

# School Catalog 2015-2016

**BUILD YOUR  
FUTURE**

**ETI** SCHOOL OF  
SKILLED  
TRADES

**Vol. 2.2  
6/8/15**

# ETI School of Skilled Trades

## Table of Contents

	<u>Slide #</u>
<u>Cover Page</u>	<u>1</u>
<u>Table of Contents</u>	<u>2,3,4</u>
<u>Mission and Vision Statement</u>	<u>5</u>
<u>Career Opportunities Through Specialized Education</u>	<u>6</u>
<u>Educational Philosophy</u>	<u>7</u>
<u>Educational Objectives</u>	<u>8</u>
<u>School History</u>	<u>9,10,11</u>
<u>Campus Facilities</u>	<u>12</u>
<u>Business Hours</u>	<u>13</u>
<u>Administration</u>	<u>14</u>
<u>Financial Aid</u>	<u>15</u>
<u>Federal Financial Aid Programs</u>	<u>16</u>
<u>Scholarships</u>	<u>17</u>
<u>Veterans Policies</u>	<u>18</u>
<u>Veterans Program</u>	<u>19</u>
<u>MyCAA</u>	<u>20</u>
<u>Montgomery Bill</u>	<u>21</u>
<u>Veterans Retraining Assistance Program</u>	<u>22</u>
<u>Method of Payment</u>	<u>23</u>
<u>Refund Policy</u>	<u>24,25</u>
<u>Refund Distribution</u>	<u>26</u>
<u>Accreditation-Affiliation-Approvals</u>	<u>27</u>
<u>Dress Code</u>	<u>28</u>
<u>Training Methods</u>	<u>29,30</u>

# ETI School of Skilled Trades

## Table of Contents

	<u>Slide #</u>
<u>Safety and Professionalism</u>	<u>31</u>
<u>HVAC/R Program Outline</u>	<u>32</u>
<u>HVAC/R Course Outline and Description</u>	<u>33,34,35,36</u>
<u>Skilled Welder Program Outline (760 Clock Hours)</u>	<u>37</u>
<u>Skilled Welder Section Outline and Description (760 Clock Hours)</u>	<u>38,39,40,41</u>
<u>Skilled Welder Program Outline (906 Clock Hours)</u>	<u>42</u>
<u>Skilled Welder Section Outline and Descriptions (906 Clock Hours)</u>	<u>43,44,45,46</u>
<u>Tuition and Fees HVAC/R</u>	<u>47</u>
<u>Tuition and Fees Skilled Welder (760 Clock Hours)</u>	<u>48</u>
<u>Tuition and Fees Skilled Welder (906 Clock Hours)</u>	<u>49</u>
<u>Admissions Procedures</u>	<u>50</u>
<u>Schedule and Length of Classes</u>	<u>51</u>
<u>Academic Standards</u>	<u>52</u>
<u>Homework, Quizzes, Sectional Exam, &amp; Make Up Work</u>	<u>53</u>
<u>Grade Appeal and Grade Change Policy</u>	<u>54</u>
<u>Attendance Policy /Leave of Absence</u>	<u>55</u>
<u>Leave of Absence</u>	<u>56</u>
<u>Tardiness</u>	<u>57</u>
<u>Satisfactory Academic Policy (SAP)</u>	<u>58,59,60</u>
<u>Financial Aid Probation</u>	<u>61</u>
<u>Non-Title IV Eligible Status</u>	<u>62</u>
<u>Satisfactory Academic Policy (SAP) Appeal</u>	<u>63</u>
<u>Re-Establishing Title IV Eligibility</u>	<u>64</u>

# ETI School of Skilled Trades

## Table of Contents

	<u>Slide #</u>
<u>Satisfactory Academic Policy (SAP) Dismissed</u>	<u>65</u>
<u>Transfer of Credit Policy</u>	<u>66</u>
<u>Certificates and Awards</u>	<u>67</u>
<u>Graduation Requirements</u>	<u>68</u>
<u>Withdrawal Policy and Procedure</u>	<u>69</u>
<u>Reentry Procedure</u>	<u>70</u>
<u>Student Honor Code of Conduct</u>	<u>71</u>
<u>Student Advisement-Appeals-Personal Property</u>	<u>72</u>
<u>Suspension, Termination, Dismissal</u>	<u>73</u>
<u>Student &amp; Career Service Assistance</u>	<u>74,75,76</u>
<u>Institutional Disclosures</u>	<u>77</u>
<u>Alumni Benefits – Part-time Employment</u>	<u>78</u>
<u>Articulation Agreements</u>	<u>79</u>
<u>Student Transcript</u>	<u>80</u>
<u>Student Grievance Policy</u>	<u>81</u>
<u>Comparable Tuition Information</u>	<u>82</u>
<u>Alcohol and Drug Policy</u>	<u>83,84</u>
<u>Equal Opportunity Assurance Statement</u>	<u>85</u>
<u>Sexual Harassment – Discriminatory Policies</u>	<u>86,87,88,89,90</u>
<u>Academic Calendar</u>	<u>91</u>

# ETI School of Skilled Trades

## **Mission Statement**

ETI School of Skilled Trade's mission is to teach our students the technical and professional skills needed to gain entry-level employment in growing Heating, Ventilation, Air Conditioning, and Refrigeration or Welding Technology Industries. ETI School of Skilled Trades believes in providing a positive, supportive, engaging, and student-centered learning environment to all students.

## **Vision Statement**

ETI School of Skilled Trade's responsibility is to focus on providing the highest level of customer service and student satisfaction. ETI School of Skilled Trade's training will prepare our students to meet the demanding responsibilities of the industry in which we train students by creating environments that stimulate the work-place, maintaining industry-current equipment, and providing faculty of higher caliber to provide education and training that will give our students the skills and competitive edge needed to sustain long-lasting careers in the HVAC and Welding Industries.

# ETI School of Skilled Trades

## Career Opportunities Through Specialized Education

The demand for qualified Heating, Ventilation, Air-Conditioning and Refrigeration (HVAC/R) Technicians makes this industry one of our country's most stable industries. According to the U.S. Department of Labor, the job outlook for Heating, Air Conditioning, and Refrigeration Mechanics and Installers is expected to grow 34 percent from 2010 to 2020. HVAC/R technicians are indispensable specialists in many fields. Wherever people live, work, or play, the need for HVAC/R technicians is essential. Opportunities for installation, troubleshooting, and repair in residential and light commercial applications are there if you possess the skills. ETI School of Skilled Trades can teach you those skills.

The Welding Industry offers diverse opportunities in many different fields of employment. These include: automotive, aerospace, shipbuilding, chemical, nuclear, medical construction as well as a wide variety of manufacturing. The key to a successful career in the field of Welding Technologies is developing the proper skills to perform the tasks necessary within the industry.

In less than one year, you can receive the knowledge, skills, and tools necessary to become a successful HVAC/R technician or Skilled Welder. In partnership with NCCER, programs taught at ETI School of Skilled Trades were developed by professionals within the HVAC/R and Welding Industries who continuously provide information on curriculum changes and improvements. Industry professionals meet with the Education Department bi-annually to offer current industry updates.

# ETI School of Skilled Trades

## Educational Philosophy

ETI School of Skilled Trades was founded by the owners of one of the largest Heating, Ventilation, Air Conditioning and Refrigeration contracting companies in the Chicagoland area, providing professional services since 1973 with one goal in mind; meeting the growing needs of the HVAC/R industry. This direct industry affiliation and experience helped provide a foundation for knowledge and vision of training needs transitioning students to skilled HVAC/R technicians.

Experts in the HVAC/R industry, in conjunction with NCCER (National Center for Construction Education and Research), have provided input into the development of ETI School of Skilled Trades comprehensive curriculum package supporting the knowledge and skill sets needed for an entry level technician. A continual process of course evaluation ensures training mirrors current and up to date practices, providing the most comprehensive instruction possible.

ETI School of Skilled Trades believes in the principle of total preparation. We not only provide the requisite knowledge and skills, but also the opportunity for personal and professional development so that those who emerge from our program have the tools for professional growth and advancement.

ETI School of Skilled Trades has expanded the sound educational philosophy that has made them successful in the Heating, Ventilation, Air Conditioning and Refrigeration industry to include the industry of Welding Technology. The same format of industry preparation, course materials, equipment accessibility and professional growth outlined in the HVAC/R program carry over to the Welding Technology program so all students emerge with the tools for professional growth and advancement.

# ETI School of Skilled Trades

## Educational Objectives

The primary educational objectives for the HVAC/R and Skilled Welder Programs are to teach students the technical and professional skills for a successful and rewarding career within their industries.

Technical skills students master during the HVAC/R Program include diagnostic meters, basic circuitry, reading and drawing electrical schematics, electrical circuits along with the installation, maintenance and troubleshooting of heating, ventilation, air conditioning, and refrigeration systems.

Technical skills students master during the Skilled Welders Program include the skill of striking an arc and carrying acceptable beads. Application of these skills will be utilized as the student gains proficiency in the five main joint designs (butt, lap, T, edge, corner) and four main weld positions (flat, horizontal, vertical, and overhead). A clear understanding of equipment operation and the related settings associated with each process is a must to meet the process requirements. Rounding out the learning experience is technical knowledge including the anatomy of a sound weld and the ability to read related technical data.

As part of our career placement objective, we offer sessions in professional development that address practical job-seeking skills such as resume writing and preparation, interview skills, completing employment applications and professional appearance.



# ETI School of Skilled Trades

## School History

**1973**

After 12 years in the HVAC/R service and installation field an affiliate service company, Environmental Conditioning Corp. was opened by the founders of Environmental Technical Institute.

**1977**

First classes begin for industry-sponsored students in HVAC/R technology.

**1978**

In-house training continues and developments of audiovisual training programs begin.

**1985**

Environmental Technical Institute's HVAC/R curriculum is approved by the Illinois State Board of Education and formal education programs begin.

**1988**

Environmental Technical Institute is accredited by the National Association of Trade and Technical Schools. Second campus is opened in Blue Island, and classes begin at that facility.

**1994**

Environmental Technical Institute moves its Bensenville campus to a larger facility in Itasca, Illinois to expand labs and accommodate plans for additional courses.

# ETI School of Skilled Trades

## School History

**1994**

Environmental Technical Institute moves its Bensenville campus to a larger facility in Itasca, Illinois to expand labs and accommodate plans for additional courses.

**1994**

Environmental Technical Institute is accredited by the Accrediting Commission of Career Schools and Colleges.

**1999**

Environmental Technical Institute is re-accredited by the Accrediting Commission of Career Schools and Colleges.

**2004**

Environmental Technical Institute is re-accredited by the Accrediting Commission of Career Schools and Colleges.

**2008**

Environmental Technical Institute is acquired by Jakma Investments, LLC. Jakma Investments, LLC is committed to continually improving the quality of education.

**2009**

Environmental Technical Institute is re-accredited by the Accrediting Commission of Career Schools and Colleges.

**2010**

Environmental Technical Institute looks to diversify curriculum offering to include Welding Technology submitting documentation for State Board of Education (SBOE) approval. Facility resources are expanded to include a satellite classroom located at 1325 W. Ardmore Ave, Itasca, IL.

# ETI School of Skilled Trades

## School History

**2011**

Environmental Technical Institute receives ISBE approval and launches their first Welding Technology Class at the satellite classroom location.

**2012**

Environmental Technical Institute is renamed ETI School of Skilled Trades.

**2013**

ETI School of Skilled Trades consolidates all Chicago area campuses into one central location in Willowbrook, IL.

**2014**

ETI School of Skilled Trades is Re-accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

**2014**

ETI School of Skilled Trades receives annual approval to operate from the Illinois Board of Higher Education.

# ETI School of Skilled Trades

## CAMPUS FACILITIES

**Main School & Corporate Office**

**500 Joliet Road, Suite 100N**

**Willowbrook, IL 60527**

**Phone: (630) 477-4000 Fax: (630) 289-9101**

**Website: [WWW.ETICAMPUS.EDU](http://WWW.ETICAMPUS.EDU)**

The facility encompasses over 50,000 Sq. feet with approx. 20,000 sq. feet devoted to our HVAC/R and Skilled Welder Labs. A two tier parking garage is available with over 250 parking spaces. The campus has eight (8) classrooms with a capacity ranging from 14-40 students. These classrooms are dedicated to the theory portion of our curriculum. The campus also has a bookstore, career resource center, cafeteria, and administrative offices.

ETI School of Skilled Trade's modernized campus provides a student centered and focused learning environment. ETI School of Skilled Trades is committed to enhancing our reputation as an educational facility that provides intensive hands-on and theory training in the best environment possible to build the students confidence and skills as they enter the trade's work force upon graduation.

# ETI School of Skilled Trades

## Business Hours

The campus office hours for business purposes are as follows:

<b>Monday -Thursday:</b>	<b>8:30 a.m. - 8:00 p.m.</b>
<b>Friday:</b>	<b>8:30 a.m. - 4:00 p.m.</b>
<b>Saturday:</b>	<b>By appointment only</b>

# ETI School of Skilled Trades

## Administration

**President**

**Chief Financial Officer**

**Campus President**

**Director of Education**

**Senior Director of Finance**

**Senior Director of Enrollment Planning / Student Services**

**Director of Career Services**

**Corporate Registrar**

**Dennis Bute**

**Brian Hines**

**Marianne Caniglia**

**Kevin Pflanz**

**Tammy Dotson**

**Elizabeth DiCriscio**

**Steve Buford**

**Maureen Rarick**

# ETI School of Skilled Trades

## Financial Aid

### Financial Assistance

Financial Assistance (AID) in the form of grants and loans is available to eligible applications that have the ability and desire to benefit from the specialized program/training offered at the school.

### Student Eligibility

To receive financial assistance you must:

- Have financial need
- Be a U.S citizen or eligible non-citizen;
- Have a social security number
- If male, have registered with the Selective Service;
- If currently attending school, be making satisfactory academic progress
- Be enrolled as regular student in any of the school's eligible programs;
- Not be in default on any federally-guaranteed loan.

# ETI School of Skilled Trades

## Federal Financial Aid Programs

The following is a description of the Federal Financial Aid programs available at ETI School of Skilled Trades. Additional information regarding these programs, eligibility requirements, the Financial Aid process and disbursement of aid can be obtained through the Financial Aid Department of ETI School of Skilled Trades; the student's financial planning brochures, and the U.S. Department of Education's website <https://studentaid.ed.gov/> which provides a detailed description of these programs:

- Federal Pell Grant
- Federal Direct Stafford Loans (Subsidized and Unsubsidized)
- Federal Direct Parent PLUS Loan

## Alternative Financing and Institutional Options

If your primary financing option does not fully cover your program cost, alternative financing options can help bridge that financial aid gap. ETI School of Skilled Trades offers a variety of student financing options to assist students in financing their educational costs.

ETI School of Skilled Trades provides voluntary prepayment plans to students and their families to help reduce the balance due upon entry. Optional financing plans are available through ETI School of Skilled Trades and TFC Credit Corporation to provide student payment plans to fund the financial gap.

There are alternative loans provided by private lenders that offer various private loan programs. Alternative loans have interest rates that vary and are subject to approval based on credit, as well as origination fees. ETI School of Skilled Trades encourages all students to research personal outside financing options to help bridge the financial gap.



# ETI School of Skilled Trades

## Scholarships and Grants

The school cooperates whenever possible with local agencies and organizations that offer scholarships and awards available to our students. Any scholarships or awards received by students should be presented to the Financial Aid Department for approval prior to start of class.

### **Imagine America Foundation – Scholarship for Education**

The Imagine America Foundation (IAF), has been serving the career college community since 1982. IAF provides scholarships, awards, financial aid information, sector research and facility training, honors achievement in career education, and supports and promotes the benefits of career colleges to the general public. Students who qualify can earn \$1,000.00 toward their tuition.

[www.imagine-america.org](http://www.imagine-america.org)

### **Workforce Grants**

ETI School of Skilled Trades is recognized by many public and non-profit organizations as an approved institution to support state and local workforce education and employment initiative. Student eligibility for workforce educational assistance is determined by the funding organization; please see funding organizations to see whether you qualify.

# ETI School of Skilled Trades

## Veterans Policies

This facility is approved for GI Bill education benefits and offers military tuition assistance programs via discounts and scholarships. ETI School of Skilled Trades participates in Chapter 30 and 33 benefits, MyCAA and VRAP benefits. Students enrolled under Veterans' benefit programs are subject to policies that vary from those shown elsewhere in this catalog as follows:

- Upon successful completion of ETI School of Skilled Trades sectional examination(s), credit and an appropriate tuition reduction will be granted to veterans found to have had training that duplicates parts of the ETI School of Skilled Trades program.
- Veterans are subject to training interruption (suspension) if unexcused absences exceed three per month (day students) or two per month (night students.)

Please note: Those who default on their student government loans will not be entitled to Alumni Benefits.

# ETI School of Skilled Trades

## Veterans Programs

### Military Grant

Extending our appreciation for military service, ETI School of Skilled Trades is offering a Military Grant to help provide assistance for qualified students who are currently serving in, or have served in the U.S. Armed Forces.

This grant is opened to new students who are active duty or veterans of the U.S. Armed Forces; Army, Navy Air Force, Marine Corps, Coast Guard, their respective reserve forces, Army National Guard who have exhausted their eligibility for education benefits through the U.S. Department of Veterans Affairs or those who are ineligible for education benefits but have an honorable discharge, as well as spouses and dependents and must provide a copy of one of the following:

- **DD214 Certificate of Release or Discharge from Active Duty**
- **NGB22 National Guard Report of Separation or Record of Service**
- **Proof of relationship to an Active or Veteran Member of the U.S. Armed Forces**
- **Desire and commitment to learn and complete the training for a new career opportunity**
- **Or, current military ID Card**

The Grant awarded is equivalent to: \$500 off the cost for the complete training program (excluding equipment and books). Note: Veterans who received a dishonorable discharge are not eligible for this grant. For more information on eligibility, other financial aid assistance and support, and if you qualify; contact ETI School of Skilled Trades Financial Aid department.

# ETI School of Skilled Trades

## **MyCAA**

Although the MyCAA Benefit program does not cover degrees beyond the associate level, it offers up to \$4,000 for the spouses of military personnel to pursue their education.

To qualify, applicants must provide proof of relationship to an Active or Veteran Member of the U.S. Armed Forces.

## **Post 911/GI Bill**

Post 911 Veterans Educational Assistance Act of 2008, also known as the Post 911/GI Bill or Chapter 33 Program allows ETI School of Skilled Trades to enter into a voluntary agreement with the Department of Veterans Affairs and the Veterans approved under the Chapter 33 benefits program.

# ETI School of Skilled Trades

## Montgomery Bill

The Montgomery GI Bill (MGIB) is available for those who enlist in the U.S. Armed Forces. MGIB encompasses both the Montgomery GI Bill-Active Duty; (MGID-AD) (Chapter 30) and the Montgomery GI Bill-Selected Reserve (Chapter 1606). Under Chapter 30, Active Duty Members enroll and pay \$100 per month for 12 months; and are then entitled to receive a monthly education benefit once they have completed a minimum service obligation. Under Chapter 1606, a Reservist must be actively drilling and have a 6 years obligation in the Selected Reserve to be eligible.

MGIB-AD program provides up to 36 months of education benefits to eligible veterans and could be used for our career training programs. (Remedial, deficiency, and refresher courses may be approved under certain circumstances.) The benefit is available up to 10 years following active duty release.

- Eligible Veterans must have an honorable discharge along with a high school diploma or GED. Additionally, an eligible veteran must meet the requirements of one of the 5 Categories pertaining to the Montgomery Bill. For more information visit <http://www.va.gov>.

# ETI School of Skilled Trades

## Veterans Retraining Assistance Program

VRAP offers up to 12 months of training assistance to unemployed Veterans who:

- Are at least 35 years but no more than 60 years old
- Are unemployed at the date of application
- Receive any other than dishonorable discharge
- Are not eligible for any other VA education benefit program
- Are not in receipt of VA compensation due to being unemployable
- Are not enrolled in a federal or State job training program

VRAP benefits can only be used to pay for full-time training.

# ETI School of Skilled Trades

## Method of Payment

Funding arrangements of tuition and fees including financial aid, cash payment plans, agency funding, scholarships and private loans; are required to be finalized in advance of a student starting any class with ETI School of Skilled Trades.

# ETI School of Skilled Trades

## Refund Policy

If accepted by the school, the school's catalog, the enrollment agreement, state all the terms and conditions of enrollment and are not subject to alteration except as follows:

Schools shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:

- When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student;
- When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less;
- When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.
- When a student has completed in excess of 5% of the course of instruction the school may retain the application-registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:

A school which is accredited by a nationally recognized accrediting agency may use this policy.

- As used herein, a "nationally recognized accrediting agency" means an agency or association designated by the Secretary of the U.S. Department of Education pursuant to provisions of the Higher Education Act of 1965 CP.L.89-329) and related regulations.
- After 5% of the course of instruction, but within the first 4 weeks of classes the school shall refund at least 80% of the tuition;
- During the first 25% of the course, the school shall refund at least 55% of the tuition;
- During the second 25% of the course the school shall refund at least 30% of the tuition;
- In cases of withdrawal after 50% of the course, the school may commit the student to the remaining obligation of tuition.



# ETI School of Skilled Trades

## Refund Policy Continued

- Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.
- Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
- Deposits or down payments shall become part of the tuition.
- The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
- All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
- A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 7 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.
- A school may make refunds which exceed those prescribed in this Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the Superintendent.
- A school shall refund all monies paid to it in any of the following circumstances:
  - The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
  - The school cancels or discontinues the course of instruction in which the student has enrolled;
  - The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
- A school must refund any book and materials fees when: (a) the book and materials are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation. (Source: P.A. 90-649, eff. 7-24-98.)

# ETI School of Skilled Trades

## Refund Distribution

The School must return the Title IV funds for which it is responsible in the following order:

- **Unsubsidized Direct Stafford Loan**
- **Subsidized Direct Stafford Loan**
- **Direct PLUS Loan**
- **Federal Pell Grant for which a return of funds is required**
- **Other Federal, State, Private and/or Institutional Aid**

# ETI School of Skilled Trades

## Accreditation – Affiliations – Approvals

ETI School of Skilled Trades is a nonsectarian, coeducational, private career training school , incorporated under the laws of the State of Illinois and accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is recognized by the United States Department of Education.

ETI School of Skilled Trades has been approved to operate by the Illinois Board of Higher Education, located at 1 N. Old State Capitol Plaza, Suite 133 Springfield, Illinois 62701-1377.

ETI School of Skilled Trades is an approved educational facility to offer veterans benefit programs from the State of Illinois Department of Veteran's Affairs.

Documentation evidencing these accreditation/approvals may be obtained by contacting these agencies or by visiting the school's campus.

Curriculum, fees and other matters described in this catalog are subject to change at the discretion of ETI School of Skilled Trades . The school is authorized under federal law to enroll non-immigrant alien students.

# ETI School of Skilled Trades

## Dress Code

Every student will be issued ETI School of Skilled Trades shirts. ETI School of Skilled Trades expects that each student will appropriately wear these shirts with pants (no shorts of any kind). No open toed shoes. Hair longer than collar length will be tied back in such a manner as to not create a safety hazard while on school grounds.

# ETI School of Skilled Trades

## Training Methods

Educational strategy at ETI School of Skilled Trades is based on the sound theory of teaching, practicing, applying and evaluating. The following are some methods used to prepare students for entry level employment in their chosen field of expertise and to promote their desire for continued professional growth.

- ETI School of Skilled Trades has partnered with nationally recognized **National Center for Construction Education and Research (NCCER)** providing a comprehensive course curriculum of Heating, Air Conditioning & Refrigeration (HVAC/R) and Skilled Welder Technology material. Text material is complemented with video and other training tools designed to drive home the theory and fundamentals supporting each industry.
- Classroom discussion delivered by our qualified staff of instructors encompass each step of specific subject matter ensuring a complete understanding of theory and practice for each module. Instructors also include first hand experiences that provide real world scenarios to paint a clear picture of the corresponding environments tying theory and practice together.
- **Clicker Technology** is used periodically in lecture classroom settings as a means to foster positive student engagement and as an aid to drive student comprehension of valuable theory foundations.
- A comprehensive series of lab exercises accompany the text material providing clear direction for each student through “hands-on” learning experiences and skills practice in an updated learning lab.

# ETI School of Skilled Trades

## Skill Confidence

- **Extensive Hands-On Training** is conducted in modern facilities with industry equipment and material fitting to the course content chosen. Our laboratory resources provide valuable “hands-on” experience that will prepare students with the technical skills, confidence and motivation for their desired career field.

## Individual Attention

- **Testing** is conducted to evaluate each student’s level of learning and skill development. This allows our instructors to measure the results that are expected of our students.
- **Class Size** is controlled supporting an environment allowing students “hands-on” experience along with ample opportunity for one-on-one time with their instructor.

## Learn from Industry Experts

- **Teaching Professionals** - Our programs have been developed by professionals in the industry who continuously provide information ensuring curriculum is always current. The faculty at ETI School of Skilled Trades is carefully selected from available professionals in the related subject matter areas. They are chosen for their knowledge, professionalism, technical excellence and desire to share their industry experiences with students in a classroom or lab environment.

# ETI School of Skilled Trades

## Safety and Professionalism

ETI School of Skilled Trades training program not only involves learning theory and practical application, but also **safety** and **professional standards**. The proper use of safety glasses and other relevant personal protection equipment (PPE) is expected at all times while working in the class labs. Student conduct conducive to a safe working environment is expected every day whether in the classroom or lab. Students who witness unsafe acts and/or conditions should report them to their instructor or any member of the administrative staff. All injuries should be reported immediately to the instructor.

If medical attention is needed, ETI School of Skilled Trades will assess the situation and make reasonable effort to ensure the safety of our students. ETI School of Skilled Trades assumes no responsibility for any injuries other than those resulting from participation in normally scheduled instructional programs.

# ETI School of Skilled Trades

## HVAC/R Program Outline

<u>Module Title</u>		<u>Class Hours</u>	<u>Lab Hours</u>
HVAC101	Sheet Metal, Conduit, & Electricity	123.5	103
HVAC102	Boiler Systems, Piping & Applications	107.5	119
HVAC103	Gas Heating, System Design & Controls	123	103.5
HVAC104	Air Conditioning, Refrigeration & EPA	95	131.5



# ETI School of Skilled Trades

## HVAC/R Course Outline and Descriptions

### **HVAC101: Sheet Metal, Conduit, and Electricity**

**123.5 Class Hours/103 Lab Hours**

This course offers a well-rounded introduction to the key components that support a safe and successful career in the field of HVAC/R. Students will have exposure to OSHA training requirements ensuring an understanding of safety expectations found in industry environments. Knowledge of hazards common to shop and job-site environments build on the platform of safety. As a major component in the trades, electricity will be covered to ensure an understanding of safety and installation fundamentals for a variety applications and equipment. Conduit bending, conduit installation and their applications in the workplace. In addition, this course introduces students to installation and layout equipment, guidelines, practices, and applications, as well as system design principles and practices. Students will have the opportunity to design, construct, and install various sheet metal duct fittings. Students will also be able to measure, cut, and install 12" EMT conduit in a work environment. Student will meet with the Career Services Department to learn what they should expect from Career Services and opportunities available to the student.

**Prerequisite(s): None**

# ETI School of Skilled Trades

## HVAC/R Course Outline and Descriptions

### **HVAC102:Boiler Systems, Piping, & Applications**

**107.5 Class Hours/119 Lab Hours**

This module begins with an introduction to HVAC/R, Hydronic, and Steam heat systems. Hydronic heating systems incorporate theory and practice of hot water heating. Students will be exposed to the fundamental operation of systems with control theory, identification of major components that include piping schemes along with water flow and balance requirements. Knowledge learned will include basic principles of the steam heating systems, the major components and sequence of control operations, condensate system and piping requirements. Students will learn identification and measurement of piping and related fittings, the safe and proper use of tools and techniques used for various copper cutting and joining processes. Students will become familiar with pipe hangers, supports, insulation, pressure testing and piping codes. Techniques for soldering and brazing will be demonstrated and correlated to real life applications. Students will begin preparing their resume and will be educated on proper skills and techniques to prepare them for their career search.

**Prerequisite(s): HVAC101**

# ETI School of Skilled Trades

## HVAC/R Course Outline and Descriptions

### **HVAC103: Gas Heating, System Design & Controls**

**123 Class Hours/103.5 Lab Hours**

This course covers introduction of heating systems, in which they will identify the components of a forced-air gas furnace along with heat transfer methods and combustion theory. Students will demonstrate skills required to service and maintain various gas furnaces found in residential and light commercial applications. Students will learn to analyze the control circuits of electronically-controlled systems determining the operating sequence. Lab time will include the proper use of test equipment and diagnosing malfunctions in cooling, heating, and heat pump equipment. As the student continues they will be introduced to control systems and digital control systems used in large commercial buildings. Successful completion of this module provides each student with essential tools to thoroughly understand heating equipment and the importance of customer service. Students will be able to diagnose and repair a residential furnace. . Students will also learn the various types of interviews, preparing for the interview, typical interview format, most asked questions during an interview, unlawful questions, and interview Do's and Don'ts.

**Prerequisite(s): HVAC101, HVAC102**

# ETI School of Skilled Trades

## HVAC/R Course Outline and Descriptions

### **HVAC104: Air Conditioning, Refrigeration, and EPA**

**95 Class Hours/131.5 Lab Hours**

In the fourth and final program module, students learn the refrigeration cycle, associated components, superheat, sub cooling, sensible heat, latent heat, and specific heat. They will also be able to recover, evacuate, and pump down an air conditioning system. Students will be exposed to different types of refrigerants and cylinder color codes. Lab exercises will include measuring temperatures in an operating air conditioning system, accessory components, controls, and piping methods; compressor theory and application including the operating principles Of different refrigerant compressors. Students will learn the methods of capacity control used with compressors as well as devices used to protect compressors. Other objectives of this module include: introduction of metering devices and their applications; students will learn about the variety of heat pumps available and their proper operation; retail refrigeration systems including mechanical systems along with defrost methods and controls; and students will learn how to be able to inspect different types of air quality systems that are utilized in the industry. Upon completion of this module the trainee will have completed requirements earning a credential as a Universal EPA 608 certified technician and also 410-A certification. Students will meet with the Career Services Department to finalize all paperwork and begin their career search.

**Prerequisite(s): HVAC101, HVAC102, HVAC103**

# ETI School of Skilled Trades

## 760 Clock Hour

## Skilled Welder Program Outline

<u>Module Title</u>		<u>Class Hours</u>	<u>Lab Hours</u>
SW101	Introduction to Welding	85	105
SW102	SMAW Plate	45	145
SW103	GMAW, FCAW, GMAW-A	56	134
SW104	GTAW Plate	37	153

# ETI School of Skilled Trades

**760 Clock Hour**

## **Skilled Welder Course Outline and Descriptions**

### **SW101: Introduction to Welding**

**85 Hours Theory/105 Hours Application**

This course offers a well-rounded introduction to the key components that support a safe and successful career in the field of welding. Students will have exposure to OSHA training requirements ensuring an understanding of safety expectations found in industry environments. This course begins with an outline of safety expectations specific to the welding environment. The welder's language will be introduced as students learn weld symbols covering fillet welds, groove welds, weld finishing processes and how to interpret their meaning on drawings and Welding Procedure Specifications (WPS). Material will also focus on reading and understanding detailed welding drawings. He or she will learn a vocabulary of lines, views, and dimensioning terminology used on drawings that will instill confidence as a welder to successfully complete a project assigned whether in the shop or in the field. He or she will also feel comfortable sketching or drawing basic welding drawings. With safety in place, he or she is introduced to Oxy/fuel cutting equipment which considered the foundation of cutting and welding processes. Training will consist of proper set-up and handling of Oxy/fuel equipment including lighting, adjusting flames, and safe shut-down steps. The student will also gain an understanding of the plasma arc cutting equipment and principles. Training will identify amperage, gas pressures, and flow rate requirements. Air Carbon Arc Cutting process will include an understanding of equipment and process techniques along with proper electrode selection. All cutting processes will cover straight line, piercing, slotting, squaring, beveling, washing, and gouging techniques as applicable to the process. These cutting processes will be utilized as the student learns basic metal preparation requirements and joint design terminology along with techniques for weld joint fit-up as well as heat control methods for different metal weld applications. Student will meet with the Career Services Department to learn what they should expect from Career Services and opportunities available to the student.

**Prerequisite(s): None**

# ETI School of Skilled Trades

**760 Clock Hour**

## **Skilled Welder Course Outline and Descriptions**

**SW102: SMAW Plate**

**45 Hours Theory/145 Hours Application**

This class introduces the student to the SMAW Shielded Metal Arc Welding (Stick) welding process, equipment, set-up, related process safety expectations, welding current applications for various electrodes, and cleaning tools used in the SMAW process. The student will gain an understanding of methods used in “Striking an Arc” and carrying a quality weld bead utilizing stringer, weave, and overlapping methods along with fillet welds. There is a wide variety of electrodes used in various weld applications. The student will learn electrode characteristics and different filler materials, along with proper storage and electrode control. Material content includes proper steps I techniques to set-up equipment, prepare material for quality welding in flat, horizontal, vertical, and overhead positions with focus on specific joint fit-up and alignment expectations. Weld confidence will build with the understanding of weld quality and inspection techniques. The student will learn to identify and understand weld imperfections and their causes. He or she will learn visual inspection criteria, destructive and non-destructive examining techniques along with welder qualification tests stressing the importance of workmanship and quality. Prepares the student to take various AWS qualification test. Students will begin preparing their resume and will be educated on proper skills and techniques to prepare them for their career search.

**Prerequisite(s): SW101**

# ETI School of Skilled Trades

**760 Clock Hour**

## **Skilled Welder Course Outline and Descriptions**

**SW103:GMAW, FCAW and GMAW-A**

**56 Hours Theory/134 Hours Application**

This class introduces the students to GMAW Gas Metal Arc Welding, [better known as MIG (Metal Inert Gas) or Wire Welding], GMAW-A Gas Metal Arc Welding Aluminum and FCAW Flux Core Arc Welding equipment. The student will gain a thorough understanding of the components and set-up requirements that complete the equipment packages and the general safety procedures associated with each process. He or she will learn proper use of filler metals, shielding gases, and the steps to clean welds. The student will continue to build their confidence with these two new processes as they practice the core weld joint designs (Butt, Lap, T, Edge, and Corner) and weld positions (1F-4F, 1G-4G) including multiple pass welds. Included is measuring tools, hand and power tools commonly found in various environments. Knowledge of proper material handling techniques and hazards common to shop and job-site environments build on the platform of safety. Students will also learn the various types of interviews, preparing for the interview, typical interview format, most asked questions during an interview, unlawful questions, and interview Do's and Don'ts.

**Prerequisite(s): SW101, SW102**



# ETI School of Skilled Trades

**760 Clock Hour**

## **Skilled Welder Course Outline and Descriptions**

### **SW104: GTAW Plate**

**37 Hours Theory/153 Hours Application**

This class introduces the students to Gas Tungsten Arc Welding, better known as TIG (Tungsten Inert Gas) equipment. The student will gain a thorough understanding of the components and set-up that complete the equipment package along with the general safety procedures associated with the process. He or she will learn electrode identification and selection along with use of filler metals and shielding gases. The student will continue to build their confidence with this new process as they practice the core weld joint designs (Butt, Lap, T, Edge, and Corner) and weld positions (1F-4F | 1G-4G) including multiple pass welds. Students will meet with the Career Services Department to finalize all paperwork and begin their career search.

**Prerequisite(s): SW101, SW102, SW103**

# ETI School of Skilled Trades

**906 Clock Hour**

## **Skilled Welder Program Outline**

<b><u>Module Title</u></b>		<b><u>Class Hours</u></b>	<b><u>Lab Hours</u></b>
SW101	Introduction to Welding	85	141.5
SW102	SMAW Plate	54	172.5
SW103	GMAW, FCAW, GMAW-A	72	154.5
SW104	GTAW Plate	54	172.5

# ETI School of Skilled Trades

**906 Clock Hour**

## **Skilled Welder Course Outline and Descriptions**

### **SW101: Introduction to Welding**

**85 Hours Theory/141.5 Hours Application**

This course offers a well-rounded introduction to the key components that support a safe and successful career in the field of welding. Students will have exposure to OSHA training requirements ensuring an understanding of safety expectations found in industry environments. This course begins with an outline of safety expectations specific to the welding environment. The welder's language will be introduced as students learn weld symbols covering fillet welds, groove welds, weld finishing processes and how to interpret their meaning on drawings and Welding Procedure Specifications (WPS). Material will also focus on reading and understanding detailed welding drawings. He or she will learn a vocabulary of lines, views, and dimensioning terminology used on drawings that will instill confidence as a welder to successfully complete a project assigned whether in the shop or in the field. He or she will also feel comfortable sketching or drawing basic welding drawings. With safety in place, he or she is introduced to Oxy/fuel cutting equipment which considered the foundation of cutting and welding processes. Training will consist of proper set-up and handling of Oxy/fuel equipment including lighting, adjusting flames, and safe shut-down steps. The student will also gain an understanding of the plasma arc cutting equipment and principles. Training will identify amperage, gas pressures, and flow rate requirements. Air Carbon Arc Cutting process will include an understanding of equipment and process techniques along with proper electrode selection. All cutting processes will cover straight line, piercing, slotting, squaring, beveling, washing, and gouging techniques as applicable to the process. These cutting processes will be utilized as the student learns basic metal preparation requirements and joint design terminology along with techniques for weld joint fit-up as well as heat control methods for different metal weld applications. Student will meet with the Career Services Department to learn what they should expect from Career Services and opportunities available to the student.

**Prerequisite(s): None**

# ETI School of Skilled Trades

**906 Clock Hour**

## **Skilled Welder Course Outline and Descriptions**

### **SW102: SMAW Plate**

**54 Hours Theory/172.5 Hours Application**

This class introduces the student to the SMAW (Stick) welding process, equipment, set-up, related process safety expectations, welding current applications for various electrodes, and cleaning tools used in the SMAW process. The student will gain an understanding of methods used in “Striking an Arc” and carrying a quality weld bead utilizing stringer, weave, and overlapping methods along with fillet welds. There is a wide variety of electrodes used in various weld applications. The student will learn electrode characteristics and different filler materials, along with proper storage and electrode control. Material content includes proper steps / techniques to set-up equipment, prepare material for quality welding in flat, horizontal, vertical, and overhead positions with focus on specific joint fit-up and alignment expectations. Weld confidence will build with the understanding of weld quality and inspection techniques. The student will learn to identify and understand weld imperfections and their causes. He or she will learn visual inspection criteria, destructive and non-destructive examining techniques along with welder qualification tests stressing the importance of workmanship and quality. Students will also be exposed to various resume styles, how to choose the correct style, what information should and should not be included, cover letters and follow-up procedures. The student will also be introduced to pipe welding as it pertains to SMAW (Stick).

**Prerequisite(s): SW101**

# ETI School of Skilled Trades

**906 Clock Hour**

## **Skilled Welder Course Outline and Descriptions**

**SW103:GMAW, FCAW and GMAW-A**

**72 Hours Theory/154.5 Hours Application**

This class introduces the students to GMAW Gas Metal Arc Welding, [better known as MIG (Metal Inert Gas) or Wire Welding], GMAW-A Gas Metal Arc Welding Aluminum and FCAW Flux Core Arc Welding equipment. The student will gain a thorough understanding of the components and set-up requirements that complete the equipment packages and the general safety procedures associated with each process. He or she will learn proper use of filler metals, shielding gases, and the steps to clean welds. The student will continue to build their confidence with these two new processes as they practice the core weld joint designs (Butt, Lap, T, Edge, and Corner) and weld positions (1F-4F, 1G-4G) including multiple pass welds. Included is measuring tools, hand and power tools commonly found in various environments. Knowledge of proper material handling techniques and hazards common to shop and job-site environments build on the platform of safety. Students will also learn the various types of interviews, preparing for the interview, typical interview format, most asked questions during an interview, unlawful questions, and interview Do's and Don'ts.

**Prerequisite(s): SW101, SW102**

# ETI School of Skilled Trades

**906 Clock Hour**

## **Skilled Welder Course Outline and Descriptions**

### **SW104: GTAW Plate**

**54 Hours Theory/172.5 Hours Application**

This class introduces the student to Gas Tungsten Arc Welding, better known as TIG (Tungsten Inert Gas) equipment. The student will gain a thorough understanding of the components and set-up that complete the equipment package along with the general safety procedures associated with the process. The students will learn electrode identification and selection along with the use of filler metals and shielding gases. The student will continue to build their confidence with this new process as they practice the core weld joining designs (Butt, Lap, T, Edge, and Corner) and weld positions (1F-4F / 1G-4G) including multiple pass welds. The student will also be introduced to Pipe welding as it pertains to the skills of TIG Welding.

**Prerequisite(s): SW101, SW102, SW103**

# ETI School of Skilled Trades

## Tuition And Fees

### HVAC/R Program

<b>Tuition</b>	<b>\$14,085.03</b>
<b>Registration Fee</b>	<b>\$0.00</b>
<b>Books</b>	<b>\$459.17</b>
<b>Tools</b>	<b>\$1,195.60</b>
<b>EPA Test</b>	<b>\$100.00</b>
<b>ESCO 410A Test</b>	<b>\$40.00</b>
<b>Sales Tax</b>	<b>\$119.97</b>
<b>Total Cost of Attendance</b>	<b>\$15,999.77</b>

\*ETI School of Skilled Trades reserves the right to increase tuition fees as necessary to maintain the quality of its programs and providing the highest level of support and assistance to students. Tuition fees are set at a rate that will ensure a high standard of teaching and to enhance the student experience while keeping the costs as affordable as possible.

Non-tuition related fees such as those associated with certifications or qualifications are not covered in the current tuition unless specifically outlined on the ETI School of Skilled Trade's Enrollment Agreement and Catalog, and are the student/graduates responsibility. A list of certification or qualification examinations and certifying companies associated with them can be obtained by the HVAC/R or Skilled Welder Program Managers or the Director of Education. Preparing for and passing any certification or qualification is the sole responsibility of the student/graduate.

# ETI School of Skilled Trades

## Tuition And Fees

### 760 Clock Hour -Skilled Welder Program

<b>Tuition</b>	<b>\$12,599.99</b>
<b>Registration Fee</b>	<b>\$0.00</b>
<b>Books</b>	<b>\$425.00</b>
<b>Tools</b>	<b>\$600.00</b>
<b>Weld Qualification</b>	<b>\$200.00</b>
<b>Sales Tax</b>	<b>\$74.31</b>
<b>Total Cost of Attendance</b>	<b>\$13,899.30</b>

\*ETI School of Skilled Trades reserves the right to increase tuition fees as necessary to maintain the quality of its programs and providing the highest level of support and assistance to students. Tuition fees are set at a rate that will ensure a high standard of teaching and to enhance the student experience while keeping the costs as affordable as possible.

Non-tuition related fees such as those associated with certifications or qualifications are not covered in the current tuition unless specifically outlined on the ETI School of Skilled Trade's Enrollment Agreement and Catalog, and are the student/graduates responsibility. A list of certification or qualification examinations and certifying companies associated with them can be obtained by the HVAC/R or Skilled Welder Program Managers or the Director of Education. Preparing for and passing any certification or qualification is the sole responsibility of the student/graduate.



# ETI School of Skilled Trades

## Tuition And Fees

### 906 Clock Hour - Skilled Welder Program

<b>Tuition</b>	<b>\$14,700.66</b>
<b>Registration Fee</b>	<b>\$0.00</b>
<b>Books</b>	<b>\$425.00</b>
<b>Tools</b>	<b>\$600.00</b>
<b>Weld Qualification</b>	<b>\$200.00</b>
<b>Sales Tax</b>	<b>\$74.31</b>
<b>Total Cost of Attendance</b>	<b>\$15,999.77</b>

\*ETI School of Skilled Trades reserves the right to increase tuition fees as necessary to maintain the quality of its programs and providing the highest level of support and assistance to students. Tuition fees are set at a rate that will ensure a high standard of teaching and to enhance the student experience while keeping the costs as affordable as possible.

Non-tuition related fees such as those associated with certifications or qualifications are not covered in the current tuition unless specifically outlined on the ETI School of Skilled Trade's Enrollment Agreement and Catalog, and are the student/graduates responsibility. A list of certification or qualification examinations and certifying companies associated with them can be obtained by the HVAC/R or Skilled Welder Program Managers or the Director of Education. Preparing for and passing any certification or qualification is the sole responsibility of the student/graduate.

# ETI School of Skilled Trades

## ADMISSION PROCEDURES

Prospective students should call, e-mail or write to schedule an interview and tour the campus with an admissions representative. The representative conducting the interview will determine if the applicant has the ability and qualifications to satisfactorily complete the course material. Parents, and/or significant others are encouraged to attend admissions interviews and tour the school facilities. This gives applicants and their families an opportunity to see and learn about the school's equipment and facilities and to ask questions relating to the school's curriculum and career objectives.

Equal opportunity without discrimination of race, religion, national origin, color, sex, age, or physical or mental disability is afforded to all applicants.

### **Before a prospective student can start school:**

- Complete all admissions paperwork.
- In order to receive Title IV funding, all applicants must provide official transcripts or original diploma to show proof of graduation from high school or high school equivalence certificate GED or HSE.
- Have made arrangements with Financial Aid to successfully and entirely fund their education.

# ETI School of Skilled Trades

## Schedule & Length of Classes

### HVAC/R Program & Skilled Welder 906 Program

906 Total Clock Hours (226.5 hours per module)

Day Students	Monday-Friday	8:30am-3:00pm
Night Students	Monday-Thursday	6:00pm-10:30pm

### Skilled Welder Program 760 Total Clock Hours (190 hours per module)

Day Students	Monday-Friday	8:30am-2:00pm
Night Students	Monday-Thursday	6:00pm-10:00pm

Day Classes are approx. 7 months

Night Classes are approx. 12 Months

# ETI School of Skilled Trades

## Academic Standards

### Grading Procedures

Students will be expected to complete reading and accompanying homework assignments. Students will participate in regular lab exercises that are designed to help solidify the basic fundamentals of the subject matter. Quizzes will be facilitated measuring the students understanding of the materials covered and a cumulative final exam at the end of each module will confirm the students thorough understanding of the theory and principles learned during each module.

Grades are based upon achievement of course objectives. The following system is used for recording student achievement:

<u>Numeric</u>	<u>Grade</u>	<u>Description</u>
90-100%	A	Superior Level of Achievement
80-89.9%	B	Good Level of Achievement
70-79.9%	C	Average Level of Achievement
0-69.9%	F	Unsatisfactory Level of Achievement

Other grades issued are as follows and are not considered in the calculation of course cumulative grade.

TR	Transfer credit from previous training outside of ETI School of Skilled Trades. (If approved)
D	Drop
Grad	Graduate
C	Complete
*	Student of the Section

# ETI School of Skilled Trades

## Homework, Quizzes, Sectional Exam, & Make Up Work

Homework assignments, quizzes and sectional exams should be turned in on the due date assigned by the instructor.

Turning in late homework assignments, quizzes, or tests will result in a grade deduction as detailed in the school attendance policy. ETI School of Skilled Trades understands that life sometimes gets in the way, however consistently missing class on quiz, test, lab, or assignment due dates will ultimately result in lower grades.

There will be no opportunity to re-take any failed quiz or exam.

The school reserves the right to discontinue the training of any student who does not maintain the standards of the school with respect to their grades, conduct or attendance.

# ETI School of Skilled Trades

## Grade Appeal and Grade Change Policy

The purpose of the Grade Appeal Policy is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor. This procedure recognizes that:

- Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious;
- Instructors have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally.

Instructors have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Course and project grading methods should be explained to students at the beginning of the term. ETI School of Skilled Trades presumes that the judgment of the instructor of record is authoritative, and the final grades assigned are correct.

### Student Grade Appeal Procedure

- A student who wishes to question a grade must discuss the matter first with the instructor of record. In most cases, the discussion between the student and the instructor should suffice and the matter will not need to be carried further.
- If the student's concerns remain unresolved after the discussion with the instructor, and there is valid reasoning and concern the student may have received an incorrect correct grade, he/she may submit a written request to meet with the Director of Education. This request must be submitted within 3 calendar days of the completion of the module. The Director of Education will meet with the student and the instructor to review all information and records from the student and the instructor as to the grade dispute. At this point, the Director of Education will make the final determination to the final status of the grade outcome.

# ETI School of Skilled Trades

## Attendance Policy

The ETI School of Skilled Trades program and your personal success depend upon your active participation. While great emphasis is placed on academic achievement, equal emphasis is placed on attendance. In preparation for entering the job market, students are expected to regard their time spent at ETI School of Skilled Trades as they would in the work force.

School closures will be at the discretion of ETI School of Skilled Trades when affected by weather conditions and/or public transportation scheduling challenges. In the event of a school weather related closure, any make-up class sessions will be communicated to all students as soon as possible.

- Attendance will be maintained for official records and transcripts.
- Attendance minimum is 70% of the total hours in the module. Missing class will result in lower grades.
- 7 consecutive days absent may result in a drop.
- Any student that does not turn in a lab, homework, quiz, or any other assignment on time due to being absent, late, or leaving early will result in the following:

**0 -48 hours late      20% off lab, quiz, exam, or any assignment grade**

**48+ hours late      40% off lab, quiz, exam, or any assignment grade**

Any graded lab, homework, quiz, exam, or assignment must be handed in as directed by the instructor to be eligible to continue to the next module. Any incomplete material can result in an incomplete final grade and may result in repeating the module.

Students who are absent 7 consecutive class sessions may be automatically dropped from the program. Students who are dismissed for 7 consecutive absences can apply for re-instatement.

# ETI School of Skilled Trades

## Leave of Absence (LOA)

ETI School of Skilled Trades permits students to request a leave of absence as long as the leave or extension do not exceed a total of 180 days during a 12 month period, starting from the first day of the first leave, and as long as there are documented circumstances that require the student to interrupt their education. Student must understand, upon return from leave, he/she will be required to repeat the module they last attempted but did not pass or complete. The period of the leave of absence may not begin until the student has submitted an approved written and signed request for a Leave of Absences. This will only be granted for the following reasons; Medical (Student Family Member, Military Service Requirement or Jury Duty). A student will meet with the Financial Aid Department to understand how their LOA may affect their educational funding. If a student fails to return from their scheduled leave of absence, they will be dropped from the program in accordance with the school's refund policy and will be eligible to apply for re-instatement.



# ETI School of Skilled Trades

## Tardiness

The actual time students are in class is recorded to the nearest quarter hour. If a student is late, the time recorded will be the next quarter hour on the clock. When students are tardy and/or take an early leave, it is recorded and affects the total attendance percentage. All attendance entries will be verified and initialed by the instructor on a daily basis.

The school reserves the right to discontinue the training of any student who does not maintain the standards of the school with respect to their grades, conduct or attendance.

A student must be present on the final day of a module to take the final exam or have made pre approved arraignments with the Director of Education regarding the final exam. If a student does not take his final exam or have made pre approved arraignments with the Director of Education, the student will be considered a drop from the program for failure to complete the module.

# ETI School of Skilled Trades

## Satisfactory Academic Progress (SAP)

All students must maintain SAP, as measured by both Qualitative and Quantitative Standards to be eligible for Title IV federal financial aid. In addition, students who do not receive Title IV federal financial aid are held to the same SAP standards. Any ETI School of Skilled Trades student may be dismissed from the school for failing to make satisfactory academic progress towards completing an educational program.

### Qualitative and Quantitative Components

In order to graduate, students must successfully complete 100% of the required courses and attain a minimum CGPA of 2.0. This is referred to as the Qualitative Component of SAP. It means each student must have at least a 2.0 CGPA based on a 4.0 grading scale.

The Quantitative Component measures whether student are on pace to complete their program within the Maximum Time Frame (or MTF). Every ETI School of Skilled Trades student is expected to complete his or her program in a period not exceeding 1.5 times (or 150%) the normal duration of the program as measured in clock hours attempted. In practical terms, the Quantitative Component measures a student's Rate of Progress (or ROP) towards completing graduation requirements.

For example: consider a program that is 906 clock hours in length (i.e., 30 weeks for a day student and 52 weeks for a night student). A student is therefore eligible to receive Title IV funds for a maximum of 1, 359 clock hours (1.5 x 906) (i.e., 45 weeks for a day student and 78 weeks for a night student), while attempting to complete that program.

ETI School of Skilled Trades evaluates all students for SAP at the end of every grading period. Typically each grading period lasts approximately 7 weeks for daytime students and 10 weeks for nighttime students. As part of the assessment, ETI School of Skilled Trades reviews both the Qualitative and Quantitative Components for all students as indicated in the table below:

# ETI School of Skilled Trades

## Satisfactory Academic Progress (SAP)

Evaluation Step	Percent of Program Attempted	Minimum CGPA	Minimum ROP
1	0 - 24.9% of program	2.00	100%
2	25 - 49.9% of program	2.00	50%
3	50 - 100% of program	2.00	60%

## Maximum Time Frame (MTF)

A student must complete their program within 150% of the total clock hours for that program. For example: HVAC/R Program is 906 hours, a student must complete this program within 1,359 clock hours. If a student fails to complete the program within 150% of the total clock hours, they will be classified a 'Completer'. A completer is a student who has met all the graduation requirements, however failed to do so within maximum time frame. A student who exceeds the 150% may be subject to changes and/or termination of their awarded Financial Aid. MTF applies to all students, including those who pay cash, receive VA, and/or any other sources to fund their education.

# ETI School of Skilled Trades

## Satisfactory Academic Progress (SAP)

For example: Consider a student who has completed 40% of the program at the end of a grading period. When ETI School of Skilled Trades evaluates this student's SAP, it starts at Evaluation Step 2. This means the student must have a CGPA of at least 2.00, **have a minimum 70% attendance**, and have an ROP of 50%. Failure to meet both requirements may result in a student being placed on Financial Aid Warning, Financial Aid Probation, Non-Title IV Status, or being SAP Dismissed.

## Financial Aid Warning

If a student does not meet or exceed both the Qualitative and Quantitative SAP Components (i.e., maintain a grade of "C" or better and meet the ROP for the evaluation step), he or she will be put on Financial Aid Warning during the next grading period. Students in Financial Aid Warning status remain eligible for Title IV federal financial aid during the next grading (or payment) period. Students may only remain in Financial Aid Warning for one grading period.

NOTE: Students will be automatically placed on Financial Aid Warning if they fail to meet minimum SAP standards while in Active Status.

# ETI School of Skilled Trades

## Financial Aid Probation

Students must appeal to be placed on Financial Aid Probation. A student may appeal to be placed on Financial Aid Probation if he or she fails to meet the minimum SAP standards during a grading period when he or she is on Financial Aid Warning. A student must complete appropriate academic counseling and create an academic plan demonstrating how he or she will improve academic performance to be placed on Financial Aid Probation.

Students in Financial Aid Probation will remain eligible for Title IV federal financial aid. Students may only remain in Financial Aid Probation for one grading period.

# ETI School of Skilled Trades

## Non-Title IV Eligible Status

Non-Title IV Eligible status allows a student one final attempt to meet SAP and continue attending ETI School of Skilled Trades . Students must appeal to be placed in Non-Title IV Eligible status. A student may file an appeal to be placed on Non-Title IV Eligible Status if they fail to meet the minimum SAP standards (or are not meeting the requirements of the agreed upon academic plan) while on Financial Aid Probation.

Only students who are mathematically capable of meeting MTF requirements and are capable of meeting SAP requirements at the end of the grading period are qualified for consideration of being placed in Non-Title IV Eligible status.

Students in Non-Title IV Eligible status are not eligible for Title IV federal financial aid. Students may only remain in Non-Title IV Eligible status for one grading period.

# ETI School of Skilled Trades

## Satisfactory Academic Progress (SAP) Appeal

A student who believes ETI School of Skilled Trades did not evaluate SAP appropriately, that he or she should be placed on Financial Aid Probation (or Non-Title IV Eligible Status), and should not be SAP Dismissed, must file an appeal. A valid appeal (and associated paperwork) must be filed by the student by the end of the grading period in question. The basis for an appeal is that the student believes he or she can improve academic performance and has the ability to establish an academic plan and complete appropriate academic advising. The appeal should provide reasons why the student believes he or she can improve academic performance or what changes have occurred in the student's life to allow him or her to meet SAP requirements. The student's appeal should also make clear that the student does intend to improve academic performance. ETI School of Skilled Trades will consider other reasons advanced by a student in support of his or her appeal on a case-by-case basis.

# ETI School of Skilled Trades

## Re-Establishing Title IV Eligibility

If a student has lost his or her eligibility to obtain Title IV aid due to failure to meet SAP and being placed on Non-Title IV Eligible status, he or she must receive academic advising and complete an academic plan to improve academic performance. The student must then meet the SAP requirements or be deemed by ETI School of Skilled Trades to be successfully meeting the requirements of their valid academic plan to be placed back in active standing. A student who moves from Non-Title IV Eligible status back to active standing is again eligible to receive Title IV Federal financial aid.



# ETI School of Skilled Trades

## Satisfactory Academic Progress (SAP) Dismissed

Any ETI School of Skilled Trades student who fails to meet SAP and is determined to be no longer eligible to attend ETI School of Skilled Trades will be SAP dismissed. A student will be SAP dismissed if her or she:

- Has not achieved the minimum SAP requirements (or is determined by ETI School of Skilled Trades to be meeting the requirements of his or her academic plan) by the end of the specified grading period during which he or she is on Financial Aid Probation; or
- Has not achieved the minimum SAP requirements by the end of the specified grading period during which he or she
- is in Non-Title IV Eligible Status; or
- Has his or her SAP appeal denied.

If any of these have occurred, a student can request reenrollment after 180 calendar days.

For more information or detail about SAP, please ask a staff member for a copy of the ETI School of Skilled Trades Satisfactory Academic Progress Policy.

# ETI School of Skilled Trades

## Transfer of Credit Policy

A petition for credit for prior training may be secured and must be returned to the ETI School of Skilled Trade's Education Office. The petition will be evaluated by the Director of Education. Official transcripts and course descriptions are required to determine applicable credit, if any, and must be provided by the potential applicant. A minimum grade of "C" or its equivalent must have been achieved by the applicant at an accredited institution to be considered by ETI School of Skilled Trades . A student must also complete at least seventy-five percent (75%) of the ETI School of Skilled Trades program in order to receive a Certificate of Completion. If credit for prior training is accepted by ETI School of Skilled Trades , the current tuition and any financial aid to be awarded will be reduced proportionally by the number of hours that transfer credits are accepted. Requests for credit transfer must be made prior to beginning classroom attendance at ETI School of Skilled Trades.

ETI School of Skilled Trades does not offer any options for earning credit through examinations or prior work and/or life experience. ETI School of Skilled Trades does not guarantee credit transfer in to or out of ETI School of Skilled Trades . Transferability is always at the discretion of the receiving institution. At ETI School of Skilled Trades , the transfer of incoming credit is given at the discretion of the Director of Education.

# ETI School of Skilled Trades

## Certificates and Awards

A Certificate of Completion is issued to graduating students. Perfect Attendance Awards are given to students who have 100% attendance upon graduation. Honors Certificates and Perfect/Excellent Attendance Certificates are awarded at the conclusion of each module when earned.

# ETI School of Skilled Trades

## Graduation Requirements

A Certificate of Completion will be issued to each student who has completed all course requirements that include:

- A minimum CGPA average of 2.0 on a 4.0 scale for each level.
- Successfully passed all 4 sections of the EPA Section 608 Federal Clean Air Act.  
(HVAC/R students only)
- Have made arrangements to settle any outstanding financial obligation.

# ETI School of Skilled Trades

## Withdrawal Policy and Procedure

Should any circumstance prevent a student from continuing his or her education, that student should preferably notify the school in person, but in extraordinary circumstances notifications can be submitted by phone or in writing to the Director of Education of the campus. Notice of request to drop prior to program start date should be directed to the students' admissions representative.

Once a student begins class, notices of written withdrawal should be directed to the Director of Education. The effective date of withdrawal will be the last date of actual class attendance by the student. Tuition dues will be charged in accordance with the school's Refund Policy.

The school reserves the right to discontinue the training of any student who does not maintain the standards of the school with respect to their grades, conduct or attendance.

# ETI School of Skilled Trades

## Reentry Procedure

A student who has been dropped from the program may apply for reentry. A request for reentry must be submitted in written form to the attention of the Director of Education. All students requesting reentry must meet on campus with either the Director of Education, Director of Student Services, Director of Career Services, or Campus President at the campus to determine the status of the written application for reentry. Students will be given a decision on reentry at the conclusion of the on-campus meeting. In the event that a student is denied reentry the student may appeal the decision in writing at the conclusion of the meeting to the Campus President. Students who are granted reentry back into the program are evaluated for Satisfactory Academic Progress by the Director of Education.

# ETI School of Skilled Trades

## Student Honor Code of Conduct

Students are expected to maintain a level of conduct that reflects professionalism. There is so much to learn in a limited amount of time. It is very important that the school maintains an atmosphere that promotes education. While learning should be enjoyable, certain types of misconduct will not be tolerated and may result in immediate dismissal from the school. These include, but are not limited to, the following:

- **Possession, consumption/under the influence or sale of alcohol, illegal drugs or controlled substances on campus.**
- **Vandalism, theft, violence or threatening violent behavior.**
- **Felonious behavior, as defined by state statutes, whether on or off campus.**
- **Academic dishonesty.**
- **Classroom misconduct or excessive disruption of class.**
- **Disrespectful behavior toward faculty, staff, students, or guests of the campus.**
- **Excessive absenteeism or tardiness (see attendance policies and procedures).**

Subsequent violations may result in dismissal or termination of privileges based upon severity and intent of the act. Additionally, a student whose conduct or influence is determined to be detrimental to the purposes of the school or to the morale of the student body is subject to immediate expulsion. ETI School of Skilled Trades reserves the right to search all personal belonging that are brought onto school property.

# ETI School of Skilled Trades

## Student Advisement

ETI School of Skilled Trades wants to assure each student that the instructors, the leadership team, and the entire ETI School of Skilled Trades staff are here to help you succeed. Feel free to bring any concerns that might deter you from reaching your goal of graduating from the ETI School of Skilled Trades program to any member of the ETI School of Skilled Trades Team.

## Appeals

A student who is suspended or terminated for either misconduct or deficiencies in satisfactory progress may appeal their dismissal in writing to the Director of Education. All student appeals will receive a final decision within one calendar week of receipt of written appeal. Tuition and fees charged to a student who is dismissed will be assessed in accordance with the refund policy set forth in the student's Enrollment Agreement.

## Personal Property

ETI School of Skilled Trades assumes no responsibility for loss or damage to personal property. It is the students' responsibility to safeguard their belongings. Lockers are available in the lab; students must provide their own locks. ETI School of Skilled Trades reserves the right to search lockers, tool bags, or any personal belongings brought to the campus at any time.



# ETI School of Skilled Trades

## Suspension, Termination, Dismissal

Suspension from class can occur for violating one or more of the following:

- **Attendance**
- **Conduct**
- **Unsatisfactory Academic Progress**
- **Failure to Meet Financial Obligations**

Termination may result for situations that are more serious or that suspension cannot correct. Although ETI School of Skilled Trades will make every effort to help each student complete his/her education; it may be deemed, in the best interest of all parties, to terminate a student's training. A student who does not request an appeal of this action will not be eligible to re-enroll.

# ETI School of Skilled Trades

## Student & Career Service Assistance

ETI School of Skilled Trades maintains an efficient Career Services Department to assist the graduate in obtaining employment. ETI School of Skilled Trades cannot promise or guarantee employment. ETI School of Skilled Trades does recommend that all students have a clear background and possess a valid Driver's license to assist them with securing employment. Upon graduation, each student is eligible to participate and utilize the assistance of the Career Services Department.

The Career Services Department is dedicated to support students and graduates to find suitable employment in various ways:

- Conducts Career Development workshops designed to help students with interviewing skills, resume preparation, professional image and job search.
- Interviews students to determine their individual employment needs and desires.
- Surveys employers for hiring opportunities.
- Establish and maintains contacts with key industry professionals to further enhance the school's position as a reliable source of qualified employees.

Every reasonable effort is made to assist students requesting full-time or part-time employment, in obtaining the types of career positions for which they are qualified and in geographical areas that they prefer. However, it is sometimes necessary for students to relocate to obtain the most desirable jobs.

Students must authorize ETI School of Skilled Trades to make available their transcript of grades, attendance and instructor evaluations for employment purposes. Upon securing employment, students must inform the Career Services Department of the company name, address and contact information, supervisor's name, starting salary, date of employment and position held. Also, students must sign Authorization for Employment Verification prior to graduation. Career services will be provided to all students upon successful completion of their program.

# ETI School of Skilled Trades

## Student & Career Service Assistance

To receive the maximum benefit from ETI School of Skilled Trades Career Services Department, graduates must work with a Career Services Advisor by participating in the following:

- Continue to develop your resume, interviewing and job seeking skills.
- Complete exit interviews.
- Maintain continuous contact with the Career Services Department regarding results of job interviews and job offers.
- Attend ETI School of Skilled Trades sponsored hiring events both on-campus and off-campus.
- Actively pursue job leads provided by ETI School of Skilled Trades and notify ETI School of Skilled Trades of job leads obtained through their own efforts.
- Keep all scheduled interviews and to be timely for appointments.
- Attend and pass any administered drug tests when warranted by the employer.

Exhibit professionalism in all career services driven activities provided by ETI School of Skilled Trades as well as during employment in the HVAC/R or Skilled Welder fields. ETI School of Skilled Trades offers continued Career Services to graduates who exhibit a positive attitude while employed and who refrain from such negative activities including, but not limited to: illegal substance abuse, stealing, excessive absence and/or tardiness and unethical or improper conduct.

ETI School of Skilled Trades offers Career Services assistance to all graduates who successfully fulfill all graduation requirements.

A prospective employer's hiring decision ultimately depends on how a graduate presents himself/herself on his/her resumes and interview. (ETI School of Skilled Trades will expend every effort reasonable to prepare each student.)

# ETI School of Skilled Trades

## Student & Career Service Assistance

The Student Services Department offers a wide range of services and resources designed to assist the academic, social and personal needs of the students. The Student Services Department makes every effort to personalize support to assist students in achieving an excellent experience at ETI School of Skilled Trades and reaching their educational goals through their education. Services provided include support services, student achievement and activities. Students receive additional specific information about their Student Services Department at New Student Orientation.

### National Technical Honor Society

ETI School of Skilled Trades is a proud charter of the National Technical Honor Society. The National Technical Honor Society (NTHS) was founded in 1984 and supports achievement in the workforce, excellence in Career and Technical Education and Scholarships for Higher Education. Additional program specifics are discussed with students throughout their tenure at ETI School of Skilled Trades

- Qualifications for nomination to the National Technical Honor Society include:
- Complete a minimum of 1 out of 4 modules
- Have a current and maintain a GPA of 3.5 or higher and a 90% or above attendance record.
- Participate in ETI School of Skilled Trades Honor Society events.
- Attend monthly meetings.

### Torch Technician Program

The Torch Technician Program is exclusive and innovative program that provides mentoring and peer support at ETI School of Skilled Trades. The goal of the program is to make the school experience the best it can be for students. Torch Technicians are role models and play a crucial part on campus. Students must go through an application process and approved to become Torch Technicians.

Students in the Torch Technician benefit by participating in events and projects that will help with decision-making skills, interpersonal skills, manage projects, leadership skills and communicate effectively with school and community leaders. More information is provided to students regarding the Torch Technician Program at New Student Orientation and throughout their tenure at ETI School of Skilled Trades.

## Institutional Disclosures Reporting Table

Reporting Period: July 1, 2013 - June 30, 2014

INSTITUTION NAME: ETI School of Skilled Trades	Indicate all ways the disclosure information is distributed or made available to students at this institution: X Attached to Enrollment Agreement X Provided in Current Academic Catalog X Reported on School Website Other: _____
--	--

**Per Section 1095.200 of 23 Ill. Adm. Code 1095:**

*The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.*

DISCLOSURE REPORTING CATEGORY	HVAC/R	Skilled Welder			
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	148	71			
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts	187	174			
b) Re-enrollments	26	24			
c) Transfers into the program from other programs at the school	0	0			
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	362	269			
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school	0	2			
b) Completed or graduated from a program or course of instruction	147	128			
c) Withdrew from the school	49	57			
d) Are still enrolled	18	13			
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	108	78			
b) Placed in a related field	0	0			
c) Placed out of the field	0	0			
d) Not available for placement due to personal reasons	0	0			
e) Not employed	39	50			
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.					
	147	n/a			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.					
	147	n/a			
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period, such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
	23	18			
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
	\$27,630	\$25,510			

\*A course of instruction is a stand-alone course that meets for an extended period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A course of instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession, or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

**Note:** As indicated in the PBVS Administrative Rules, Section 1095.200, student retention and graduation rates must be maintained that are appropriate to standards in the field. Furthermore, a State licensing examination or professional certification examination passage rate of at least 50% of the average passage rate for schools within the industry for any State licensing examination or professional certification examination must be maintained.

*} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.*

*} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.*

# ETI School of Skilled Trades

## Alumni Benefits

- Lifelong assistance from ETI School of Skilled Trades to keep skills sharp through refresher courses and maintain network of professional support.
- Graduate are welcome to return to ETI School of Skilled Trades anytime to work with instructors in open labs to keep skills fresh and sharp, and when applicable auditing a class.
- Lifelong assistance from the Career Services Department to explore and assist you in finding new job opportunities.
- Speaking engagements at orientations, career fairs, and workshops sponsored by ETI School of Skilled Trades .

## Part-Time Employment

Students seeking full or part-time employment while in school may check for openings with the Career Services Department. A Survival Job Board is available for students who need employment assistance. To maintain the high degree of competency expected of our graduates, we will not offer placement assistance to secure a job in the HVAC/R or Skilled Welder field until after graduation.

# ETI School of Skilled Trades

## Articulation Agreements

An articulation agreement is an agreement that specifies all or some credits from a particular technical diploma or certificate will be accepted towards a college degree program or major of study as specified.

ETI School of Skilled Trades has formal articulation agreements with the Universities listed below to assist students that successfully complete the Heating, Air Conditioning & Refrigeration program with their transfer goals. Please see the Director of Education or Director of Career Services for further information.



# ETI School of Skilled Trades

## Student Transcripts

The school maintains a complete set of records on each student on a permanent basis. To facilitate student employment assistance and preserve his/her rights to privacy, each student is requested to sign a written authorization for release of information to employers. This authorization may be withdrawn in writing anytime. All requests for transcripts must be submitted in writing to the Corporate Registrar.

ETI School of Skilled Trades provides a Certificate of Completion and an official transcript to each graduate that has met the graduation requirements. A replacement certificate (no cover) is available for a fee of \$30.00. New certificate covers may be purchased for an additional fee of \$15.00. An additional official transcript can be purchased for \$15.00.



# ETI School of Skilled Trades

## Student Grievance Policy

In July of 2012, all oversight of private business and vocational schools in the state of Illinois was transferred from the Illinois State Board of Education to the Illinois Board of Higher Education Division of Private Business and Vocational Schools.

Students who have grievances against ETI School of Skilled Trades may voice their grievances at any time using any of the following methods:

- Request a meeting with the Instructor or Director of Education.
- Submit the grievance in writing to the Campus President
- COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE ILLINOIS BOARD OF HIGHER EDUCATION. (Section 37 of the Act) (See Section 1095.250.) 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701-1377.
- Contact the Illinois Board of Higher Education by phone at (217) 782-2551

If a grievance cannot be resolved in a satisfactory manner at the campus level, the written letter of complaint and request for a meeting should be forwarded to the Governing Board Member below:

Marianne Caniglia

Campus President 500 Joliet Road Willowbrook, IL 60527 [mcaniglia@eticampus.edu](mailto:mcaniglia@eticampus.edu) (630) 477-4000

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint, as well as the final resolution by the Commission. Complaint forms are available at the front desk. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges (ACCSC) 2101 W. Wilson Boulevard, Suite 302  
Arlington, VA 22201 (703) 247-4212

# ETI School of Skilled Trades

## Comparable Tuition Information

Information about tuition charges and program length for comparable programs may be obtained from the Accrediting Commission. Please direct all inquiries to:

### **Accrediting Commission of Career Schools and Colleges**

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

(703) 247-4212

# ETI School of Skilled Trades

## Alcohol and Drug Policy

It is the purpose of ETI School of Skilled Trades to help provide a safe and drug-free work environment for our students. ETI School of Skilled Trades explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on ETI School of Skilled Trades or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from ETI School of Skilled Trades or customer premises, if such impairment or influence adversely affects the students work performance, the safety of the student or of others, or puts at risk ETI School of Skilled Trades reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from ETI School of Skilled Trades or customer premises, if such activity or involvement adversely affects the students work performance, the safety of the students or of others, or puts at risk ETI School of Skilled Trades reputation.
- The presence of any detectable amount of prohibited substances in the student's system while at school, while on the premises of ETI School of Skilled Trades or its customers. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

# ETI School of Skilled Trades

## Alcohol and Drug Policy

ETI School of Skilled Trades may conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Students may be selected at random for drug and/or alcohol testing at any interval determined by ETI School of Skilled Trades .
- **FOR-CAUSE TESTING:** ETI School of Skilled Trades may ask a student to submit to a drug and/or alcohol test at any time it feels that a student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the student's person or in the student's vicinity, unusual conduct on the student's part that suggests impairment or influence of drugs or alcohol.
- **POST-ACCIDENT TESTING:** Any student involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/ or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any student who potentially contributed to the accident or injury event in any way.

If a student refuses a request to submit to testing under this policy, the student may be subject to appropriate disciplinary action, up to and possibly including discharge from school. In such a case, the student will be given an opportunity to explain the circumstances prior to any final action becoming effective.

# ETI School of Skilled Trades

## Equal Opportunity Assurance Statement

It is the policy of ETI School of Skilled Trades to comply with Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title 1 financially assisted program or activity;

ETI School of Skilled Trades complies with Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;

ETI School of Skilled Trades complies with The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities by ensuring that persons with disabilities must be provided with reasonable accommodations and modifications for their disabilities. The section also requires that individuals with disabilities be given services alongside (not segregated from) people without disabilities, unless the program of activity providing services performs an individualized assessment of a particular individual with a disability and concludes that the individual needs special, segregated services.

# ETI School of Skilled Trades

## Sexual Harassment – Discriminatory Policies

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

### ETI School of Skilled Trades Policy Statement

It is the responsibility of each individual student to refrain from sexual harassment, and it is the right of each individual student to learn in an environment free from sexual harassment.

### Definition of Sexual Harassment

- Verbal: Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy or gender, specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even out side of their presence, of a sexual nature
- Non-verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls,” “smacking” or “kissing” noises
- Visual: Posters, signs, pin-ups or slogans of a sexual nature
- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault

# ETI School of Skilled Trades

## Sexual Harassment – Discriminatory Policies

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a “reasonable woman” or a “reasonable man,” depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as “honey,” “darling,” and “sweetheart,” is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

# ETI School of Skilled Trades

## Responsibility of Individual Employees or Program Participants

Each individual student has the responsibility to refrain from sexual harassment in the school.

The harassing of a student will be subject to disciplinary action up to and including discharge or dismissal from school in accordance with the program policy.

## Responsibility of Supervisory Personnel

Each faculty member is responsible for maintaining the school free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of student misconduct.

The courts have found that the organizations as well as staff can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with an organization, such as a contractor, student, client, or speaker).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline, or on the coordinator or director acting as an agent of the organization. As such, the coordinator/director must act quickly and responsibly not only to minimize their liability but also that of the business.



# ETI School of Skilled Trades

Directors/faculty must address an observed incident of sexual harassment or a complaint, with seriousness, take prompt action to investigate it, report it and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where a student tells the faculty about behavior considered sexual harassment but does not want to make a formal complaint.

In addition, the director/faculty must ensure that no retaliation will result against a student making a sexual harassment complaint.

## **Procedures for Filing a Complaint**

A student or employee who either observes or believes herself or himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her or his position to a teacher or Director of Education, and offending student or employee. It is not necessary for sexual harassment to be directed at the person making the complaint.

The following steps may also be taken: document or record each incident (what was said or done, the date, the time, and the place.) Documentation can be strengthened by written records such as letters, notes, memos, emails, and telephone messages.

No one making a complaint will be retaliated against even if a complaint made in good faith cannot be substantiated. In addition, any witness will be protected from retaliation.

The process of making a complaint about sexual harassment falls into several stages:

# ETI School of Skilled Trades

- **Direct Communication:** If there is sexually harassing behavior in the school the harassed student or employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or memo.
- **Formal Written Complaint:** An employee or program participant may also report incidents of sexual harassment directly to the Director of Education. The Director of Education will counsel the reporting student or employee and be available to assist with filing a formal complaint. The management will fully investigate the complaint, and advise the complainant and the alleged harasser of the results of the investigation.
- **Resolution Outside Department:** It is hoped that most sexual harassment complaints and incidents can be resolved within an agency. However, a student or employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint and must be filed within 180 days. A complaint with the EEOC must be filed within 300 days.

A student or employee who has been physically harassed or threatened may also have grounds for criminal charges of assault and battery.

## **False and Frivolous Complaints**

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a very severe offense that can itself result in disciplinary action.

# ACADEMIC CALENDAR

<u>HVAC/R &amp; Skilled Welder Day</u> <u>Module Start Date</u>	<u>Module End Date</u>	<u>Student Calendar Breaks</u>
February 26th, 2015	April 22nd, 2015	4/2 -4/3, 4/21-4/22
April 23rd, 2015	June 16th, 2015	5/25, 6/16
June 17th, 2015	August 11th, 2015	7/2 & 7/3; 8/12-8/14
August 17th, 2015	October 8th, 2015	9/7; 10/9
October 12th, 2015	December 4th, 2015	11/26 & 11/27
December 7th, 2015	February 5th, 2016	12/24 - 1/1
February 8th, 2016	April 1st, 2016	3/4, 3/25
April 4th, 2016	May 25th, 2016	None
May 26th, 2016	July 21st, 2016	5/30, 6/3, 7/4, 7/22
July 25th, 2016	September 15th, 2016	9/5, 9/16
September 19th, 2016	November 10th, 2016	10/31
November 11th, 2016	January 12th, 2017	11/24, 11/25, 12/26-12/30
<b><u>HVAC/R &amp; 906 Skilled Welder Evening</u></b> <b><u>Sept.1, 2015 start and later</u></b> <b><u>Module Start Date</u></b>	<b><u>Module End Date</u></b>	<b><u>Student Calendar Breaks</u></b>
February 25th, 2015	May 27th, 2015	4/2, 5/25
May 28th, 2015	August 31st, 2015	7/2, 7/3, 8/12-8/14
September 1st, 2015	December 1st, 2015	11/26
December 2nd, 2015	March 3rd, 2016	12/24-1/1
March 7th, 2016	June 2nd, 2016	5/30
June 6th, 2016	September, 1st, 2016	7/4
September 6th, 2016	December 6th, 2016	10/31, 11/24, 11/25
December 7th, 2016	March 13th, 2017	12/26- 12/9
<b><u>760 Clock Hour Skilled Welder Evening</u></b> <b><u>Module Start Date</u></b>	<b><u>Module End Date</u></b>	<b><u>Student Calendar Breaks</u></b>
February 25th, 2015	May 20th, 2015	4/2
May 28th, 2015	August 25th, 2015	5/25
	November 24th, 2015	11/23 - 11/26;
	February 29th, 2016	12/24-1/1
	May 26th, 2016	3/25, 5/30