** Students Possessing HS diploma/High School Equivalency (HSE)Applied  Accepted  Denied **Admissions: Ability to Benefit** Students whom have an Ability top Benefit(ATB)Applied  Accepted  Denied 

## Enrollment Hide/Show

**Enrollment** All boxes must be filled in. If none, place a 0 (zero)**Enrollment: Total Full Time Students** - Enrolled after July 1, 2021 Continued-Enrolled prior to July 1, 2021New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Enrollment: Total Part Time Students**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Enrollment: Total Enrollments**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Of the total number of students listed above, how many were Ability to Benefit from each category?**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 

## Outcome Status Hide/Show

**Outcome Status** All boxes must be filled in. If none, place a 0 (zero)

**Total Students**

Withdrawn/Dropped out

6

Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year

0

Graduates: Enrolled and graduated this reporting year

62

Continuing: Enrolled this reporting period and continuing on into next reporting period

0

**Of the total number of students listed above, how many were Ability to Benefit from each category**

Withdrawn/Dropped out

0

Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year

0

Graduates: Enrolled and graduated this reporting year

0

Continuing: Enrolled this reporting period and continuing on into next reporting period

0

**Graduation Follow-up: Employment Hide/Show****Graduation Follow-up: Employment** All boxes must be filled in. If none, place a 0 (zero)**Total Number of Students**

In Occupation

0

Related Field

0

Unrelated Field

0

Seeking Employment

0

Status Unknown

0

Unavailable for Employment

0

**Of the total number of students listed above, how many were Ability to Benefit for each category**

In Occupation

0

Related Field

0

Unrelated Field

0

Seeking Employment

0

Status Unknown

0

Unavailable for Employment

0

**Financial Assistance Hide/Show****Financial Assistance** A student may use more than one. All boxes must be filled in. If none, place a 0 (zero)**TAP** New York Tuition Assistance Program

Full Time

0

Part Time

0

Total

0

**Direct Plus Loans Made to Parents of Dependant Studnets**

Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Federal PELL Grant</b> Basic Education Opportunity Grant					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Federal Title IV</b> Federal Title IV Loans borrowed by student.					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Adult Career and Continuing Ed. Services-Voc Rehab</b> ACCES-VR					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Income Sharing Agreement or Deferred Tuition Agreement</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Workforce Innovation and Opportunity Act (WIOA)</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Veterans Benefits</b> Federal Veterans Benefits in any form or program					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Private Student Loans</b> Private Student Loans obtained by the student					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>School Issued Credit</b> School Credit					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Employer Sponsorship through a Home Care Agency</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Other</b> Federal or State Subsidies					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Any other Credit Extended by or on behalf of the Institution that the student is obligated to repay</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Self Funded</b> Student paid out of pocket or did not use any of the above methods					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="68"/>	Total	<input type="text" value="68"/>
<b>Education Opportunity Grant</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>

[Back](#)

[Next](#)

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OEDS reporting period ( 2023 ) for: 6064-Master Electrician License Preparation - 7996

Reporting period is from 07/01/2021 to 06/30/2022

Values must be numeric. Do not place commas or \$ / Round to the nearest whole number

For Example, if a dollar amount is requested and your value is \$2,345.56 your should enter 2346

## School and Curriculum Information Hide/Show

**School and Curriculum Information**

**Total Clock Hours** The total number of hours and listed on the curriculum application

Hours

**Total curriculum Cost in USD** Total Amount a student will spend on the curriculum.

USD

**Registration Fee** Cost of Registering for this curriculum.

USD

**Total Equipment Cost** Include the costs for all Books/Kits/Equipment necessary for the curriculum.

USD

**Was this curriculum license active, but not offered, to any student during the reporting period of July 1, 2021 - June 30th 2022**

Yes/No

Was the curriculum offered via distance education, based upon temporary distance education approval related to COVID-19

Yes/No

Admissions Hide/Show

**Admissions** All boxes must be filled in. If none, place a 0 (zero)

**Admissions: Total Applications**

Applied  Accepted  Denied

**Admissions: High School Diploma** Students Possessing HS diploma/High School Equivalency (HSE)

Applied  Accepted  Denied

**Admissions: Ability to Benefit** Students whom have an Ability top Benefit(ATB)

Applied  Accepted  Denied

Enrollment Hide/Show

**Enrollment** All boxes must be filled in. If none, place a 0 (zero)

**Enrollment: Total Full Time Students** - Enrolled after July 1, 2021 Continued-Enrolled prior to July 1, 2021

New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021

**Enrollment: Total Part Time Students**

New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021

**Enrollment: Total Enrollments**

New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021

**Of the total number of students listed above, how many were Ability to Benefit from each category?**

New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021

Outcome Status Hide/Show

**Outcome Status** All boxes must be filled in. If none, place a 0 (zero)**Total Students**

Withdrawn/Dropped out	<input type="text" value="15"/>	Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	<input type="text" value="0"/>	Graduates: Enrolled and graduated this reporting year	<input type="text" value="77"/>
Continuing: Enrolled this reporting period and continuing on into next reporting period	<input type="text" value="0"/>				

**Of the total number of students listed above, how many were Ability to Benefit from each category**

Withdrawn/Dropped out	<input type="text" value="0"/>	Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	<input type="text" value="0"/>	Graduates: Enrolled and graduated this reporting year	<input type="text" value="0"/>
Continuing: Enrolled this reporting period and continuing on into next reporting period	<input type="text" value="0"/>				

**Graduation Follow-up: Employment Hide/Show****Graduation Follow-up: Employment** All boxes must be filled in. If none, place a 0 (zero)**Total Number of Students**

In Occupation	<input type="text" value="0"/>	Related Field	<input type="text" value="0"/>	Unrelated Field	<input type="text" value="0"/>
Seeking Employment	<input type="text" value="0"/>	Status Unknown	<input type="text" value="0"/>	Unavailable for Employment	<input type="text" value="0"/>

**Of the total number of students listed above, how many were Ability to Benefit for each category**

In Occupation	<input type="text" value="0"/>	Related Field	<input type="text" value="0"/>	Unrelated Field	<input type="text" value="0"/>
Seeking Employment	<input type="text" value="0"/>	Status Unknown	<input type="text" value="0"/>	Unavailable for Employment	<input type="text" value="0"/>

**Financial Assistance Hide/Show****Financial Assistance** A student may use more than one. All boxes must be filled in. If none, place a 0 (zero)**TAP** New York Tuition Assistance Program



Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Direct Plus Loans Made to Parents of Dependant Studnets</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Federal PELL Grant</b> Basic Education Opportunity Grant					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Federal Title IV</b> Federal Title IV Loans borrowed by student.					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Adult Career and Continuing Ed. Services-Voc Rehab</b> ACCES-VR					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Income Sharing Agreement or Deferred Tutition Agrrement</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Workforce Innovation and Opportunity Act (WIOA)</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Veterans Benefits</b> Federal Veterans Benefits in any form or program					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Private Student Loans</b> Private Student Loans obtained by the student					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>School Issued Credit</b> School Credit					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Employer Sponsorship through a Home Care Agency</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Other</b> Federal or State Subsidies					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Any other Credit Extended by or on behalf of the Institution that the student is obligated to repay</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Self Funded</b> Student paid out of pocket or did not use any of the above methods					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="92"/>	Total	<input type="text" value="92"/>
<b>Education Opportunity Grant</b>					

4/3/23, 5:38 PM

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Full Time

Part Time

Total

[Back](#)

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OEDS reporting period ( 2023 ) for: 6077 - Basic Estimating - 8880

Reporting period is from 07/01/2021 to 06/30/2022

Values must be numeric. Do not place commas or \$ / Round to the nearest whole number

For Example, if a dollar amount is requested and your value is \$2,345.56 your should enter 2346

## School and Curriculum Information Hide/Show

**School and Curriculum Information****Total Clock Hours** The total number of hours and listed on the curriculum applicationHours **Total curriculum Cost in USD** Total Amount a student will spend on the curriculum.USD **Registration Fee** Cost of Registering for this curriculum.USD **Total Equipment Cost** Include the costs for all Books/Kits/Equipment necessary for the curriculum.USD **Was this curriculum license active, but not offered, to any student during the reporting period of July 1, 2021 - June 30th 2022**Yes/No **Was the curriculum offered via distance education, based upon temporary distance education approval related to COVID-19**

Yes/No 

## Admissions Hide/Show

**Admissions** All boxes must be filled in. If none, place a 0 (zero)**Admissions: Total Applications**Applied  Accepted  Denied **Admissions: High School Diploma** Students Possessing HS diploma/High School Equivalency (HSE)Applied  Accepted  Denied **Admissions: Ability to Benefit** Students whom have an Ability top Benefit(ATB)Applied  Accepted  Denied 

## Enrollment Hide/Show

**Enrollment** All boxes must be filled in. If none, place a 0 (zero)**Enrollment: Total Full Time Students** - Enrolled after July 1, 2021 Continued-Enrolled prior to July 1, 2021New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Enrollment: Total Part Time Students**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Enrollment: Total Enrollments**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 **Of the total number of students listed above, how many were Ability to Benefit from each category?**New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021 

## Outcome Status Hide/Show

**Outcome Status** All boxes must be filled in. If none, place a 0 (zero)

**Total Students**Withdrawn/Dropped out Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year Graduates: Enrolled and graduated this reporting year Continuing: Enrolled this reporting period and continuing on into next reporting period **Of the total number of students listed above, how many were Ability to Benefit from each category**Withdrawn/Dropped out Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year Graduates: Enrolled and graduated this reporting year Continuing: Enrolled this reporting period and continuing on into next reporting period **Graduation Follow-up: Employment Hide/Show****Graduation Follow-up: Employment** All boxes must be filled in. If none, place a 0 (zero)**Total Number of Students**In Occupation Related Field Unrelated Field Seeking Employment Status Unknown Unavailable for Employment **Of the total number of students listed above, how many were Ability to Benefit for each category**In Occupation Related Field Unrelated Field Seeking Employment Status Unknown Unavailable for Employment **Financial Assistance Hide/Show****Financial Assistance** A student may use more than one. All boxes must be filled in. If none, place a 0 (zero)**TAP** New York Tuition Assistance ProgramFull Time Part Time Total **Direct Plus Loans Made to Parents of Dependant Studnets**

Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Federal PELL Grant</b> Basic Education Opportunity Grant					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Federal Title IV</b> Federal Title IV Loans borrowed by student.					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Adult Career and Continuing Ed. Services-Voc Rehab</b> ACCES-VR					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Income Sharing Agreement or Deferred Tuition Agreement</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Workforce Innovation and Opportunity Act</b> (WIOA)					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Veterans Benefits</b> Federal Veterans Benefits in any form or program					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Private Student Loans</b> Private Student Loans obtained by the student					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>School Issued Credit</b> School Credit					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Employer Sponsorship through a Home Care Agency</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Other</b> Federal or State Subsidies					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Any other Credit Extended by or on behalf of the Institution that the student is obligated to repay</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Self Funded</b> Student paid out of pocket or did not use any of the above methods					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="13"/>	Total	<input type="text" value="13"/>
<b>Education Opportunity Grant</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>

[Back](#)

[Next](#)

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OEDS reporting period ( 2023 ) for: 6016 - NICET Level 1 & 2 Preparation Course - 8772

Reporting period is from 07/01/2021 to 06/30/2022

Values must be numeric. Do not place commas or \$ / Round to the nearest whole number

For Example, if a dollar amount is requested and your value is \$2,345.56 your should enter 2346

## School and Curriculum Information Hide/Show

**School and Curriculum Information**

**Total Clock Hours** The total number of hours and listed on the curriculum application

Hours

**Total curriculum Cost in USD** Total Amount a student will spend on the curriculum.

USD

**Registration Fee** Cost of Registering for this curriculum.

USD

**Total Equipment Cost** Include the costs for all Books/Kits/Equipment necessary for the curriculum.

USD

**Was this curriculum license active, but not offered, to any student during the reporting period of July 1, 2021 - June 30th 2022**

Yes/No



Was the curriculum offered via distance education, based upon temporary distance education approval related to COVID-19

Yes/No

Admissions Hide/Show

**Admissions** All boxes must be filled in. If none, place a 0 (zero)

**Admissions: Total Applications**

Applied  Accepted  Denied

**Admissions: High School Diploma** Students Possessing HS diploma/High School Equivalency (HSE)

Applied  Accepted  Denied

**Admissions: Ability to Benefit** Students whom have an Ability top Benefit(ATB)

Applied  Accepted  Denied

Enrollment Hide/Show

**Enrollment** All boxes must be filled in. If none, place a 0 (zero)

**Enrollment: Total Full Time Students** - Enrolled after July 1, 2021 Continued-Enrolled prior to July 1, 2021

New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021

**Enrollment: Total Part Time Students**

New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021

**Enrollment: Total Enrollments**

New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021

**Of the total number of students listed above, how many were Ability to Benefit from each category?**

New - Enrolled after July, 2021  Continued-Enrolled prior to July 1, 2021

Outcome Status Hide/Show

**Outcome Status** All boxes must be filled in. If none, place a 0 (zero)**Total Students**

Withdrawn/Dropped out	<input type="text" value="0"/>	Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	<input type="text" value="0"/>	Graduates: Enrolled and graduated this reporting year	<input type="text" value="6"/>
Continuing: Enrolled this reporting period and continuing on into next reporting period	<input type="text" value="0"/>				

**Of the total number of students listed above, how many were Ability to Benefit from each category**

Withdrawn/Dropped out	<input type="text" value="0"/>	Graduates: Enrolled prior to July 1, 2021 and graduated this reporting year	<input type="text" value="0"/>	Graduates: Enrolled and graduated this reporting year	<input type="text" value="0"/>
Continuing: Enrolled this reporting period and continuing on into next reporting period	<input type="text" value="0"/>				

**Graduation Follow-up: Employment Hide/Show****Graduation Follow-up: Employment** All boxes must be filled in. If none, place a 0 (zero)**Total Number of Students**

In Occupation	<input type="text" value="0"/>	Related Field	<input type="text" value="0"/>	Unrelated Field	<input type="text" value="0"/>
Seeking Employment	<input type="text" value="0"/>	Status Unknown	<input type="text" value="0"/>	Unavailable for Employment	<input type="text" value="0"/>

**Of the total number of students listed above, how many were Ability to Benefit for each category**

In Occupation	<input type="text" value="0"/>	Related Field	<input type="text" value="0"/>	Unrelated Field	<input type="text" value="0"/>
Seeking Employment	<input type="text" value="0"/>	Status Unknown	<input type="text" value="0"/>	Unavailable for Employment	<input type="text" value="0"/>

**Financial Assistance Hide/Show****Financial Assistance** A student may use more than one. All boxes must be filled in. If none, place a 0 (zero)**TAP** New York Tuition Assistance Program

Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Direct Plus Loans Made to Parents of Dependant Studnets</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Federal PELL Grant</b> Basic Education Opportunity Grant					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Federal Title IV</b> Federal Title IV Loans borrowed by student.					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Adult Career and Continuing Ed. Services-Voc Rehab</b> ACCES-VR					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Income Sharing Agreement or Deferred Tutition Agrrement</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Workforce Innovation and Opportunity Act (WIOA)</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Veterans Benefits</b> Federal Veterans Benefits in any form or program					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Private Student Loans</b> Private Student Loans obtained by the student					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>School Issued Credit</b> School Credit					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Employer Sponsorship through a Home Care Agency</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Other</b> Federal or State Subsidies					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Any other Credit Extended by or on behalf of the Institution that the student is obligated to repay</b>					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="0"/>	Total	<input type="text" value="0"/>
<b>Self Funded</b> Student paid out of pocket or did not use any of the above methods					
Full Time	<input type="text" value="0"/>	Part Time	<input type="text" value="6"/>	Total	<input type="text" value="6"/>
<b>Education Opportunity Grant</b>					

4/3/23, 5:15 PM

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Full Time

Part Time

Total

[Back](#)

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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

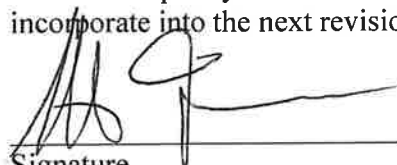
In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution 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

9-18-2021

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