



Advanced Training Institute

5150 S. Decatur Blvd.
Las Vegas, Nevada
89118

School Catalog 2016-2017

Effective Monday, December 19, 2016

Accredited by ACCET
(Accrediting Council for Continuing Education Training)

Advanced Training Institute

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Introduction to ATI

Introduction to ATI

During the past two decades, the Las Vegas valley has led or maintained positions in the top ten fastest growing metropolitan communities in the United States. In a climatic zone where air conditioning is a near-survival necessity rather than a luxury or comfort choice, the need for skilled air conditioning installers and repairmen is critical in the Las Vegas valley.

Brief History

The Air Conditioning Technical Institute was founded in October of 2002, by Jonathan Magel. The Institute held its first air conditioning classes in January of 2003. The school was purchased in June of 2003 by Fairway Inc. On February 26, 2007 Air Conditioning Technical Institute was acquired by the Advanced Training Institute Inc., (sometimes referred to in this catalog as either “ATI”, “School” or “Institute”). On December 15, 2009 ATI was granted national accreditation by the Accrediting Council for Continuing Education & Training (ACCET). On October 6, 2011 Advanced Training Institute, Inc. completed its name change to Mikhail Education Corporation dba Advanced Training Institute.

Mission Statement

The mission of ATI is to create an affordable and effective environment for students to obtain valuable skills that benefit them in their quest to become working professionals and aid them in achieving a new career.

Vision Statement

With its current programs, ATI works to achieve this mission by maintaining close affiliations with industry and city organizations such as NATEF, ASE, RSES, HVAC Excellence, NATE and the Chamber of Commerce. ATI also looks to continuously improve its curriculums, training aids, and academic standards with the help of industry advisory boards that conduct periodic reviews of our course work.

Accreditation/Certification

Advanced Training Institute is nationally accredited through the Accrediting Council for Continuing Education & Training (ACCET). ATI also holds programmatic accreditation by HVAC Excellence and is licensed as a training facility for its HVAC/CR, Automotive Technologies, Photovoltaic program and Electrician Program by the State of Nevada Commission on Postsecondary Education.

Campus Details

Our facility is approximately 63,000 square feet with approximately 30,000 square feet dedicated solely for our lab facilities which are equipped with the latest industry standard equipment.

ATI is located at 5150 S. Decatur Blvd, Las Vegas, Nevada 89118. The ATI phone number is (702) 658-7900 and the fax number is (702) 643-9333.

Business Office Hours

Monday -Thursday 8:00 a.m. to 7:00 p.m.

Friday 8:00 a.m. to 5:00 p.m.

Except Holidays

Ownership and Corporate Officers

Advanced Training Institute is owned by Mikhail Education, Corp.,
5150 S. Decatur Blvd. Las Vegas, NV 89118

Corporate Officers:

Peter Mikhail - President, CEO

Sally Bemis - COO

Dennis Wood - General Counsel & Secretary

Key Faculty and Staff

Jonathan Magel	School Director	Migel Sanchez	Electrician Instructor
Alen Babayan	Associate School Director	Ty Branaman	Academic Director HVAC
Jean Vokes	Admissions Representative	Gary Chenevert	HVAC Instructor
Susie Pelayo	Admissions Representative	Mike McAdams	HVAC Instructor
Debra Myers	Admissions Representative	Richard Cutting	HVAC Instructor
Robert Taylor	Admissions Representative	Michael Lindsay	HVAC Instructor
Jocelyn Arriaga	Registrar	Mike Alder	Academic Director Automotive
Bob Simmer	Corporate Controller	Emmanuel Sanchez	Automotive Instructor
Stefanie Stigen	Accounting Clerk	Kelly Wheatley	Automotive Instructor
Wendy Greer	Human Resources Director	Kevin Garret	Automotive Instructor
Laira De La Vega	Director of Career Services	Terry De Waal	Automotive Instructor
Megan Ashbaugh	Career Services	Garrett, Kevin	Automotive Instructor
Kelly Sharkey	Director of Financial Aid	Alan Franz	Automotive Instructor
Renee Malagon	Financial Aid	Mario Roca	Automotive Instructor
Sarah Eakins	Financial Aid	Robert Giampa	Automotive Instructor
Christy Morales	Financial Aid	Andrew Rich	Automotive Instructor
Adriana Jacquez	Receptionist	Michael Mullady	Automotive Instructor
Raguso, Sherry	Executive Assistant	Richard Washington	Personal Fitness Trainer Instructor
Jack Falkenhagen	Academic Director Electrician	Jessica Perry	Personal Fitness Trainer Instructor
Stuart Heal	Electrician Instructor	William Long	Personal Fitness Trainer Instructor
Jacob Nielsen	Electrician Instructor	James Keough	Personal Fitness Trainer Instructor

Certification

I certify that all information contained in this catalog is true and accurate to the best of my knowledge.

Dated as of December 19, 2016.



Jonathan S. Magel / School Director.

Admissions

Admissions Policy

The admission procedure requires an exchange of information between the applicant and the school, which maintains a staff of representatives for this purpose. These representatives conduct a personal interview with each prospective applicant before any decision is made to submit an application for admission. During the interview, the representative will discuss the School's educational programs in relation to the applicant's career preferences, training needs, and individual motivations.

To be considered for admission, the applicant must be a graduate of an accredited high school, or possess a General Equivalency Diploma (GED). To demonstrate evidence of high school graduation or equivalency, the School must be provided with appropriate documentation. Applicants must present evidence of graduation from a high school that is state approved, accredited by a regional accrediting association, or accredited by CITA (Commission on International and Trans regional Accreditation).

For non-high school graduates, evidence of the GED equivalency must be submitted. An original diploma, an Original GED certificate, an official high school or GED transcript are examples of evidence of graduation. Students that are still in high school at the time of application must also provide an official high school transcript upon completion of their senior year of high school and prior to enrollment.

All material submitted to the School becomes the property of the School.

The School provides career training matched to its students' interests and abilities, and welcomes all students regardless of sex, race, religion, marital status, age, or national origin.

To qualify for admission to Advanced Training Institute, each applicant must meet the following general requirements:

- Be a high school graduate possessing a high school diploma or, possess a recognized equivalent such as a GED.
- Be interviewed by an Admissions Representative;
- Complete an enrollment agreement and other required enrollment paperwork. Attend a financial aid interview and complete required financial aid paperwork; pay a registration fee of \$75.
- Take the Wonderlic Scholastic Level Exam (SLE) and achieve the minimum acceptable score of 13. If a minimum score is not achieved, three re-tests may be given using an alternate test form.

ATI will accept applicants who are beyond compulsory school age. ATI also requires applicants to provide proof of education, i.e.: high school diploma, GED, college and/or military transcripts.

Special Needs

ATI's intent is to provide students with equal access to the essential course content and to mitigate any impact of a disability on the student's learning and/or academic performance without compromising course or program integrity.

Students with disabilities should educate themselves on the physical job requirements before proceeding with training at ATI. US Department Bureau of Labor statistics will have an explanation of job requirements for the fields in which ATI provides training. Placement assistance is available to all graduates, however employment opportunities may be restricted based on the ability of a student to meet employer specific requirements due to

Admission Procedure

Prospective applicants should contact Admissions for information about the Institute, for touring the campus, and for arranging an interview. Admissions personnel assist applicants with all aspects of the admission process. Individuals that decide to enroll must complete an application for admission, an enrollment agreement, and pay a Registration Fee of \$75. Applicants must provide proof of age and educational background. Applicants utilizing VA educational benefits must submit copies of all previous postsecondary education transcripts including military transcripts within two weeks of the commencement of training in their chosen program. Those applicants, wanting to utilize VA educational benefits, who do not submit copies of their previous postsecondary education transcripts and military transcripts within two weeks after the commencement of their program will not be allowed to continue in their training and will be dismissed from the school. ATI administration will review the information and inform the applicant in writing whether they have been accepted for enrollment. If an applicant is not accepted, all monies paid by the applicant are refunded. If it is evident that admission requirements will be met when required documents are received, then the applicant will be accepted for enrollment conditioned upon receipt by ATI of the required documents.

Registration/Orientation

Registration for classes will be accepted through the week prior to the start of the first class.

Orientation is scheduled for the Wednesday prior to the first week of class. Orientation acquaints students with the policies and standards of the School, introduces services for assisting students, acquaints students with curriculum and grading standards, and assists students with completion of required forms and documents.

Vaccination Policy

While ATI does not require any vaccinations to attend the School, students are always strongly encouraged to stay current on their vaccinations in order to lead a healthy lifestyle and prevent common illnesses such as the flu that may affect their attendance.

For more information on vaccines and to find clinics that offer them, visit the website for the Southern Nevada Health District at: <http://www.cchd.org>

Transfer/Challenge Course Credit

Students who have completed similar training courses at another Mikhail Education Corporation (MEC) campus or third party institutions may apply for transfer of credit according to the following policies and procedures:

1. Complete and submit a Transfer of Credit Application to the Program Academic Director.
2. Provide transcript(s) of all previous post-secondary education including any applicable military transcripts within two weeks after commencement of training. Those applicants, wanting to utilize VA educational benefits, who do not submit copies of their previous postsecondary education transcripts and military transcripts within two weeks after the commencement of their program will not be allowed to continue in their training and will be dismissed from the school. Transcripts are required to post transfer credits.
3. Courses from accredited post-secondary training programs that correspond directly in content, scope and length to Advanced Training Institute courses will be considered for credit.
4. Only training courses with a grade of C or 2.0 or above will be considered for credit.
5. Credit by examination, prior work experience, internships or practicum is not accepted.
6. No more than 50% of the total credits of the program can be accepted from transfer credits outside of the MEC school system.
7. Students transferring from another Mikhail Education Corporation campus or third party institution may be granted credit for all passing courses, based on the criteria described in Step No. 3 above, which have been completed within the last 18 months for diploma programs and 24 months for the AAS degree program.
8. All decisions made by the Program's Academic Director regarding Transfer of Credit are final and based wholly on the criteria as stated in these policies and procedures.
9. Advanced Training Institute does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one's tuition charge and may affect financial aid eligibility and the length of one's program.
10. All Transfer of Credit must be reviewed, approved, and awarded within four weeks of commencement of a student's Advanced Training Institute program for that student to receive Transfer of Credit.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at Advanced Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn at Advanced Training Institute is also at the complete discretion of the institution to which you may seek to transfer. If the credits of diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Advanced Training Institute to determine if your credits or diploma will transfer.

The school will provide guidance, a transcript and catalog with course descriptions for any student interested in transferring to another institution.

Re-admission Fee

Returning students are charged \$75.00 to re-admit.

Tools & Supplies

In ATI's commitment to get students off to a great professional start, each trade program student will receive a starter tool set. ATI students will receive their tools at the time of graduation. These tools will be specific to the student's chosen program. The tool kit may not be modified or traded in for its cash value as it is a graduation gift from ATI. Candidates for graduation must have a zero balance in their student accounts with ATI or monthly financial arrangement with the school, have a minimum of 60% of tuition paid and be current on payment status with the financial arrangement.

In order to receive the tool kit students must be:

1. Paid in full at time of graduation; or
2. If on a monthly financial arrangement with the school, a minimum of 60% of tuition paid; and
3. Have a current payment status with no more than 2 (two) 30 day(s) late history in the last 6 months.
4. The School Director under certain circumstances can allow for tools to be released early if they are required for employment.
 - a) Must be in the last module of the program; and
 - b) Must be meeting Satisfactory Academic Progress in the last module.
 - c) Student must have a zero balance with the school; or
 - d) If on a monthly financial arrangement with the school, a minimum of 60% of tuition paid, have a current payment status with no history of late payments.
 - e) Must have a letter from the employer requesting the student have tools in order to begin work with company.

NO OTHER EXCPTIONS WILL BE MADE....

If tools are received prior to Students graduation date and a student should withdraw from their program for any reason, the value of the tool package will be deducted from a student's refund or added to the balance due, whichever applies.

Instructional Materials

The cost of original course books are included in the price for the HVAC/CR, Photovoltaic program, Automotive Technology and Electrician Program. Additional books or replacement books will be available for a fee. The fee is based upon the actual cost to ATI of the additional or replacement books required.

EPA Certification for ATI Students

Under Section 608 of the Clean Air Act, a technician must be certified to work on stationary air conditioners and refrigeration systems. For Automotive under Section 609 of the Clean Air Act, all persons repairing or servicing motor vehicle air-conditioning (MVAC) systems for consideration must be properly trained and certified by a program authorized by EPA. Failure to comply can cost the individual, and the company he or she is working for thousands of dollars. Our EPA Certification Program prepares technicians for the certification test and covers all the information an HVAC/R technician will need to successfully complete the test.

OSHA 10 hour Construction Safety / General Industry Safety

Teaching students to work safely is more important than teaching any skill in any program. ATI has made passing the 10 Hour OSHA safety course a requirement for successful completion of its HVAC/CR and Electrician programs. This nationally recognized certificate will go into the student's portfolio upon completion, and because safety is so important to employers these days, it gives our students an important advantage when applying for a job. The \$70 nominal fee is included as part of the student's program fees and may be re-assessed if the student fails to complete the initial test successfully. Students will not receive their diploma or program completion if they do not successfully complete this test. If a student has acquired the OSHA 10 card at another training facility the card must be presented to the School registrar prior to the OSHA 10 training class and credit will be given to the student's account. A copy of the card will be maintained in the student's permanent file.

School Holidays

ATI observes the following holidays and breaks as set forth on the attached School Holidays Schedule at the back of this catalog.

Program Costs

Automotive Technology Program Costs

Tuition	\$20,258.00
(Tool kit included)	
Registration Fee	\$75.00
Automotive Books	\$425.00
Automotive Uniforms	\$200.00
EPA Section 609 Exam Fee	\$45.00
Total Cost of Program	\$21,003.00

HVAC/CR Program Costs

Tuition	\$14,180.00
(Tool kit included)	
Registration Fee	\$75.00
HVAC Books	\$150.00
HVAC Uniforms	\$200.00
OSHA Certification	\$70.00
EPA Exam Fee	\$90.00
410A Exam Fee	\$90.00
Total Cost of Program	\$14,855.00

Photovoltaic Technician Program Costs

Tuition	\$1,000.00
(No Tool kit included)	
Registration Fee	(Included)
Photovoltaic Book	(Included)
Total Cost of Program	\$1,000.00

Electrician Program Costs

Tuition	\$12150.00
(Tool kit included)	
Registration Fee	\$75.00
Electrician Books	\$700.00
Electrician Uniforms	\$200.00
OSHA Certification	\$70.00
Total Cost of Program	\$13,195.00

Personal Fitness Trainer Program Costs

Tuition	\$12500.00
Registration Fee	\$75.00
Fitness Trainer Books/Certifications	\$1500.00
Fitness Trainer Uniforms	\$125.00
Total Cost of Program	\$14,200.00

Cancellation and Refund Policy

Cancellation and Refund Policy

An applicant not accepted by the ATI shall be entitled to a refund of all monies paid. If a student never attends class or cancels his/her enrollment prior to the start of the training program, ATI shall refund to the student all the money he/she has paid, minus 10% or \$100, whichever is less. A refund will be provided within fifteen (15) calendar days of the first scheduled day of class or date of cancellation, whichever is earlier.

If a student cancels his/her enrollment after the start of the training program, and within the first 5 consecutive scheduled class days (designated cancellation period), ATI shall refund to the student all the money he/she has paid, minus 10% or \$100, whichever is less. A refund will be provided within fifteen (15) calendar days from the date of cancellation.

If a student withdraws or is expelled by ATI after the start of instruction, beyond the designated cancellation period, and before the completion of more than 60% of their training program, ATI shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the agreed upon tuition or \$100, whichever is less.

If a student withdraws or is expelled by ATI after completion of more than 60% of the program, ATI is not required to refund a student any money and will charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

Any student that is expelled from the ATI will be notified by certified mail or hand delivered notification (signature required) stating the reason for the expulsion and the effective date. A copy of the notification shall be retained in the student's file. ATI shall send the refund of any monies collected, minus any applicable fees, within fifteen (15) calendar days after the:

- (a) Date of cancellation by student of his/her enrollment; or
- (b) Date of termination by ATI of the enrollment of a student; or
- (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence or
- (d) Last day of attendance of a student, whichever is applicable.

Student attendance and absences will be recorded beginning on the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance.

The student must maintain an attendance of 90% or higher in each course (also sometimes referred to as "module") to pass the course. Students requiring make-up hours in order to pass a course, must do so prior to the end of the course in question. Make-up hours will not be accepted once the course has reached its scheduled end date.

Program cost is calculated using the tuition and other costs set forth in the enrollment agreement. Some items are included within the cost of tuition whereas others are listed separately from the tuition.

Advanced Training Institute follows the State of Nevada's refund calculation requirements as they are more lenient towards the student than the requirements of ATI's Accrediting body's (ACCET).

BOOKS, EDUCATIONAL SUPPLIES, AND EQUIPMENT

The words "Books, Educational Supplies and Equipment" used in this Catalog includes textbooks, supplies, materials, tools, electrical appliances and devices, or other goods issued to Student under this Catalog for Student's participation in her/his Program of Study. Student agrees that she/he must return to School any unopened/unused Books, Educational Supplies and Equipment within 30 days following the date of Student's withdrawal or notice of cancellation to School in order to receive credit on Student's account for the returned items. If Student fails to return such items within this 30 day period, the School may charge Student for the unreturned items and, if applicable, deduct it from any refund due to Student. The School shall refund any amount exceeding the charges for the Books, Educational Supplies and Equipment within 15 days after the period within which the Student is required to return such items. Student agrees that any used or opened Books, Educational Supplies and Equipment may not be returned for credit under any circumstances.

Withdrawal/Drop Policy

Students who voluntarily decide not to continue their education at Advanced Training Institute will be considered "withdrawn" from school on their last day of attendance. The "Date of determination" will be the 6th day after their last day of attendance and out processing of the student will occur the following business day.

Students may be considered for re-enrollment only after being reviewed by the Director of Education or designee. Students who re-enroll will be required to use the current catalog's programs, tuition and fees then in effect.

Special Cases. In cases of a student's prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete their program, the School shall make a settlement which is reasonable and fair to both the student and the School. In such cases, when the student is fully obligated for 100% of their enrollment agreement tuition and intends to return to the School within one year of their withdrawal, there will be no increases in additional tuition charges to the student.

Refund Computation Example

As an illustration assume a student enrolled for 480 hours of total training; are scheduled to start their training on January 4th; and were scheduled for their program's training completion on June 18th, However, the student does not finish their training and their last day of attendance is February 26th. The student's Date of Determination based on the School's attendance policy would be established as February 26th. Assume further that the student's tuition is \$7500.00 for their training. Based on the above assumptions the refund calculation would be as follows:.

Number of hours student attended:	<u>160 hrs = 33.3%</u>
Number of hours in program:	480 hours
Pro rata portion completed based on 160hrs	= 33.3%
33.3% of \$7500 tuition	= \$2500
10% of tuition or \$100 whichever is less (admin. fee)	= \$100
Owed to institution	= \$2600
Refund to student by March 13th (if applicable)	= \$4900

If ATI substantially fails to furnish the training program agreed upon in the enrollment agreement, ATI shall refund to the student all monies that he/she has paid for that program.

RETURN OF FEDERAL FUNDS (R2T4)

For those students that withdraw on or before the sixty (60%) percent point of their term of training and have received federal financial aid funds, a statutory return of unused funds will be calculated and returned directly to the federal government and/or the appropriate lender. These funds will be debited from the student's account and any remaining balance owed will be the student's responsibility to the School, the federal government and/or the appropriate lender. No return of federal funds is required to be made by the School if a student has completed sixty (60%) per cent or more of his/her term of training. The statutory return of unused federal funds requires ATI to also return to the federal government any unused grants and/or loans the student applied for and was scheduled to receive. ATI is obligated by law to refund any unused federal aid within thirty (30) days of the student's Date of Determination or notification to the School that the student has withdrawn. If a student owes a balance on their PELL grant, the balance must be paid in order for the student to participate in any future Title IV aid.

Financial Assistance “For Those Who Qualify”

The purpose of financial aid is to assist those students in financial need who are seeking a post-secondary education. It is suggested that students applying for financial aid apply for admission prior to the starting date of their program to allow adequate time for filing the proper forms. ATI is an eligible institution approved by the United States Department of Education for participation in the following Title IV programs:

- ' Federal FFEL Stafford Loans (Subsidized and Unsubsidized)
- ' Federal PLUS Loan
- ' Federal Pell Grant Program

All federal student loans must be repaid as explained during a student’s financial aid interview, and are listed on your Master Promissory Note / Master Promissory Note Instructions and Notices. This repayment information is also outlined in a student’s entrance / exit interview. Repayment of federal student loans start 6 months from the date a student leaves the School, even if the student does not complete their education.

NOTE: To be eligible for financial assistance students must present their citizenship status documents to assure that they are eligible, they must present the required income tax documents, identification to include social security card and driver’s license, be a high school graduate, pass the School’s entrance exam (Wonderlic), and maintain Satisfactory Academic Progress. All students must meet requirements of Satisfactory Academic Progress to maintain eligibility for Financial Assistance / Title IV Programs. If a student withdraws from the School monies will be refunded according to the following schedule:

- Federal Stafford Loan (Unsubsidized)
- Federal Stafford Loan (Subsidized)
- Federal PLUS Loans
- Federal Pell Grant for the payment period for which a return of funds is required
- Other assistance received for which a return of funds is required

Time Frame for The Return of Title IV Funds

The School has thirty (30) days, from the date it determines the student withdrew, to return all unearned funds.. In addition, students may be eligible to receive credit based consumer loans to finance their education. See the School’s financial aid office for a list of lending institutions, such as local banks and credit unions. The student’s dissatisfaction with or non-receipt of the educational services offered by ATI does not excuse the borrower from repayment of any loan made for enrollment/attendance at ATI.

A number of government agencies sponsor qualified applicants in job training programs and facilities. The Bureau of Indian Affairs (BIA), Department of Veterans Affairs, and Vocational Rehabilitation are a few of these agencies. Since students must qualify to receive assistance, it is best to contact the agency directly.

Collection on Delinquent Accounts

Students who withdraw or are suspended/terminated with tuition or other fees due to the School, are requested to make arrangements for payment at the time of withdrawal. The School will attempt to secure payment within one month. Should the amount due remain unpaid for a period of 30 days after the student leaves ATI, the account may be submitted to a collection agency. Any collection agency fees will be the responsibility of the student. In the event of a disputed account, both the student and ATI agree to use binding arbitration and to the final decision of the sole arbitrator.

Acceptable Forms of Payment

ATI is willing to accept payments in the form of cash, money order, personal check, debit and credit card (Visa, MasterCard and American Express) for its services.

Check Policy

In the event a student submits a check that is returned by the bank, ATI will charge a \$25.00 service charge in addition to seeking immediate payment of the original amount in either cash or certified check.

Programs

Automotive Technology

Program Summary			
Length in Weeks		60	
Length in Hours		1200	
Award upon Completion		Diploma	
Session	Class Time	Hours	Days
AM	7am-12 noon	5	Mon-Thur
AFT	12:10 pm-5:10 pm	5	Mon-Thur
EVE	5:30pm-10:30pm	5	Mon-Thur
Make-up Work	8am-5pm	Voluntary	Friday
Course Description			Hours
AT201 Automotive Industry and Basic Engines			120
AT202 Basic Electricity For Automotive			120
AT203 Brakes			120
AT204 Chassis			120
AT205 Automotive Heating and Air Conditioning			120
AT206 Clutch, Drive Train, and Transmissions			120
AT207 Engine Performance 1			120
AT208 Engine Performance 2			120
AT209 (Elective 1) Automotive & light truck Diesel Engine Technology I			120
AT210 (Elective 1) Automotive & light truck Diesel Engine Technology II			120
AT211 (Elective 2) Advanced Engine Performance			120
AT212 (Elective 2) Hybrid and Alternative Fuel Vehicles			120

Competencies From This Program

- ATI's Automotive Technology program will prepare students for entry-level automotive technician positions with the basic knowledge and skills required to diagnose malfunctions in the complete automotive mechanical and electrical systems, and make all necessary repairs and replacements.
- Test parts and systems to ensure that they are working properly
- Identify mechanical problems, often by using computerized diagnostic equipment.
- Follow checklists to ensure that all critical parts are examined
- Test and lubricate the vehicle's engine and other major components
- Perform basic care and maintenance, including oil changes, tune-ups, and tire rotations
- Repair or replace worn parts, such as brake pads and wheel bearings
- Disassemble and reassemble parts
- Use testing equipment to ensure that repairs and maintenance are effective
- Explain to clients their automotive problems and the repairs done on their vehicles
- Earn Section 609 certification and Maintain EPA regulations when troubleshooting and repairing Automotive and light commercial equipment.

Equipment used in this program

- Post Hoists
- Alignment Machines
- Simulated Trainers
- Automotive A/C Servicing System
- Pegasus # Diagnostic System
- Brake Lathe
- Fuel System Testing Kit
- Cooling System diagnosis and Service machine
- Engine Stands
- Compression testers
- Oil pressure tester
- Networked Computer Lab

Entry-Level Job Descriptions

The graduate of the Automotive Technology program is qualified for positions with the following title:

Entry-Level Auto Technician

Automotive air-conditioning repairers

Brake repairers

Front-end mechanics

Transmission technicians and rebuilders

Tune-up technicians

The entry-level Service technician will work on traditional mechanical components, such as engines, transmissions, belts, and hoses. However, they must also be familiar with a growing number of electronic systems. Braking, transmission, and steering systems, for example, are controlled primarily by computers and electronic components.

Other integrated electronic systems, such as accident-avoidance sensors, are becoming common as well. In addition, a growing number of technicians are required to work on vehicles that run on alternative fuels, such as ethanol and electricity. Service technicians use many different tools, including computerized diagnostic tools and power tools such as pneumatic wrenches, lathes, welding torches, and jacks and hoists. These tools usually are owned by their employers.

Service technicians also use many common hand tools, such as pliers, wrenches, and screwdrivers, which generally are their own. In fact, experienced workers often have thousands of dollars invested in their personal tool collection.

Service technicians sometimes specialize in a particular type of repair that may be subject to specific regulations or procedures. For instance, those focused on air-conditioning system repairs must follow federal and state regulations governing the handling, recycling, and disposal of refrigerants.

Career Opportunities

After successful completion of this program you will be entering a field with faster than average job growth. With numerous expected retirements, Automotive Technicians should have very good employment opportunities**. With a career in this field you can work for:

- Automotive Repair Facilities
- Auto Dealerships
- Tune Up Facilities
- Manufacturers
- Corporate/ In-house Facility
- Public Transportation Facilities
- or Potentially Own Your Own Business

** (US Dept Bureau of Labor Statistics)

Course Descriptions

AT201 Automotive Industry and Basic Engines

120 Clock Hours (72 Lecture + 48 Lab)

This course introduces the beginning Automotive Technology student to the history of the automotive industry, tools and safety, and basic engine repairs. Students will learn the basic engine, including types, measurements, lubrication and cooling systems. Students will learn the importance of timing including belt replacement and engine mechanical diagnosis. They will be able to use precision measuring tools and determine the necessity of replacement of engine parts. Also this course will provide instruction on the various types of automotive engines and their applications. Students disassemble, test and reassemble an engine and install and run the engine. Student will learn the operation and function of intake and exhaust systems. Student will explain turbo and superchargers and their usage. **Prerequisite:** None

AT202 Basic Electricity for Automotive

120 Clock Hours (72 Lecture + 48 Lab)

This course introduces Basic Electrical systems used in automobiles; it includes understanding DC voltage and the basic theory of electricity. Students will learn the lighting system and wiring of an automobile. They will be able to explain the construction and operation of the Battery, charging and starting systems. Students will be able to aim headlights, and diagnosis and repair Automotive wiring.

Prerequisite: None

AT 203 Brakes

120 Clock Hours (72 Lecture + 48Lab)

This course introduces the brake systems, from base brake to antilock. We will also cover traction control and stability control. Students will be measuring drums and rotors and be able to diagnosis common brake problems. Also they will cover bearings and seals used in front wheel and rear wheel drive vehicles. Student will be able to safely use all of the equipment and be able turn rotors including using the on car brake lathe and machining drums. **Prerequisite:** AT201 and AT202

AT204 Chassis

120 Clock Hours (72 Lecture + 48 Lab)

This course introduces students to the areas of suspension theory, application, and steering. They will be able to diagnose, repair and service suspension system. They will be able to diagnose, and repair steering systems, including rack-and-pinion systems. They will learn the importance of alignment on a vehicle, and be able to perform proper alignments. Students will learn to mount, dismount tires from various tire changing machines and repair tires. This course covers the importance of static and dynamic wheel balance. **Prerequisite:** AT201 and AT202

AT205 Automotive Heating and Air Conditioning

120 Clock Hours (72 Lecture + 48 Lab)

This course introduces students to the areas of heating and air conditioning systems. They will inspect diagnosis and repair air conditioning and heating systems. Students will learn the cooling system of the vehicle and how it relates to the proper operation of the heating and A/C system in a vehicle. Student will learn to recover, recycle and charge systems correctly. They will know how to properly handle refrigerant as dictated by the EPA. Students will be able to diagnose the electrical systems used in heating and A/C of vehicles. Student will be able to diagnosis and repair belts, and hoses.

Prerequisite: AT201 through AT202

AT206 Clutch and Drive Train and Transmission

120 Clock Hours (72 Lecture + 48 Lab)

Students in this course will learn to evaluate and diagnose Clutch and drive train problems. They will learn to remove repair and replace clutch components, drive axles, manual transmissions and transaxles. Students will learn FWD operation and repair, including driveshaft and joints used. They will learn about 4WD application, operation and repair that include unlocking hubs. Students will be able to determine whether repair or replacement of components is necessary and perform those tasks. Students in this course will also learn the operation of automatic transmissions and transaxles. Students will be able to properly diagnose and repair automatic transmissions and transaxles. They will learn to remove and install and proper teardown procedures.

Prerequisite: AT201 through AT202

AT207 Engine Performance I

120 Clock Hours (72 Lecture + 48 Lab)

Students in this course will learn to evaluate and diagnose electronic systems, using scan tools and electrical meters. They will explain, diagnose and repair ignition systems. They will be discussing petroleum fuels and some other fuel technologies. Student will be able to diagnosis and repair fuel systems including fuel pumps and gasoline direct injection. Students in this course will also learn the eight step diagnostic process, they will be able to pull trouble codes and explain their meaning. Students will diagnosis computer controlled systems used in the automotive industry. Students will identify computer controlled sensors and outputs. They will be able to explain how the different sensors effect the computer controlled engine.

Prerequisite: AT201 through AT204

AT208 Engine Performance II

120 Clock Hours (72 Lecture + 48 Lab)

Students in this course will learn to evaluate and diagnose electronic systems, using scan tools and electrical meters. They will be discussing petroleum fuels and some other fuel technologies. Student will be able to diagnosis and repair fuel systems. Student will diagnosis and repair EVAP systems as well as exhaust recirculation, air injection systems and catalytic converters. Students in this course will also learn the eight step diagnostic process, they will be able to pull trouble codes and explain their meaning. Students will diagnosis computer controlled systems used in the automotive industry. They will explain CAN and NETWORK communications. They will understand OBD and mode \$06 systems. They will be able to explain and use oscilloscopes and graphing multi-meters. Students will identify computer controlled emission systems. Students will cover the state of Nevada emissions.

Prerequisite: AT201 through AT204

AT 209 (Elective 1) Automotive & Light Diesel Engine Technology I

120 Clock Hours (72 Lecture + 48 Lab)

Students in this course will learn the theory, diagnosis and repair and development of automotive diesel engines. Student will be able to explain compression ignition combustion. Explain the diesel engine components, including design and construction of the cylinder heads, block and internal components. Students will be able to discuss the emissions and standards that are presently used in the industry. Students will explain the diesel engine cooling and oiling systems and various differences with that of gas engines. Students will be able to recommend reconditioning or repairs of the various diesel engine components. Student will be able to identify types of high-pressure injection systems found in light duty diesel applications. **Prerequisite:** AT201 through AT208

AT210 (Elective 1) Automotive & Light Diesel Engine Technology II

120 Clock Hours (72 Lecture + 48 Lab)

Students in this course will learn the theory, diagnosis and repair of diesel fuel systems. Student will be able to explain the Common Rail High Pressure Fuel Injection System. We will also discuss the theory and repair of fixed, waste gate and variable vane turbochargers. Students will also be able to explain and use onboard diagnostics for diesel engines. Exhaust Gas Recirculation and exhaust after treatments systems are also covered. **Prerequisite:** AT201 through AT208

AT211 (Elective 2) Advanced Engine Performance

120 Clock Hours (72 Lecture + 48 Lab)

This course introduces students to the areas of Advanced Engine Performance. The students will inspect and diagnose engine performance related symptoms. Also perform emission failure diagnosis. Testing OBD systems using multiple scan tools and use bi-directional controls. Oscilloscope use on ignition and fuel systems. Use of multiple meters and methods to trace wiring problems such as opens and shorts. **Prerequisite:** AT201 through AT208

AT212 (Elective 2) Hybrid and Alternate Fuel Vehicles

120 Clock Hours (72 Lecture + 48 Lab)

Students in this course will learn the theory, diagnosis and repair information that is needed for students to work safely and effectively on these types of vehicle. This includes first responder safety tips when dealing with these vehicles and the high voltage that they use. Student will also complete a compressive skills review of the automotive program.

Prerequisite: AT201 through AT208

Program Summary			
Length in Weeks		42	
Length in Hours		840	
Award upon Completion		Diploma	
Session	Class Time	Hours	Days
AM	7am-12pm	5	Mon-Thur
AFT	12:15pm-5:15p m	5	Mon-Thur
EVE	5:30pm-10:30p m	5	Mon-Thur
Make-up Work	8am-5pm	Voluntary	Friday
Course Course Description			Hours
HV301 Mechanical Principles			120
HV302 Applied Electricity for HVAC			120
HV303 Gas Fired Heating Systems & Boiler Operation			120
HV304 Air Conditioning Systems			120
HV307 Heat Pump Systems			120
HV305 Commercial Refrigeration & Ice Machines			120
HV306 Troubleshooting, Start-Up & Installation			120

Competencies From This Program

- Mechanical and electrical troubleshooting and circuit repair on residential and light commercial equipment
- Residential and light commercial condensing unit, compressor and evaporator fan motor replacement
- Installation and repair on residential and light commercial gas heating systems
- Service and repair of electric and hydronic heating systems
- Start up of new a/c and heating equipment
- Calculate and measure airflow on a/c equipment
- Earn Section 608 certification and maintain EPA regulations when troubleshooting and repairing residential and light commercial equipment
- Service and repair of ice machines, walk-in coolers/freezers and reach-ins

Equipment used in this program

- Two-ton Air Conditioning Units/Heat Pumps
- Welding Lab
- Simulated Trainers
- Ice Machine Trainers
- Natural Gas Furnaces
- Networked Computer Lab Commercial Refrigeration Trainer

Entry-Level Job Descriptions

The graduate of the HVAC/CR Technologies program is qualified for positions with the following title:

Entry-Level Residential Air-Conditioning and Heating Technician

Entry-Level Commercial Refrigeration Technician

The entry-level commercial and refrigeration technician is one who performs installation and start-up, preventive maintenance, and/or service and repair. The technician understands system design principles. He/she can do installation, start-up and preventive maintenance with relatively minor supervision, if any. The entry-level technician is supervised when servicing equipment.

Commercial and refrigeration equipment includes display cases, walk-in boxes, reach-in boxes, coolers, ice cream machines, ice machines, air conditioners, etc.

HVAC Career Opportunities

After successful completion of this program you will be entering a field with faster than average job growth. With numerous expected retirements, heating, air-conditioning, and refrigeration mechanics and installers should have excellent employment opportunities**. With a career in this field you can work for:

- Air Conditioning/Heating Companies
- Hospitals
- Hotels
- Manufacturers
- Mechanical Contractors
- Schools
- or Potentially Own Your Own Business

** (US Dept Bureau of Labor Statistics)

EPA & HVAC Excellence Certified

Each student who graduates from the HVAC/CR Technologies program will not only be EPA Certified but will also have the distinction of being Nationally Certified with the HVAC Excellence Benchmark of Technical Service.

Course Descriptions

HV301 Mechanical Principles

120 Clock Hours (72 Lecture + 48 Lab)

HV302 Applied Electricity for HVAC

120 Clock Hours (72 Lecture + 48 Lab)

This course introduces the beginning HVAC/CR student to basic electrical concepts. It establishes a thorough understanding of electron theory, voltage, current, resistance, ohms law, magnetism, mathematical concepts and common units of electrical measurement. It also covers basic circuit design of series, parallel and combination circuits. This course also introduces the student to the different electrical symbols used in electrical wiring. Through these symbols, the student will be able to interpret, read electrical diagrams and the use of different types of meters for troubleshooting.

Also this course will provide instruction on the various types of electric motors and their applications. Topics consist of single and three-phase motors, capacitor start/run motors, and variety of different controls to start and stop these motors application. **Prerequisite:** None

HV303 Gas Fired Heating Systems & Boiler Operation

120 Clock Hours (72 Lecture + 48Lab)

The purpose of this course is to provide students with the basics of gas fired heating. The topics covered in this course are geared toward the residential and commercial package unit forced air heating systems. The student will be exposed to the central heating system mechanical and electrical safety, types of gas and fuel used, function of controls, combustion efficiency tests, gas pressure adjustment and proper ventilation. The class will familiarize the student with different boiler room design and hydronic heating systems, focusing on controls and the safe operation of support equipment. Extensive hands on troubleshooting and electrical wiring diagrams are used to prepare the student for field service.

Prerequisite: HV302

HV304 Air Conditioning Systems

120 Clock Hours (72 Lecture + 48 Lab)

This course covers Air Conditioning split systems and roof top package units. It will teach the students the normal refrigeration cycle for air conditioning units and their various components. Charging methods will be covered which include superheat, sub-cooling, weigh-in and dial-a-charge. This course will also include service and repair of air conditioning systems using mechanical and electrical troubleshooting techniques and electrical wiring diagrams interpretation, and specialized system components. Upon completion the student should be able to service and repair residential air conditioning systems.

Prerequisite: HV301 and HV302

HV307 Heat Pump Systems

120 Clock Hours (72 Lecture + 48 Lab)

Instruction received in this course centers around the basic theory and application of heat pump systems and components. The student will learn how the reverse cycle for air conditioning units is applied in heat pump and their various components. The student also learn what is C.O.P., E.E.R., S.E.E.R rating. This course teaches the student various defrost methods including time, temperature, demand, air switch and other defrost integrated circuit board controls. Upon completion, students will be able to install and service heat pumps in wide variety of applications. Charging methods will be covered which include superheat, sub-cooling, weigh-in and dial-a-charge. This course will also include service and repair of air conditioning and heat pump systems using mechanical and electrical troubleshooting techniques, electrical wiring diagrams interpretation, and specialized system components. Electric heat and control sequencers for auxiliary and emergency heat are covered. The student will be able to describe how sequencers operate in an electric furnace and troubleshoot their electric circuitry. **Prerequisite:** HV301, HV302 and HV304

HV305 Commercial Refrigeration & Ice Machines

120 Clock Hours (72 Lecture + 48 Lab)

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. This course covers the installation and start up of common commercial refrigeration systems. Topics include display/storage boxes or cases, walk-in systems, supermarket racks. In addition to that this course introduces the students to commercial ice machines. Emphasis is placed on dispensing machines, ice-making equipment, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures using variety of refrigerants and blends.

Prerequisite: HV301 through HV304

HV306 Troubleshooting, Start-Up & Installation

120 Clock Hours (72 Lecture + 48 Lab)

This course provides instruction on general service and installation of all HVAC systems. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. The student will be able to perform an actual service call and diagnose a simulated real life troubleshooting call. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

Also this course introduces the students to residential and commercial air conditioning systems installation procedures. Emphasis is placed on proper installation techniques required by code, and duct installation. Upon completion the student should be able to properly install and start up an air conditioning unit.

Prerequisite: HV301 through HV304

Photovoltaic Systems

Program Summary			
Length in Weeks	4		
Length in Hours	80		
Award upon Completion	Certificate		
Session	Class Time	Hours	Days
AM	8am-1pm	5	Mon-Thur
AFT	1pm-6pm	5	Mon-Thur
EVE	5:20pm-10:20pm	5	Mon-Thur
Make-up Work	8am-5pm	Voluntary	Friday
Course	Course Description	Hours	
PV401	Photovoltaic Systems	80	
Prerequisite	Must have experience or Training in related field or Industry		

Competencies From This Program

- Describe the history and development of photovoltaic (PV) and solar thermal technologies and applications
- Identify the types of solar energy systems and describe the advantages and disadvantages of each type
- Explain how a solar cell converts sunlight into electric power
- Describe how sunlight is used to produce hot water
- Define basic solar energy terms
- Describe how solar energy is received on the earth's surface
- Identify how different technologies utilize solar radiation
- Perform photovoltaic system component setup and configurations
- Describe thermal system components and configurations
- Perform various mounting systems and perform mounting procedures of PV modules and electrical components.

Equipment used in this program

- Hands– On Solar Lab Trainers
- Residential Home Electrical System
- Roof Simulator For Grid Installation

Entry-Level Job Descriptions

- After Successfully completing this class you are eligible to sit for the NABCEP Entry Level Exam
- Entry level PV Installer

Photovoltaic Systems Course Description

80 Clock Hours (48 Lecture + 32 Lab)

This course covers the design and installation of photovoltaic (PV) systems, and involves actual hands-on work with PV systems and equipment. The course format includes a balance of classroom instruction and student-interactive exercises. These exercises include hands-on and demonstration laboratories that simulate the process of designing, installing and commissioning of residential and small commercial grid-connected PV systems, and are intended to develop the participant's working knowledge of PV systems and equipment. An emphasis is placed on code compliance and accepted state-of-the-art industry design and installation practice. Case studies that exemplify a grid-tied photovoltaic installation are presented. The case studies explored rely heavily upon the National Electrical Code and what is considered to be best practice. Attendees should be aware that some of the rules and procedures allow for varying interpretations.

Electrician

Program Summary			
Length in Weeks		36	
Length in Hours		720	
Award upon Completion		Diploma	
Session	Class Time	Hours	Days
AM	8am-1pm	5	Mon-Thur
AFT	1pm-6pm	5	Mon-Thur
EVE	5:20pm-10:20pm	5	Mon-Thur
Make-up Work	8am-5pm	Voluntary	Friday
Course	Course Description	Hours	
EL-501	Introduction to National Electrical code and Blue Print Reading	120	
EL-502	Introduction to Electrical Theory	120	
EL-503	Electrical Design (Residential) & Lighting Concept	120	
EL-504	Commercial Wiring & Flexible Cables and Conduit Bending	120	
EL-505	Service Entrance Equipment & Service Panels	120	
EL-506	Electric Motors & Industrial Motor Control	120	

Competencies From This Program

When all the courses are completed for the Electrician program, a student who has diligently applied himself should be competent in the following skills:

- The student will have a basic understanding for properly using various tools and equipment of the trade, will be able to read and interpret building plans, and apply basic math.
- The student should have a fundamental knowledge of electricity, including Ohm's law, magnetism, AC and DC current, multi-phase power and electrical motors.
- The student will be able to describe the types of electrical motors, their power connections, know general principles of motor control, assemble, disassemble, and connect wiring to equipment.
- A student will be able to understand, identify, install, and repair various types of luminaries, lighting ballast, and three-way and four-way switches. Also the student should be able to locate and identify various requirements in the National Electrical Code ("NEC"), and be able to draw and design circuit requirements after performing electrical load calculations.
- The student will be able to discuss OSHA safety requirements; know and install metal and non-metallic conduit, connectors and fittings; be able to discuss NEC requirements for flexible conduits and cables; perform and install bends in rigid metal and non-metallic conduit; and perform wire-pulling techniques.
- The student will be able to identify a service as overhead, underground, single phase, three phase, service or sub-panel, the components of each, and the main service disconnect. In addition the student should be able to perform the calculations for the proper sizing of equipment, be able to install GFCI and AFCI breakers in a panel, and identify and connect three phase transformers.

Equipment used in this program

- Residential House
- Motor Control Lab
- Simulated Trainers
- Low Voltage Trainers
- High Voltage Trainers
- Networked Computer Lab

Entry-Level Job Descriptions

The graduate of the *Electrician* program is qualified for positions with the following title:

Entry-Level Residential Electrician

Entry-Level Commercial Electrician

The entry-level electrician performs installation, service and repair of residential and commercial electrical parts and equipment. Reads blueprints or technical diagrams before doing work, Installs and maintains wiring and lighting systems, Inspects electrical components, such as transformers and circuit breakers, Identify electrical problems with a variety of testing devices, Repair or replace wiring, equipment, or fixtures using hand tools and power tools, Follow state and local building regulations based on the National Electric Code.

Electrician Career Opportunities

After successful completion of this program you will be entering a fields where skilled entry level electricians are in short supply. The technician should be able to earn a good stable living. There is very good job security for this type of trade. With a career in this field you can work for:

- Electrical Contractor
- Warehouses
- Building maintenance
- Installation
- Electrical part houses
- or Potentially Own Your Own Business

***(US Dept Bureau of Labor Statistics)*

EL-501 Introduction to National Electrical Code and Blue Print Reading

120 Clock Hours (84 Lecture + 36 Lab/Shop)

This course is designed to teach the student how to read, understand and use residential and commercial blueprints through the study of symbols and specifications. This course is an introduction to the National Electric Code. The student will be instructed on the history and evolution of electrical codes in United States. In addition to being an introduction to the proper use and implementation of the NEC, this course shall include the relationship of the NEC to local, state and federal codes **Prerequisite:** None

EL-502 Introduction to Electrical Theory

120 Clock Hours (84 Lecture + 36 Lab/Shop)

This course offers instruction on the fundamentals of electrical power and lighting circuits. Students receive instruction in the proper use of electrical hand tools and the installation practices for boxes, cables and electrical devices to create the most common types of branch circuits. An interpretation of wiring diagrams and symbols enables the student to install circuits according to a given plan. It also provides instruction on the various laws and principles of electricity. An examination of electrical energy fundamentals, the relationships of electrical quantities within Ohm's Law and the principles of magnetic induction, transformers and capacitors serve to provide an overview of electrical power generation. **Prerequisite:** None

EL-503 ELECTRICAL DESIGN (RESIDENTIAL) & LIGHTING CONCEPT

120 Clock Hours (72 Lecture + 48 Lab/Shop)

This course will prepare the student for the challenges of designing and drawing a National Electrical Code (NEC) governing branch circuit requirements for residential structures. Students receive instruction on load calculations, receptacle placement, lighting outlets, Ground Fault & Arc Fault protection, electrical symbols and prints. It also provides instruction on the identification and installation of various residential and commercial luminaires (lighting fixtures). Specifications regarding type and style, electrical code requirements, and switching arrangements utilizing three-way and four-way switching are also detailed. **Prerequisite:** EL-501 and EL-502

EL-504 COMMERCIAL WIRING & FLEXIBLE CABLES AND CONDUIT BENDING

120 Clock Hours (72 Lecture + 48 Lab/Shop)

This course will provide instruction on various flexible conduits and flexible cable assemblies. Students will learn the NEC code requirements for listed flexible conduits and cables along with the installation requirements and their associated connectors and fittings. The course will provide hands-on applications in the installation of conduits in both metallic and nonmetallic types, together with other raceways commonly used in commercial electrical wiring. Students will perform the mechanics of bending utilizing hand benders, mechanical benders, and heat benders to form different types of bends. **Prerequisite:** EL-501, EL-502

EL-505 SERVICE ENTRANCE EQUIPMENT & SERVICE PANELS

120 Clock Hours (60 Lecture + 60 Lab/Shop)

This course will provide instruction on the assembly and installation requirements of service entrance equipment. The components of overhead and underground service equipment are detailed along with the requirements for grounding, bonding, conductor identification, and sizing calculations for service equipment. This course will provide instruction on the installation of main service disconnects, service panels, and sub-panels. Students will install single-phase load centers, three-phase panel-boards, and over current devices (circuit breakers and fuses) within these panels that will serve a variety of branch circuits and feeder circuits. **Prerequisite:** EL-501, EL-502, EL-503, EL-504

EL-506 ELECTRIC MOTORS & INDUSTRIAL MOTOR CONTROL

120 Clock Hours (60 Lecture + 60 Lab/Shop)

This course will provide instruction on the various types of electric motors and their applications. Topics consist of single-phase and three-phase motors, capacitor start/run motors, direct current motors and interrupting the nameplate data to provide the student with a working knowledge of electrical motors. This course will provide students with a working knowledge of industrial motor controls. Starting with some of the most basic electronic devices, students will move from simple control circuits to an array of complex and intricate circuits. Topics include, pressure, temperature, and flow sensors, automatic and manual controls along with many others that challenge today's electricians and instrumentation technicians. **Prerequisite:** EL-501, EL-502, EL-503, EL-504

Personal Trainer

Program Summary			
Length in Weeks		40	
Length in Hours		800	
Award upon Completion		Diploma	
Session	Class Time	Hours	Days
AM	7am-12 noon	5	Mon-Thur
AFT	12:10 pm-5:10 pm	5	Mon-Thur
EVE	5:30pm-10:30pm	5	Mon-Thur
Make-up Work	8am-5pm	Voluntary	Friday
Course	Description	Hours	
PFT101	Anatomy & Physiology	80	
PFT102	Kinesiology	80	
PFT103	Exercise Nutrition	80	
PFT104	Exercise Assessment and Prescription	80	
PFT105	Supplementations	80	
PFT106	Exercise Psychology & Terminology	80	
PFT107	Strength and Conditioning	80	
PFT108	Corrective Exercise Laboratory Techniques	80	
PFT109	Biomechanics	80	
PFT110	Introduction to Business and Sales	80	

Competencies From This Program

- ATI's Personal Fitness Trainer program will prepare students for entry-level personal trainer positions with the basic knowledge and skills required to assist their customers in reaching their fitness goals.
- Plan routines, and choose different movements for each set of muscles, depending on participants' capabilities and limitations.
- Evaluate individuals' abilities, needs, and physical conditions, and develop suitable training programs to meet any special requirements.
- Observe participants and inform them of corrective measures necessary for skill improvement.
- Monitor participants' progress and adapt programs as needed.
- Teach proper breathing techniques used during physical exertion.
- Instruct participants in maintaining exertion levels to maximize benefits from exercise routines.
- Teach and demonstrate use of training equipment such as synergy unit and weights.
- Explain and enforce safety rules and regulations governing sports, recreational activities, and the use of exercise equipment.
- Provide students with information and resources regarding nutrition, weight control, and lifestyle issues.

Fitness Equipment used in this program

- Cardio Equipment
- Hammerstrength Machines
- Stationary plyometric Trainers
- Medicine Balls
- Kettle Bells
- Resistance Trainers
- Free Weights
- Synergy Multilayer
- Skeletal Models
- Muscular Diagrams
- CPR Training Aids
- Networked Computer Lab

Fitness Entry-Level Job Descriptions

The graduate of the Personal Fitness Trainer program is qualified for positions with the following title:

Personal Trainer
Fitness Nutritional Specialist
Group Personal Trainer
Weight Loss Specialist
Performance Enhancement Specialist
Corrective Exercise Specialist

Students will be prepared to take a certification exam from one of the major certifying organizations (i.e., NASM, ACE, NSCA, ACSM)

The entry-level Personal Trainer will demonstrate how to carry out various exercises and routines, Watch clients do exercises and show or tell them correct techniques to minimize injury and improve fitness, Give alternative exercises during workouts or classes for different levels of fitness and skill Monitor clients' progress and adapt programs as needed, Explain and enforce safety rules and regulations on sports, recreational activities, and the use of exercise equipment, Give clients information or resources about nutrition, weight control, and lifestyle issues, Give emergency first aid if needed.

Personal fitness trainers design and carry out workout routines specific to the needs of their clients. In larger facilities, personal trainers must often sell their training sessions to members. They start by evaluating their clients' current fitness level, personal goals, and skills. Then, they develop personalized training programs for their clients to follow, and they monitor the clients' progress. Fitness trainers and instructors in smaller facilities often do a variety of tasks in addition to their fitness duties, such as tending the front desk, signing up new members, giving tours of the fitness center, writing newsletter articles, creating posters and flyers, and supervising the weight-training and cardiovascular equipment areas. In some facilities, a single trainer or instructor may provide individual sessions and teach group classes. Gyms and other types of health clubs offer many different activities for clients. However, trainers and instructors often specialize in only a few areas.

Fitness Career Opportunities

After successful completion of this program you will be entering a field with as fast as the average job growth for all occupations. With numerous expected retirements, Personal Fitness Trainers should have good employment opportunities**. With a career in this field you can work for:

- Fitness or Recreation Facilities
- Gyms
- Country Clubs
- Hospitals
- Universities
- Resorts
- or Potentially Own Your Own Business

** (US Dept Bureau of Labor Statistics)

PFT101: Anatomy & Physiology

80 Clock Hours (48 Lecture + 32 Lab)

Students in this course will learn about human anatomy, including the nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, digestive, and urinary systems. In addition, students will learn about the skeletal system, including the bony landmarks and joints, the muscular system to include origin and insertion and function of the major muscles of the body, and the integumentary system to include skin and its function and pathologies. **Prerequisite:** None

PFT102: Kinesiology

80 Clock Hours (48 Lecture + 32 Lab)

Students will learn about the study of anatomy, biomechanics, and muscles, including the principles of human movement and the description of structure, function, and kinesiology of the extremities. Topics include joints, bones, and muscles of the upper extremities and shoulders. Furthermore, students will learn the origin, insertion, and action of the skeletal muscles. Students will consider various exercise techniques to understand the kinetics of human motion. **Prerequisite:** None

PFT103: Exercise Nutrition

80 Clock Hours (48 Lecture + 32 Lab)

Students in this course will learn about the basics of wellness and nutrition. Students will be able to describe the function of macronutrients, micronutrients and hydration concepts. Students will be able to discuss Dietary Guidelines for Americans, calorie consumption, laws of thermodynamics and pros and cons of nutritional supplements. **Prerequisite:** None

PFT104: Exercise Assessment and Prescription

80 Clock Hours (48 Lecture + 32 Lab)

Personal fitness trainers are required to perform subjective assessments, objective assessments, and movement assessments with their clients to provide quality personal training services. This course provides students with a practical opportunity to develop and hone those skills. Students are introduced to training techniques for use in program design courses. **Prerequisite:** None

PFT105: Supplementations

80 Clock Hours (48 Lecture + 32 Lab)

Students in this course will learn and practice the skills and knowledge to develop fitness programs for clientele requiring special considerations. Populations to be studied include youths, seniors, pregnant women, obese people, diabetic people, those with osteoporosis, those with arthritis, and those with increased cardiorespiratory disease risk factors. **Prerequisite:** None

PFT106: Exercise Psychology & Terminology

80 Clock Hours (48 Lecture + 32 Lab)

Students in this course learn the basics of personal and professional leadership as well as motivational and situational techniques to use during interaction with clients to enhance positive behavioral change. Students also learn how to apply a holistic, integrated, principled-centered approach to organizing personal lives and motivating people to be physically active. In addition, students learn the effects of planned stress (e.g., exercise) and recovery (e.g., sleep, massage) on mental health, physical performance, and health-related quality of life. This course lays the foundation for students to effectively promote personal training and as part of a healthy lifestyle. **Prerequisite:** None

PFT107: Strength and Conditioning

80 Clock Hours (48 Lecture + 32 Lab)

Students learn practical application of program design for sport-specific clients. Students will be able to design cardiorespiratory training programs, OPT™ programs, and programs for clients who participate in individual competition or team sports. Students will apply principles of integrated training to help clients achieve their established goals. **Prerequisite:** None

PFT108: Corrective Exercise Laboratory Techniques

80 Clock Hours (48 Lecture + 32 Lab)

This course presents an evidence-based approach to corrective exercise, the components of a comprehensive solution, and the practical knowledge to develop and implement integrated strategies to improve common movement impairments. Students completing this course will be prepared to take NASM's Corrective Exercise Specialist credentialing examination. This course will include certification in CPR. **Prerequisite:** None

PFT109: Biomechanics

80 Clock Hours (48 Lecture + 32 Lab)

Students will learn about the motions of the Human Movement System produces, and the forces that act on it. Included in this segment are planes of motion, joint motion, muscle actions, forces, force-couples, force-velocity relationship, levers, length-tension and motor behaviors.

Prerequisite: *None*

PFT110: Introduction to Business and Sales

80 Clock Hours (48 Lecture + 32 Lab)

Students in this course will learn how to become successful business owners. In addition, students will learn basic business principles and how to create a successful career as a personal fitness trainer. Students will also learn about office productivity software, marketing materials, resume development, business-plan development, licensing, and continuing education in the fitness industry.

Prerequisite: *None*

Academic Standards

Dress Code

ATI maintains a professional dress code for all students for reasons of safety as well as meeting industry standards for professionalism. To best prepare students for the industry, the following standards apply:

All students must wear approved apparel sold by the School. Shirts must be kept clean, mended and tucked in. Additional shirts may be purchased from the School. The ATI uniform shirt must be at least buttoned from the third fastener down. Female students must wear the uniform shirt in the appropriate manner and have no skin or cleavage showing. All “hoodies” (i.e., hooded jackets / garments) are prohibited unless specifically allowed otherwise by the School. Please contact the School Student Services Department for specific guidelines regarding outerwear (jackets, hoodies, etc.).

No mouth grills (gold, silver, etc.) are allowed to be worn on campus. They must be removed prior to the start date of a student’s program.

Unless a student is wearing a ATI uniform sweater or a jacket front zippered or buttoned, a ATI T-shirt or ATI button down shirt with collar must be the outermost layer of garment.

Pants are to be clean and without holes of any kind. Dickies pants (black or blue) are preferred. However, blue jeans and work pants are acceptable. Pants are to be worn at the waist line and supported with a black or brown belt. Sagging pants are not allowed on campus. No pants frayed in the cuff are allowed on campus. Pants cannot drag on the ground. They should fit neatly over the boots.

Black or brown belts must be worn with the ATI uniform. Designer belts with studs or beads are not allowed.

Multicolored pants, cut-offs, shorts, jogging clothes, military clothes, bib overalls, baggy clothing or clothing with large, extended pockets are not permitted while attending class and lab.

Male students must be clean-shaven or keep beards and mustaches neatly trimmed.

Only baseball type caps featuring a ATI logo are permitted and must be worn with the bill facing forward while on campus. The wearing of these caps is only allowed in areas designated by the school. Do-rags, bandanas, visors, skull caps or pantyhose-type caps are prohibited. However, only during winter months, a knit black or blue skull cap featuring a ATI logo may be worn when lab area temperatures fall consistently below 70 degrees.

Students must wear black or brown leather work shoes or boots of a traditional work boot/shoe style. Oil-resistant soles are required for auto and diesel students. Work shoes or boots must be tightly laced and tongue-in. Pants must be worn on the outside of the boots.

Determination and compliance with the dress code policy is at the sole discretion of ATI management.

Rules of Conduct

ATI is very safety-orientated. Violation of School rules or regulations, safety regulations, abusive or offensive language, drinking, or illegal use of drugs on or off campus, may result in suspension or termination. Illegal conduct off campus could also result in suspension or termination.

Illegal Drugs/Alcohol

ATI supports a Drug/Alcohol Free Environment and will not allow the unlawful possession, use, or distribution of illicit drugs and alcohol on its property, or as a part of its officially sponsored off-campus activities.

Violation will result in ATI taking appropriate action which could include termination.

The Drug-Free Schools and Communities Act of 1989(Public Law 101-226) requires institutions receiving Federal Financial Assistance to implement and enforce drug prevention programs and policies. In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

Sources for Education and Treatment

1. Administrative Offices.
2. Local meetings of support groups, including Alcoholics Anonymous (AA) and Al-Anon, and Adult Children of Alcoholics (ACOAS).
3. Alcohol and Drug Abuse Hotline (1-800-ALCOHOL).
4. Narcotics Anonymous (1-800-777-1515).
5. National Cocaine Hotline (1-800-COCAINE).
6. National Institute on Drug Abuse/Treatment Hotline (1-800-662-HELP).
7. AIDS Information Hotline (1-800-342-AIDS).
8. National STD Hotline (1-800-227-8922).
9. Federal Drug, Alcohol and Crime

Suspension

A student may be suspended due to violation of the attendance policy, unsatisfactory academic progress, rules of conduct, failure to meet financial obligation or for other performance or behavior problems. Students are suspended for a specified period of time. Students can also appeal the suspension. If an appeal is unsuccessful, the student must re-enroll by filling out a new enrollment agreement after the suspension period.

Termination

Termination actions are for situations which warrant more severe action than suspension. Depending on the severity of the situation, students may be terminated due to violation of the School's rules in the areas of theft, cheating, illegal drug use, or behavior, and/or more than one suspension or unsatisfactory academic progress violation. Students who are terminated from the School and whose appeal is denied cannot re-enroll at ATI.

Appeal of Termination

A student has the right to appeal the decision to suspend or terminate his/her training and loss of financial aid eligibility. An appeal must be in writing and completely explain why the student feels the action should be changed. Appeals must be submitted within five days to the School Director or designee.

Appeals received (with complete supporting documentation) will be reviewed by the School within ten days. The student will be notified of the School Director's decision in writing.

Extenuating Circumstances: A student is encouraged to immediately appeal (by the end of the following school day) suspension or loss of financial aid eligibility in cases where special or unusual circumstances have affected the student's progress. Extenuating circumstances include but are not limited to: death in the family, serious illness of the student or immediate family or serious accident.

If appealed immediately, the student, at the discretion of the Director or Academic Director, may be allowed to remain in class until the School Director has reviewed the appeal. If the immediate appeal is successful, the student will be placed on probation for the next course or module and remain eligible for financial aid.

Curriculum Changes

Advanced Training Institute reserves the right to revise, lengthen or reduce the curriculum in its sole discretion.

Maximum Class Size

Class size is limited to provide adequate personal instruction in both classroom and lab and to allow access to special tools and equipment. The average class size is 24 students, with a maximum student-to-teacher ratio of 30:1 for each program. If any class exceeds 30 students, ATI will provide an additional instructor so that the maximum stated 30:1 student-to-teacher ratio is maintained.

Attendance Standards

Attendance Policy

As attendance is often looked at by potential employers, ATI expects its students to attend school every day of class. ATI students must not miss essential instruction and lab work projects. The rules and limits regarding attendance follows.

Notify the School

For absences of more than two consecutive days, students must notify the Academic Director or designee of the reason and the expected date of return.

Cumulative Absences

A student will be required to repeat any course in which absences, including the time tallied for tardies and early departures, exceed **10%** of the scheduled participation hours. See Satisfactory Academic Progress Policy for additional information.

Consecutive Absences

Students who are absent six (6) or more consecutive class sessions of a course are required to repeat the course. See Satisfactory Academic Progress Policy for additional information.

Enrollment in a Course

Students who are scheduled for a course but do not attend class during the first two days cannot continue.

Tardy/Early Leave Policy

Tardies and early departures are recorded in 15-minute increments and are added to the total hours of absence for the course.

Tracking

Every class session the instructor records all absences, tardies and early departures. None are excused regardless of the reason. The instructor submits the attendance to the Registrar daily for posting in the academic database. A progress card is given to students after each course to report the grade and attendance results.

Make-Up Work

ATI is open Fridays to finish assignments and make up attendance. Under special circumstances following an absence, students may be allowed to turn in assignments late provided the absence was prearranged for medical reasons. Late work will have 20% of its value deducted for being late. Missed lab work requires arrangements with the instructor to re-setup the lab. *This may not always be possible, so attendance is crucial.* All make-up work must be turned in by the last day of class.

Leave of Absence

A Leave of Absence (LOA) is a temporary break in a student's attendance in which the student is still considered to be continuously enrolled. No additional charges are assessed for a Leave of Absence. A student must make a leave request in writing in advance of the LOA start date unless unforeseen circumstances prevent the request. If the student's leave request is not within the timeframe of the consecutive days of absence policy, the student's enrollment will be terminated. The length of the LOA in total days is limited to one half the program length in any calendar year. Multiple leaves can occur provided the total days of leave do not exceed this standard. The student must:

- Sign the leave request.
- Specify a return date.
- Attest to understanding the procedures and implications for completing their program.

An approved LOA can be extended for an additional time period provided the total hours of leave do not exceed one half the program length.

Any course being "attempted" (and with attendance) will be used in the Maximum Time Frame calculation. Students who do not return within One (1) day of their scheduled return date will be considered to have withdrawn from the school. The Date of Determination will be the LOA return date and will be processed the following business day.

Grading Procedure

Coursework Grading

Grades will be earned by accumulating the following scores:

- 25% Daily Performance/Attendance
- 25% Homework / Class Assignments
- 25% Lab Objectives
- 25% Testing

Daily Performance (25%). Each day will be given a value of 20 points. You must be here to earn points. Due to different challenges that may arise during class activities, grades in this category will be earned (not given) on the basis of effort and quality of the work completed rather than the quantity of work.

Course Work / Homework (25%). This is a lab-based course but many times the principles learned in the lab will be reinforced through lab assignments and/or homework assignments. Four styles of homework are generally given. They are:

- Vocabulary. To increase knowledge of the terms used in industry.
- Out of Class Assignments. Chapter questions and reading assignments which tie theory and actual operation together.
- Technical Reports. To remain current with the industry trends.
- Skill Practicing. Lab assignments designed to improve job skills.

Lab Objectives (25%). The lab work in this program is vital to the student's success. This provides a practical approach to real-life/real-time situations.

- Safety. Maintains awareness of safety.
- Skills Practicing. Lab assignments designed to improve job skills.
- Instrument Proficiency. Recognize and utilize the various tools required for this career.

Tests (25%). Tests are regularly given to determine the students level of understanding. These exams will be a combination of practical and written examinations. They will be graded with a percentage score according to the Grading Scale. Testing is usually on Thursdays or classroom work and lab work

Grade	Description	Scale	Points
A+	Excellent	98-100%	4.0
A	Excellent	93-97%	3.8
A-	Excellent	90-92%	3.6
B+	Good	87-89%	3.2
B	Good	83-86%	3.0
B-	Good	80-82%	2.8
C+	Fair	78-79%	2.6
C	Fair	73-77%	2.4
C-	Fair	70-72%	2.0
D+	Poor	68-69%	1.8
D	Poor	63-67%	1.6
D-	Poor	60-62%	1.4
F	Failing	0-59%	0
N	Audit		
TC	Transfer Credit		
EC	Exam Credit		
TO	Transfer Out		
W	Withdrawal		0

Calculation of GPA

ATI uses clock hours only. The overall GPA is determined with a weighted average of the clock hours time the earned points for each course. The table below shows the points used per grade.

Students earn Grade 'Points' for Grades "A+" through "D-". Students need a "C-" grade or better in each course to graduate. A course graded with a "D" or "F" must be retaken. When a course is retaken, only the retake grade is counted as credit attempted and used in the cumulative GPA calculation. A grade of "W" is assigned when a student takes a leave of absence or withdraws from school. Repeated weeks will be used in the computation of any refund.

Grades of "N", "TC" and "EC" are not used to compute the GPA but show on the transcript.

Satisfactory Academic Progress (SAP) Policy

SAP Standards

All students must meet the following standards of academic achievement and successful course completion while enrolled at ATI. ATI's SAP policies apply to all students, full or part time status, and for all periods of enrollment regardless of whether or not the student receives financial aid. For success in their chosen career field, the school places equal emphasis on both grades and a student's attendance in the class room and lab hands-on environment. Each student enrolled at ATI must:

1. **G r a d e s** : Maintain for each module of instruction an academic grade of C- or better ; and
2. **A t t e n d a n c e** : Maintain an attendance level of 90% or better for each module of instruction and not been absent six (6) or more consecutive class sessions during that module.

Students meeting both the minimum requirements for Grades and Attendance as determined at the end of each module by the school will be considered to be making Satisfactory Academic Progress.

Probation due to Poor Grades

If a student at the end of a module does not receive at least a C- for that module, then the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module. The grade received for the unsatisfactory module is recorded and the student must repeat that same module and meet Satisfactory Academic Progress requirements for the repeated module.

A student is not required to immediately repeat the unsatisfactory module, but may take another module in the student's program prior to repeating the unsatisfactory module. However, a student has a period of 18 weeks from the last day of instruction of the unsatisfactory module to take that same module over again and meet Satisfactory Academic Progress for the unsatisfactory module. The student remains on probation until Satisfactory Academic Progress is met.

EXAMPLE: if a student was attending Module A and received a grade of D for Module A, the student is automatically placed on probation. Due to the fact that Module A might not be continuously offered by the School, the student is authorized to take another module in their program of instruction that is being offered by the School, for example, Module B. However, the student must successfully repeat Module A within 18 weeks from the last day of instruction of the student's unsatisfactory Module A.

If for any reason the student does not retake the same module or meet Satisfactory Academic Progress for the repeated module within the 18 week period then the student's enrollment will be terminated for their program and the student will be dismissed from the School.

ATI will allow a student, while on probation for grades, to repeat a module, at no additional tuition cost to the student. If the student is successful in the repeated module and meets Satisfactory Academic Progress then that grade for the repeated module will be used in the calculation of the student's Cumulative GPA (CGPA) and the previous grade received from the unsatisfactory module will not be used in the calculation of the student's CGPA. If the student is unsuccessful in the repeated module and does not meet Satisfactory Academic Progress then the grade received from the repeated module will be the only one used in the calculation of the student's CGPA.

Probation due to Poor Attendance

Attendance is extremely important to the success of the student at ATI. If a student at the end of a module has not maintained an attendance level of at least 90% for that module or has been absent six (6) or more consecutive class sessions during that module, then the student will receive a mandatory “F” for that module regardless of any other academic factors attained by the student in that module. Further, the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module.

A student is not required to immediately repeat the unsatisfactory module, but may take another module in the student’s program prior to repeating the unsatisfactory module. However, a student has a period of 18 weeks from the last day of instruction of the unsatisfactory module to take that same module over again and meet Satisfactory Academic Progress for the unsatisfactory module. The student remains on probation until Satisfactory Academic Progress is met.

EXAMPLE: if a student was attending Module A and did not maintain at least 90% attendance for Module A, or was absent six (6) or more consecutive class sessions during Module A, the student is automatically placed on probation. Due to the fact that Module A might not be continuously offered by the School, the student is authorized to take another module in their program of instruction that is being offered by the School, for example, Module B. However, the student must successfully repeat Module A within 18 weeks from the last day of instruction of the student’s unsatisfactory Module A.

Once again, if for any reason the student does not retake the same module or meet Satisfactory Academic Progress for the repeated module within the 18 week period then the student’s enrollment will be terminated for their program and the student dismissed from the school.

ATI will allow a student, while on probation for attendance, to repeat a module, at no additional tuition cost to the student. If the student is successful in the repeated module and meets Satisfactory Academic Progress then that grade for the repeated module will be used in the calculation of the student’s Cumulative GPA (CGPA) and the previous “F” grade received from the unsatisfactory module will not be used in the calculation on the student’s CGPA. If the student is unsuccessful in the repeated module and does not meet Satisfactory Academic Progress then the grade received from the repeated module will be the only one used in the calculation of the student’s CGPA.

Students who wish to challenge a decision relative to termination of their enrollment from their program for failure to maintain Satisfactory Academic Progress may appeal to the School Director. Please see section under “Satisfactory Academic Progress Appeal Process” for further information.

Satisfactory Academic Progress (SAP) "Appeal Process "

A student whose enrollment has been terminated for failure to maintain Satisfactory Academic Progress may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice from the School. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from previously attaining Satisfactory Academic Progress and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress such as death or severe illness in the immediate family, an injury or illness of the student or other allowable special circumstances. Before an appeal may be granted, a written academic plan must be developed and provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the Maximum Time Frame allowed.

The School Director will assess all appeals, and determine whether the student may be permitted to continue in School on a probation status, despite not meeting the Satisfactory Academic Progress requirements. The student will be sent the written decision within ten days of the School's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on probation status for the next module, during which time they must meet Satisfactory Academic Progress and any additional terms and conditions set out in the School Director's letter granting the appeal and/or the written academic plan. At the end of the module period, and at the end of every module period thereafter, the student's Satisfactory Academic Progress status will be reviewed. The student may continue on probation as long as he or she meets the terms of the written academic plan approved at the time the student's appeal was granted, and/ or until such time as Satisfactory Academic Progress status is regained. The student reinstated after dismissal and appeal is not eligible for Title IV financial aid until he or she regains Satisfactory Academic Progress status.

Module Repeat

A student may repeat once, at no additional tuition charge to them, each module in their program of study due to a failure to maintain Satisfactory Academic Progress, provided they are within the Maximum Time Frame. However, a student repeating a module for grades will incur a charge for a new course book for each repeated module.

VA: Benefits for VA students will be terminated if a student on probation does not successfully meet SAP at the end of their second consecutive module.

Students who are accepted back into his/her previous training program after termination of their enrollment due to a failure to maintain Satisfactory Academic Progress may be re-enrolled at the discretion of ATI, but upon re-enrollment, the student will be placed on Satisfactory Academic Progress probation as a condition of the student's re-admittance into their program of instruction.

Photovoltaics

The Photovoltaics Program will be evaluated at its midpoint i.e. (40 Hours of scheduled Class Hours). Permanent records are maintained for every student, indicating courses completed or incomplete, and grades earned.

Maximum Time Frame

All module repeat attempts are counted for determining a student's Maximum Time Frame. Please see section under "Maximum Time Frame" for further information.

Title IV Financial Aid Participants ONLY

Financial Aid Warning

Failure to meet Satisfactory Academic Progress will result in the implementation of the Financial Aid Warning. A student will be placed on Financial Aid Warning for the next Payment Period. The student can still receive aid during a Warning payment period. However, the student's progress will be assessed after the payment period is over. If the student does not meet the SAP standards then the student will be ineligible from receiving any additional financial aid.

Financial Aid Appeal/Probation

If a student is denied their financial aid due to failure to meet SAP in a subsequent payment period after notification of financial aid warning, a student can request an appeal by completing an appeal form and submitting the form to Financial Aid Department. The student must have extenuating circumstances that prevented him/her from meeting SAP standards. Students may not base their appeal on their need for financial aid or their lack of knowledge that their financial aid was at risk. An appeal can only be approved if the student is able to meet all standard requirements by the end of an additional payment period or the student strictly follows an academic plan that ensures the student will be meeting ALL standards again by a specific point in time. A student will be notified via email or letter on the approval/denial within 72 hours after the submission of a completed appeal form. If a student's appeal is approved the student will be given an academic plan and is placed on financial aid probation. Financial aid is reinstated during the probation payment period.

Limit on Reinstatement Appeals

Financial Aid Students who have become disqualified due to lack of Satisfactory Academic Progress will be considered one time only for an appeal. Any second and subsequent requests for extended probation of aid eligibility will be denied except in the possible case where there are clearly documented, extenuating circumstances presented.

Evaluation Checkpoints

Title IV Evaluation of Satisfactory Academic Progress will be made at the following checkpoints:

HVAC/CR Technology checkpoints

Checkpoint 1: 420 Hours (1-420 Clock hours)
Checkpoint 2: 840 (421-840 Clock hours)
Checkpoint 3: (NA)

Automotive Technology checkpoints

Checkpoint 1: 450 Hours (1-450 Clock hours)
Checkpoint 2: 900 Hours (451-900 Clock hours)
Checkpoint 3: 1050 Hours (901-1050 Clock hours)

Photovoltaic checkpoints

Checkpoint 1: 40 Hours (1-40 Clock hours)
Checkpoint 2 : 80 Hours (41-80 Clock hours)
Checkpoint 3: NA)

Electrician checkpoints

Checkpoint 1: 360 Hours (1-360 Clock hours)
Checkpoint 2: 720 (361-720 Clock hours)
Checkpoint 3: (NA)

Personal Fitness Trainer

Checkpoint 1: 400 Hours (1-400 Clock hours)
Checkpoint 2 : 800 Hours (401-800 Clock hours)
Checkpoint 3: NA)

*An Academic year is 900 Clock Hours

Other Policy Consideration

The Satisfactory Academic Progress Policy will include all periods of attendance and will be counted toward the **Maximum Time Frame** and the qualitative component.

Transfer and re-admitted students will be evaluated by the program Academic Director or School Director at the time the student either transfers to another program or is re-admitted to the School, to assure that Satisfactory Academic Progress can be achieved or maintained.

Graduation Requirements

Graduation of Students

Upon graduating, ATI will award the student a diploma. To graduate, a student must complete all required coursework in their program and achieve the following:

- Obtain an overall 2.0 cumulative GPA (CGPA)
- Complete required coursework within 1.5 times the contracted length of the program
- Earn at least 80% of their program's course work at the ATI campus
- Complete 90% of each course or module scheduled hours of attendance
- Have a zero balance in their ATI student account OR be of current status with their student loan payment obligations

Progress Reports

Students receive progress reports after each module. A copy is kept in the students academic file.

Maximum Time Frame (MTF)

Students must complete their program within 1.5 times the length of the program to meet the minimum requirements specified by the Maximum Time Frame (MTF). For example: A student enrolled in a 720 hour program must graduate within 1080 scheduled hours ($720 \times 1.5 = 1080$). A review of MTF will occur after every course attempt.

MTF calculations include all attempted courses, passed courses, failed courses, dropped courses with attendance, and all courses with attendance failures or uncompleted courses. The **Maximum Time Frame** is reduced for students with transfer or exam credit courses based upon the remaining length of their program.

Grievance Procedure

ATI recommends that grievances be resolved by the involved parties meeting together and discussing the problem. ATI strives to remedy complaints or disputes as quickly as possible.

Students seeking to resolve classroom related problems or complaints should first contact their instructor (if appropriate). If the problem cannot be adequately resolved, the student should put the complaint in writing and/or meet with the School Director. If the grievance is in writing, the School will conduct a careful and thorough investigation of the alleged complaint and prepare a written response for the student within seven working days. Complaints involving discrimination must be in writing.

Due Process

If a student is accused of wrongdoing, the School Director shall conduct a careful and thorough investigation of the alleged matter. To provide procedural fairness and due process for an accused student, the School will

1. Inform the student of the charges
2. Provide the student with an opportunity to refute the allegations
3. Provide measured and consistent discipline, if needed, and
4. Provide for an appeal of the decision

Further Appeal

If the complaint or grievance cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the State of Nevada Commission on Postsecondary Education. The student must contact the state board for further details.

State of Nevada Commission

State of Nevada Commission
on Postsecondary Education
8778 South Maryland Parkway Suite 115:

Las Vegas, **Nevada** 89123

Phone: (702) 486-7330 Fax: (702) 486-7340

www.cpe.state.nv.us

ACCREDITING COUNCIL FOR CONTINUING EDUCATION AND TRAINING

ATI is accredited through the Accrediting Council for Continuing Education and Training. The student may also choose to file a complaint with the ACCET office.

ACCET

Chair, Complaint Review Committee
1722 North Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Fax: (202)955-1118 or (202) 955-5306
email: complaints@accet.org
website: www.accet.org

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

Student Services

Student Records

The Family Educational Rights and Privacy Act (FERPA), as amended, is a Federal law to protect the privacy of a student's education records. The law applies to all schools which receive funds from the U.S. Department of Education. ATI is committed to ensuring that the provisions of this act are followed. A student's primary rights under FERPA are:

- Right to inspect and review education records.
 - Right to seek to amend education records.
 - Right to have some control over the disclosure of information from educational records.
- Students may access their records by notifying the Academic Director in writing and specifying which items they desire.

The School obtains a student's consent *in writing* before releasing information to outside parties such as prospective employers. Some parties are entitled to access under the provisions of the act (i.e., college officials and accrediting agencies) without the need to obtain the student's consent.

Advisory Board

Board members include ATI faculty, contractors and past graduates. A listing of current members is posted in the School lobby.

Automotive

Toby Gebheim - Gaudin Jaguar
Lisa Contreras - Gaudin Ford
John Lindsey - Gaudin Ford
Frank Scandura - Frank's European Service
Lee Schuchardt - Lee's Auto Care
Bob Davie - Hunter Engineering
Bob Riddle - Ultra Carz

Electrical

Daniel and Jason Casas - *Casas Electric*
Fern Fujimoto - *Solar City*
Matthew Nguyen - *CLP*
Chris Dodson - *Eco Electric*
Rebecca Holmstrom - *Nevada Subcontractors Assoc.*
Dakota Delance - *Winlectric*
Don Beckman - *Solar Institute of NV*
Curtis Cummings - *AJB General Contractors*

HVAC Technologies

Kyle Buckley - Sierra, LLC
Troy Putman - Sierra, LLC
Mike Gonzalez - Sierra, LLC
Frank Hickstien - Sierra, LLC
Leticia Armenta - ARA Heating and Air
Scott Meier - Right Now Air
Richard Veloz - C&L Refrigeration
Donavan Rohde - One Hour Air
Chad Valdriz - One Hour Air
John Keuch - One Hour Air

Records Retention

ATI retains for at least 5 years all student records required by NAC 394.640. After that period of time, the school is required to retain only copies of the students' transcripts. To obtain a copy of your transcript, See *Transcripts*.

Transcripts

ATI provides transcripts for students, employers, and institutions of higher education upon written request from the student. *If a student's tuition account is not fully paid, the School will withhold the student's diploma and transcript until the account is cleared.* Students should contact the School to request a transcript. Transcripts are considered *official* when stamped with ATIs seal and mailed by ATI. *Unofficial* transcripts have no seal and are stamped "**Issued to Student.**"

Graduation Ceremony

The School conducts graduation ceremonies to honor its graduates and confer awards for outstanding academic and other meritorious achievements.

Graduate Refresher Courses

ATI graduates can audit courses that they have completed if there is space available and they are in good financial standing with the School. Books and supplies are charged for audited courses. A written request for a refresher course should be made to the School four weeks prior to the desired start of the course or module.

Guidance and Advisement

The School tries to help students resolve problems that interfere with academic performance. When problems occur, students are encouraged to ask for a private conference with key staff, which is held in strict confidence. Personal counseling needs are referred to local agencies.

Learning Resources

Books, periodicals, videos, and other reference materials can be found in the classrooms used for each program and in the Learning Resources Center, where computers are housed and connected to the Internet.

Advanced Training Institute Military Veteran Scholarship

This scholarship provides up to a maximum of \$2000.00 for military veteran students enrolled in the Automotive Program and up to a maximum of \$1,000 for veteran students enrolled in either the HVAC or Electrical programs, as long as the veteran continues to meet all eligibility criteria. The scholarship is available to those students who have an unpaid tuition balance owed to the School after receipt of all eligible VA benefits and Title IV funds received by the student as payment towards the student's tuition and fees. The amount of a scholarship can vary depending on the student's balance of unpaid tuition after receipt of the student's VA benefits and Title IV funds. The scholarship can only be used as a credit up to any remaining unpaid balance and no unused amount of the scholarship is ever payable to the student.

EXAMPLE: A HVAC Student's tuition is \$12,000 and is eligible to receive up to a \$1,000 veteran scholarship. Student receives VA benefits and Title IV funding totaling \$11,250. Student has a remaining unpaid balance owed to the School of \$750. Student receives a \$750 scholarship from the School to bring their unpaid balance to \$0. The student is not entitled to the difference between the \$750 scholarship received and the maximum \$1,000 scholarship amount.

ATI's Military Veteran Scholarship Program applies to all chapters of military benefits ATI is eligible to accept on behalf of the veteran student. For example: ATI is eligible for "Chapter 31", and the student can attend ATI with this chapter of military benefits. However ATI is not enrolled to participate in the Tuition assistance and Yellow Ribbon programs, and would not be able accept or enroll the veteran student under these military benefits.

Eligibility Criteria:

- Must have served on an active duty status in U.S. Armed Forces, including Army Reserve or National Guard when "Federally" activated, for a minimum of six continuous months for purposes other than training.
- Veteran must receive a separation from active duty under "honorable" or "uncharacterized" conditions. Period of qualifying service will be verified via a certified copy of the veteran's DD-214 form.
- Must maintain full-time academic enrollment status.
- Maintain Satisfactory Academic Progress per federal financial aid regulations and the policies of the School's Financial Aid Office.
- Must submit a current year Free Application for Federal Student Aid (FAFSA) and complete all requested requirements in order to receive an ATI Financial Aid Scholarship Award Notice. In addition, a FAFSA must be submitted for each renewal year. Demonstrated financial need is NOT required for eligibility.
- Must be current on all financial obligations to Advanced Training Institute.
- Must graduate from the student's chosen program.

Please contact the Financial Aid Office for any questions or additional information. Email at ksharkey@atitraining.com or call (702) 852-1913.

Student Insurance

ATI provides secondary insurance coverage for injuries to students only while they are on campus attending classes. See Director of Education for more information.

Student Information

Job Placement

ATI does not guarantee job placement, salary, title or position to a student. However, ATI will assist its new graduates in finding related jobs and entry level employment in the student's chosen industry by:

- Developing and maintaining employer contacts.
- Collecting and reporting placement and salary statistics.
- Provide job search training.
- Provide resume preparation instruction, review, and assistance.
- Posting job postings at the School.
- Providing job counseling for students by appointment.
- Mentoring programs.
- Providing internship opportunities where available.
- Arranging employer recruitment on campus.

Nondiscrimination Policy

Admission to, employment by, and promotion within ATI is based on merit, and there is to be no discrimination by race, color, creed, religion, sex, or national origin except under special circumstances where sex, age, medical condition or handicap constitutes either an occupational limitation or a limitation in participation in the program offered. This non-discrimination policy extends to all educational policies, admission policies and other School policies.

Copyright Infringement Policy

Copyright infringement is a crime which Advance Training Institute takes very seriously. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. The unauthorized reproduction or distribution of copyrighted work is illegal. A copyright infringer is subject to paying money to the owner of a copyright. Further, criminal copyright infringement, including infringement without monetary gain, is investigated by the FBI and is punishable by up to five years in federal prison and a fine of \$250,000.

Advanced Training Institute strictly requires all users of the institute's computer systems and networks to comply with all applicable federal, state and local laws pertaining to copyright.

Users who violate copyright laws by using file-sharing programs to exchange music, videos, software, other digital content, including but not limited to literary and artistic works without the consent of the copyright owner, risk losing access to the School's systems. Repeated violations may result in disciplinary actions by Advanced Training Institute.

Violations will be reported to the School Director who will complete an investigation. Users in violation will be instructed to remove or disable access to infringed material from campus computer(s) and the violator's network or network access will be terminated.

Please visit www.copyright.gov for detailed information on copyright laws. You may also contact:

U.S. Copyright Office
Library of Congress
101 Independence Ave. S.E.
Washington, D.C. 20559-6000
(202) 707-3000

Schedule

Course Schedule

<u>HVAC/CR--Electrician Start Date</u>	<u>Grad Electrician Date 9 mo.</u>	<u>Grad HVAC Date 10 mo.</u>
01/23/2017.....	09/28/2017.....	11/09/2017
03/06/2017.....	11/09/2017.....	01/04/2018
04/17/2017.....	01/04/2018.....	02/15/2018
05/29/2017.....	02/15/2018.....	03/29/2018
07/10/2017.....	03/29/2018.....	05/10/2018
08/21/2017.....	05/10/2018.....	06/21/2018
10/02/2017.....	06/21/2018.....	08/02/2018
11/13/2017.....	08/02/2018.....	09/13/2018

<u>Automotive Technologies Start Date</u>	<u>Grad Automotive Date</u>
01/02/2017.....	03/08/2018
02/13/2017.....	04/19/2018
03/27/2017.....	05/31/2018
05/08/2017.....	07/12/2018
06/19/2017.....	08/23/2018
07/31/2017.....	10/04/2018
09/11/2017.....	11/15/2018
10/23/2017.....	01/08/2019
12/04/2017.....	02/21/2019

<u>Personal Fitness Trainer Start Date</u>	<u>Grad Personal Fitness Trainer Date</u>
01/02/2017.....	10/05/2017
01/30/2017.....	11/02/2017
02/27/2017.....	11/30/2017
03/27/2017.....	01/11/2018
04/24/2017.....	02/08/2018
05/22/2017.....	03/08/2018
06/19/2017.....	04/05/2018
07/17/2017.....	05/03/2018
08/14/2017.....	05/31/2018
09/11/2017.....	06/28/2018
10/09/2017.....	07/26/2018
11/06/2017.....	08/23/2018
12/04/2017.....	09/20/2018

<u>Photovoltaics Start Date</u>	<u>Grad Photovoltaics Date</u>
05/22/2017.....	03/08/2018

School Holidays

ATI observes the following holidays and breaks:

- Break from Christmas through New Year's.....12/19/2016 to 12/30/2016
- New Years Day01/02/2017
- Memorial Day05/29/2017
- Independence Day07/04/2017
- Labor Day09/04/2017
- Veteran's Day11/10/2017
- Thanksgiving and the day after11/23/2017 to 11/24/2017
- Break from Christmas through New Year's.....12/18/2016 to 12/29/2017
- New Years Day01/01/2018
- Memorial Day05/28/2018
- Independence Day07/04/2018
- Labor Day09/03/2018
- Veteran's Day11/12/2018
- Thanksgiving and the day after11/22/2018 to 11/23/2018
- Break from Christmas through New Year's.....12/24/2018 to 01/04/2019