



**VOCATIONAL TRAINING INSTITUTE, LLC
DBA ARIZONA VOCATIONAL TRAINING INSTITUTE**

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School Catalog

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Mission

The mission of Arizona Vocational Training Institute, is to provide students with the skills they need for a successful new career in one of the fastest growing industries nationwide: Heating, ventilation, air conditioning, refrigeration, and electrical controls. We want to provide our students with the highest level of training and materials in order for them to become a successful technician in the industry.





Welcome to Arizona Vocational Training Institute in Phoenix, Arizona

Heating, Ventilation, Air Conditioning, Electrical Controls, and Refrigeration (HVAC/R) technicians are currently in high demand. Millions of people rely on air conditioning and refrigeration units in their homes and businesses. In addition, the restaurant, hotel, corporate and supermarket industry use HVAC/R technicians to handle their cooling, heating, refrigeration and electrical control systems such as those used to transport and store food, medicine and any other perishables.

In Arizona, there are many high-tech industries that provide cutting-edge employment opportunities in the HVAC/R mechanical, electrical energy fields. AVTI will prepare each student as an entry level technician, graduating with the necessary experience to get their foot in the door to the prestigious companies in the valley that provide services in heating and air conditioning.

What sets Arizona Vocational Training Institute apart is our bilingual training courses and reading materials. AVTI curriculum is tailored to help the Hispanic community with available courses that are in English and Spanish. Training modules are designed with real systems, and students learn how to perform real service procedures for maintenance and installation. Preparation for a career as a technician in HVAC/R is done by instruction and training from a contractor's point of view. After completion of the instruction in theory and the real-world training, the student will have the confidence to join the industry, and begin working in the field.

History

Vocational Training Institute, LLC, DBA Arizona Vocational Training Institute has two primary shareholders, Laurence J. Zielke and Michael L. Howell. Dr. Zielke holds his Bachelor of Arts from Centre College, a nationally ranked top 50 liberal arts college, and his Juris Doctorate from the Louis D. Brandeis School of Law at the University of Louisville. Mr. Howell owns and operates construction companies and assisted living communities in the Southeastern United States. Luis Armendariz, school director has operated proprietary schools across the country for 15 years. Marco Reguerin, lead instructor and Army veteran has taught HVAC/R (heating, ventilation, air conditioning, and refrigeration) for 27 years. He is an HVAC/R professional, approved by the Air Conditioning Contractors of America (ACCA) and has completed their Educational Program in Instructor Certification (EPIC). Marco is also certified and licensed through the North America Technician Excellence (NATE) as a residential instructor with a Master Mechanical License in the state of Virginia and Arizona. He has over 5,000 hours of vocational training in the HVAC/R field and 27 years of experience as a technician. He is a licensed HVAC/R contractor, and teaches his students with real insight of a working technician. In 1987, Marco Reguerin founded an adult vocational technical institute to serve the Hispanic community in Fairfax, Virginia.



**Lead Instructor
Marco A. Reguerin**

The program taught the basic theory of HVAC/R, and training to perform service, maintenance, and installation; knowledge and experience necessary for students to excel in entry-level employment or apprentice opportunities in the HVAC/R field. That same year, the school was incorporated, and a business license was granted by the state of Virginia. The curriculum consisted of the Introduction to HVAC/R. The school also functioned as an authorized testing center for CFC through Ferris State University. By the 2005 academic year, the school expanded its course offerings to include Heat Pumps, and Gas Furnaces, Refrigerant R-410a Training, and HVAC Hands-On Work Shop Training, through Ferris State University. By the 2006 academic school year, the school was a fully bilingual vocational training center that offered a full range of HVAC/R training to more than 12,000 students to the present date.

In 2010, Marco founded Arizona Vocational Training Institute, LLC with a vision in mind to assist students in developing their skills, knowledge, and to support their personal goals for employment and professional growth in the HVAC/R mechanical and electrical control technology fields. This will be done through the practical application of theory and hands-on experience. The school has added additional modules of training to their curriculum: Electrical Residential and Solar PV (Photovoltaic), and Electrical Controls. In Arizona, there are many high-tech industries that provide cutting-edge employment opportunities in the areas of: mechanical and electrical air conditioning as well as in the field of solar energy. Choosing a career as a HVAC/R technician can provide many short and long-term benefits. Therefore, Arizona Vocational to gain knowledge of this new profession, and build experience with hands-on training.

Facility

AVTI has one location in Phoenix, AZ that provides all the hands-on training on-site. The school consists of two main classrooms where the students learn theory with live lectures that incorporate instruction on actual systems and their components. There is a workshop that has system modules for students to practice diagnostics and troubleshooting procedures to accurately service, maintenance, and repair real equipment used in the work field. The students practice their service and installation procedures in the outdoor workshops as well.



Owner & Director

Owner.....Laurence Zielke

Owner.....Michael Howell

Faculty & Staff

Director.....Luis Armendariz

Lead/Instructor Marco Reguerin

Instructor..... Jose Luis Serrato

Admission Requirements

To be admitted, an applicant must meet the following requirements:

- Provide proof of High School graduation or G.E.D.

AND

- Be at least 18 years of age **or**
- Be 17 years of age and have a parent or guardian co-sign the enrollment agreement

During the admission process, the admissions representative will give the prospective student detailed information on the program and its courses, as well as a tour of the school. There are instructors on-site to help answer any questions about the program for the prospective student to make a decision to enroll.

If a prospective student decides to enroll into the program, he or she will complete an enrollment agreement and will be given a school catalog to read about the school, descriptions of courses, and school policies. After reviewing the catalog, applicants who meet the admissions requirements outlined above will be admitted to AVTI.

Vocational Training Institute, LLC DBA Arizona Vocational Training Institute does not discriminate on the basis of gender, sexual orientation, familiar status, religion, age, disability, race, color or nationality or ethnicity origin in the administration of its admission policies, educational policies, scholarship and/or other administered programs.

Programs

All AVTI programs offered are bilingual (English/Spanish) and consist of a combination of theoretical and practical applications. AVTI's exclusive training methods are based on a mechanical contractor's point of view, which provides the technician with the expertise of knowing how to handle all instruments used in the HVAC/R field, including all mechanical and electrical troubleshooting areas. The school offers two programs: the HVAC/R Entry Level Technician Training Program consisting of 200 clock hours and the HVAC/R Technician Training Program consisting of 600 hours.

HVAC/R Entry Level Technician Training Program

200 Clock Hours / 26 days or 10 weeks

Pre-Requisites: None

Objective: The school's entry level Technician Training Program provides training for entry level "apprentice to first-year journeyman" employment in the construction maintenance and Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) industries.

Purpose: This introductory program is designed to familiarize the student with the basic principles of heating, ventilation, air conditioning, and refrigeration. AVTI provides lessons accompanied by a book written by the director, which contains custom graphics and designs. An emphasis is placed on the technical service, diagnostic, and troubleshooting procedures of the mechanical and electrical system, providing a good understanding of tools and instruments used in the HVAC/R field. All of this will be done through theory and extensive hands on training.

Topical Outline: This program consists of the following courses designed to assist students in developing their skills and knowledge in the HVAC/R and electrical control technology fields:

Orientation – (3 hours)

HVAC/R Mechanical and Electrical System Introduction

Safety, rules, program expectations and general mechanical and electrical procedures will be covered.

COURSE 101 - (57 Hours)

Electrical Distribution, Controls Configuration and Operational Function

The first course will teach about the function of electrical controls, the interpretation of electrical diagrams and symbols, and the use of instruments for electrical troubleshooting procedures. This course provides both theory and hands-on experience with specially designed electrical control laboratories.

COURSE 102 - (13 Hours)

Instruments, Devices, and Tools Application for Mechanical & Electrical System Troubleshooting, Diagnostic, Service, Installation and Maintenance Repairs

In this course, the student will learn about instrumentation in refrigeration systems, as well as air systems, with practice using the tools and devices that are essential for both electrical and mechanical troubleshooting procedures. The student will work with real systems to demonstrate proper instrumentation.

COURSE 103 - (50 Hours)

Mechanical Refrigeration Components and electrical Controls Function

The first course in the program teaches the fundamentals of heating, ventilation, air conditioning, refrigeration, electrical controls, and indoor air quality. It is designed to familiarize the student with the basic principles of heating, refrigeration, and electricity as applied to HVAC/R systems. An emphasis is placed on the function and installation of heating and refrigeration equipment components and controls.

COURSE 104 - (18 Hours)

Introduction to Commercial Refrigeration

This course gives an overall understanding of walk-in coolers, reach-in coolers, mechanical and electrical component functions, and recognition and installation procedures. This will be done through theoretical and practical hands-on experience in actual walk-in coolers, freezers, reach-in refrigeration units, and electrical and mechanical troubleshooting techniques using the proper instruments to do the service.

COURSE 105 - (25 Hours)

Heating Systems - Heat Pumps, Electric Heat, and Gas Heat

After taking this course, the student will have the knowledge for mechanical and electrical controls; operating principals of heat pumps, gas furnaces, boilers, and electrical heating systems. The student will practice recognizing and explaining the purpose of major components in electrical heating systems with a thorough understanding of the schematics, symbols, and sequence of operation.

COURSE 106 - (18 Hours)

Technical Service Procedures for Troubleshooting Mechanical & Electrical Systems

Gain experience and practice on real systems with the various labs made available for this course. Learn to identify problems of electrical and mechanical systems, and apply the proper instrumentation technics to accurately perform service procedures.

COURSE 107 - (10 Hours)

Refrigerant Transition & Recovery acknowledge (CFC credential for EPA, Section 608)

This course prepares students to pass the Exam, Section 608, for the E.P.A (Environmental Protection Agency). This credential is a requirement by the Federal Government in accordance with the Clean Air Act, which approves technicians to perform service and maintenance procedures for systems of air conditioning and refrigeration. AVTI will help students obtain this credential with the necessary information through training materials and hands-on labs in recovery, pressurization, and handling of the refrigerants.

COURSE 108 - (6 Hours)

R-410a Exam Preparation

This course prepares the student with the knowledge to present the R-410a refrigerant universal license. This license is a requirement to work with the refrigerant R-410a, which will allow the student to perform real procedures in service and maintenance for refrigeration systems using this particular refrigerant.

HVAC/R Technician Training Program

600 Clock Hours / 24 weeks or evening 30 weeks

Pre-Requisites: None

Objective: The school's HVAC/R Technician Training Program provides training for entry level employment in the construction maintenance and Heating, Ventilation, Air Conditioning (HVAC/R) industries.

Purpose: This introductory program is designed to familiarize the student with the basic principles of: heating, ventilation, air conditioning, and refrigeration. AVTI provides lessons accompanied by a book written by the director, which contains custom graphics and designs. An emphasis is placed on the technical service, diagnostic, and troubleshooting procedures of the mechanical and electrical system, providing a good understanding of tools and instruments used in the HVAC/R field. All of this will be done through theory and extensive hands-on training.

Topical Outline: This program consists of the following courses designed to assist students in developing skills and knowledge in the HVAC/R and electrical control technology fields:

Orientation – (4 hours)

HVAC/R Mechanical and Electrical System Introduction

Safety, rules, program expectations and general mechanical and electrical procedures will be covered.

COURSE 101 - (91 Hours)

Mechanical Refrigeration Components & Electrical Controls Function

The first course in the program teaches the fundamentals of heating, ventilation, air conditioning, refrigeration, electrical controls, and indoor air quality. It is designed to familiarize the student with the basic principles of heating, refrigeration, and electricity as applied to HVAC/R systems. An emphasis is placed on the function and installation of heating and refrigeration equipment components and controls.

COURSE 102 - (150 Hours)

Electrical Distribution, Controls Configuration & Operational Function

This course will teach about the function of electrical controls, the interpretation of electrical diagrams and symbols, and the use of instruments for electrical troubleshooting procedures. This course provides both theory and hands-on experience with specially designed electrical control laboratories.

COURSE 103 - (37 Hours)

Instruments, Devices, and Tools Application for Mechanical & Electrical System Troubleshooting

In this course, the student will learn about instrumentation in refrigeration systems, as well as air systems, with practice using the tools and devices that are essential for both electrical and mechanical troubleshooting procedures. The student will work with real systems to demonstrate proper instrumentation.

COURSE 104 - (12 Hours)

R-410a Certification Exam Preparation

This course prepares the student to become certified with the R-410a refrigerant universal license. This license is a requirement to work with the refrigerant R-410a, which will allow the student to perform real procedures in service and maintenance for refrigeration systems using this particular refrigerant.

COURSE 105 - (20 Hours)

Refrigerant Transition & Recovery Certification (CFC Universal License for EPA, Section 608)

This course prepares students to pass the Certification Exam, Section 608, for the E.P.A (Environmental Protection Agency). This universal license is a requirement by the Federal Government in accordance with the Clean Air Act, which approves technicians to perform service and maintenance procedures for systems of air conditioning and refrigeration. AVTI will help

students obtain this license with the necessary information through training materials and hands-on labs in recovery, pressurization, and handling of the refrigerants.

COURSE 106 - (38 Hours)

Technical Service Procedures for Troubleshooting Mechanical & Electrical Systems

Gain experience and practice on real systems with the various labs made available for this course. Learn to identify problems of electrical and mechanical systems, and apply the proper instrumentation technics to accurately perform service procedures.

COURSE 107 - (70 Hours)

Heating Systems - Heat Pumps, Electric Heat, Gas Heat and Oil Heat

After taking this course, the student will have the knowledge for mechanical and electrical controls; operating principals of heat pumps, gas furnaces, boilers, and electrical heating systems. The student will practice recognizing and explaining the purpose of major components in electrical heating systems with a thorough understanding of the schematics, symbols, and sequence of operation.

COURSE 108 - (20 Hours) Introduction to Chillers

This course will teach the student about chiller systems and the difference of components and refrigerants for high pressure and low pressure systems. The student will practice preventative maintenance on a cooling tower, as well as the installation of the air cooling tower.

COURSE 109 - (60 Hours)

Introduction to Commercial Refrigeration

This course gives an overall understanding of walk-in coolers, reach-in coolers, mechanical and electrical component functions, and recognition and installation procedures. This will be done through theoretical and practical hands-on experience in actual walk-in coolers, freezers, reach-in refrigeration units, and electrical and mechanical troubleshooting techniques using the proper instruments to do the service.

COURSE 110 - (28 Hours)

Introduction to Commercial and Industrial Control Functions & Principals for Three Phase Electrical Systems

The student will review and practice the basic fundamentals of electricity that apply to three phase electrical systems. The practice labs for this course are designed to allow the student to interpret three phase electrical diagrams for installing and wiring electrical controls, as well as troubleshoot and test electrical circuits with proper instrumentation technics.

COURSE 111 - (20 Hours)

Construction Blueprint Reading

The student will be familiarized with blueprint reading with practice interpreting symbols for building drawings. The course will provide labs for students to practice dimensioning and identifying mechanical and electrical drawings.

COURSE 112 - (50 Hours)

Introduction to Solar Photovoltaic

This course will teach the theory of solar energy and offer the student to gain experience in the wiring and installation of solar panels for photovoltaics systems. Students will practice design configurations, electrical wiring, module assembly, and functions of components, service, maintenance, and troubleshooting procedures.

Equipment & Materials Required

When enrolling into AVTI programs for HVAC/R Technician Training or the Entry- Level Technician Training, there are items required for the student to possess to ensure they are able to participate in the hands-on labs, and that each student follows the safety regulations. The student will be provided with the following materials for class:

- Safety goggles
- Work gloves
- Multi-meter
- Wire splicer
- Screwdriver (Phillips head, Flat head)
- Channel locks
- Wire cutter
- Tool bag

- **Books for 200 Hour Program:**
- Introduction to Basic Refrigeration Cycle
- HVAC/R Introduction to Electrical Controls
- Refrigerant Transition and Recovery
- **Books for 600 Hour Program:**
- Introduction to Basic Refrigeration Cycle
- HVAC/R Introduction to Electrical Controls
- Refrigerant Transition and Recovery
- Introduction to Commercial Refrigeration
- Mechanical & Electrical Service Procedure Lab
- Introduction to Heating Systems

Library Resources

The school has an extensive learning resources center for student use, including numerous periodicals, text books, and online materials accessed through a computer in the front lobby for student use.

Graduation Requirements

Students will be awarded with a Diploma of Completion for HVAC/R Entry Level Technician Training when they have met the following requirements:

- Completed 200 hours of training in the program
- Final grade reflects an overall average of 70% or above

- All financial obligations to the school are fulfilled

Students will be awarded with a Diploma of Completion for HVAC/R Technician Training when they have met the following requirements:

- Completed 600 hours of training in the program
- Final grade reflects an overall average of 70% or above
- All financial obligations to the school are fulfilled

Graduate Employment Opportunities

Graduates of AVTI will be prepared to seek employment as an HVAC/R Technician with any company that provides HVAC/R services.

Requirements for Graduate to Practice

AVTI graduates are expected to follow the rules and regulations that govern the HVAC/R Industry acquiring the certifications needed in order to practice. Requirements for graduates to uphold and practice are as follows:

- United States Department of Labor Standards for Occupational Safety and Health Administration (OSHA Law & Regulations)
- Clean Air Act, Section 608 of the Environmental Protection Agency (E.P.A)

Centers for Certification and Testing; Cost for a one time testing fee for the R410A and EPA Universal Certification is included in the tuition.

- Ferris State University
Center for Certification and Testing
1020 Maple St -Ste117 Big Rapids, MI 49307
<https://hvacinstitute.ferris.edu>

For: The EPA Universal Section 608 Certification
- AC & R Safety Coalition ESCO
Institute
Educational Standards Corporation
P.O Box 521
Mt. Prospect IL 60056 www.escoinstitute.com or www.hvacexcellence.org

For: R-410A Safety & Training Certification
& Air Conditioning Outcome Assessment
Employment Ready Certification Perkins IV Comp

Financial Information

AVTI programs are ideal for anyone who seeks to start a new career in the HVAC/R industry, or to advance their skills in this field. AVTI programs provide extensive training in theory and hands-on labs at an affordable price. We understand that obtaining an education is a personal and long-term decision, which is why we offer affordable payment plans that allow students to spread out their payments over the duration of their program.

HVAC/R Entry-Level Technician Training Program (200 hours)

Tuition	Registration Fee	Course Materials	Total Cost
\$14,245	\$50	\$700 Books	\$ 14,995

HVAC/R Technician Training Program (600 hours)

Tuition	Registration Fee	Course Materials	Total Cost
\$17,845	\$50	\$700 Books \$2,400 Tools and Training Materials	\$20,995

Payment Options

All students may pay the total charges for their program by cash, check or credit card. Alternatively, all students have the option to pay for their program on a payment plan. Payment plan payments are accepted by cash, check or credit card. Plans must be paid in full by the end of the program.

Payment Plan for 200-hour program:

Payment of \$50 nonrefundable registration fee upon signing of the enrollment agreement. Down payment \$750 due no later than the first day of class. Balance to be paid in monthly installments of \$572.70 thereafter until balance is paid.

Payment Plan for 600-hour program:

Payment of \$50 nonrefundable registration fee upon signing of the enrollment agreement. Down payment \$3,450 due no later than the first day of class. Balance to be paid in bi-monthly installments of \$529.17 due on the 1st and 15th day of every month until balance is paid.

Additional Financing Options

Additional financing options may be available for students who wish to pay for their program with a private loan. AVTI will refer students to apply for a private loan with Wells Fargo Bank or Beneke Financial Group.

Student Services

The institution provides assistance to students seeking academic advisement. Choosing a new career is made easy by our friendly administration and instructors who are available to provide technical guidance and career advice based on personal experience.

For enrolled students, the school has an extensive learning resource center for students to use books, CD's, and DVD's for students to reference.

Class Schedule

Classes start each month. The school delivers 100% of its training through a brick and mortar training facility currently. Students are required to attend class on campus to receive hours.

Program 200 Hour	Monday- Friday
HVAC/R Entry Level Technician Training Program	7:00am - 5:00pm Total 26 days
Evening Class	6:00pm - 10:00pm Total 10 weeks

Program 600 Hour Program	Morning (M-F)	Evening (M-F)
HVAC/R Technician Training	8:30am - 1:30pm Total 24 weeks	6:00pm - 10:00pm Total 30 weeks

School Calendar

Holiday	Vacation Periods
New Year's Day Martin Luther King Day President's Day Memorial Day Independence Day Labor Day Columbus Day Day Veteran's	Spring Break Thanksgiving Vacation Winter Vacation

School Policies & Procedures

Academic Probation

Students who are not progressing in the program with a passing grade (70% average) will be placed on academic probation. The probation period is thirty days, during which the student will receive additional academic support. If the student is still failing the program after the 30-day probation period, they will be dismissed according to the Termination Due to Failure to Progress policy.

Attendance

Students must attend class on time, as attendance is recorded. Unexcused absences will result in the following consequences:

- 1st Unexcused Absence: Written Warning
- 2nd Unexcused Absence: Second Written Warning
- 3rd Unexcused Absence: Final Written Warning
- 4th Unexcused Absence: Termination from the program

Students who must be absent due to personal illnesses, court appearances or other emergencies, may request that their absence be excused by calling the school and explaining the reason for the absence. AVTI reserves the right to request a physician's note or other relevant evidence of good cause for the absence. Coursework missed due must be made up according to the Make-Up Work policy.

Cancellation & Refund Policy

An applicant denied admission by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement prior to start date is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid (*minus the registration fee of \$50*).

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
 - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.

- c. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days.
- d. Any determined refunds will be issued within 30 days of the determination of the withdrawal date.

2. **Tuition charges/refunds:**

- A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition (*less the registration fee of \$50*)
- B. After the commencement of classes, the tuition refund (*less the registration fee of \$50*) amount shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student’s start date to the student’s last day of attendance, by the total number of clock hours in the program.

Books, training materials and tools are nonrefundable.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

The school reserves the right to reschedule the program start date when the number of students scheduled is too small.

Code of Conduct

It is the responsibility of the student to attend school regularly, demonstrate conscientious effort in class work and contribute positively to our school community by observing school rules and regulations. Students shall share the responsibility to promote the mission of the Institution.

Arizona Vocational Training Institute, LLC students respect and protect the rights of peers, teachers, administrators, and everyone else involved in the educational process. It will be respected and appreciated for students to routinely adhere to the following rules:

- No slander or offensive language
- Practice and model academic honesty
- Make-up assignments when absent from school
- Protect and take care of school property
- Groom appropriately to meet health standards
- Dress appropriately; No shorts, sandals or open toed shoes
- No disruptions of the educational process
- Wear all safety protection equipment for hands-on labs

Students who do not comply with the above rules will be disciplined as follows:

- 1st Offense: Written Warning
- 2nd Offense: Second Written Warning
- 3rd Offense: Final Written Warning
- 4th Offense: Termination from the program

Serious violations of the Code of Conduct may result in immediate termination, at the discretion of the Director.

Grade Reporting & Transcripts

Students can request a copy of their transcripts by filling out a request form with student services to have the transcripts mailed out within 5 business days.

Grading System

In order to achieve a passing grade for the program, the student must complete the program with a grade of 70% or higher. Students that hold an overall grade of less than 70% will be notified and counseled by the Director according to the Academic Probation policy. To complete the program with a passing grade, students must pass the final exam.

Assignment	Percent of Final Grade
Homework	10%
Quizzes	5%
Labs	20%
Midterm Exam	25%
Final Exam	40%

Letter Grades by Percent

A: 90-100 **B:** 80-89 **C:** 70-79 **D:** 60-69 **F:** 0-59

Grievance Procedure

A student may file a complaint with the institution if he/she believes there has been a violation of written campus policies, procedures, or arbitrary, capricious, or unequal application of written campus policies or procedures. To file a complaint, the student must follow the Grievance Procedure outlined below:

STEP 1: Speak with an Instructor or Administrator to try and resolve the problem informally.

STEP 2: If the problem cannot be resolved through informal discussion, submit a written complaint to the Administrator or Director within one calendar week after the discussion described in Step 1. The written complaint must include a detailed description of the grievance, the desired resolution, and any available evidence and statements from other parties and witnesses.

STEP 3: The Director (or the Administrator, in the Director's absence) will investigate the complaint, interview relevant parties and provide a written report of his decision to the

student within 5 business days. The report will include the facts from the investigation, the decision made, and the specific reasons for the decision.

If the student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is:

Arizona State Board for Private Postsecondary Education

1740 W. Adams

Phoenix, Arizona 85007

Phone: (602) 542-5709

Website: www.ppse.az.gov

Leave of Absence

If a student wishes to take a leave of absence, they must submit a written request to the institution 3 business days in advance of the first day of the requested leave, for approval. If the student is approved for a leave of absence, the duration of the leave will be determined by the school administrator or the school Director (if the school administrator is absent). Maximum time granted for leave should not exceed 30 business days, and a student is only allowed to take a leave of absence once during the program.

Make-Up Work

Students who miss class must make-up the work and time missed. Class assignments may be made-up for full points. A make-up lecture may be granted at the discretion of the instructor, and will be scheduled by the instructor. The due date for make-up assignments is at the discretion of the instructor.

Possession of Weapons, Drugs, or Alcohol

If a student is using, possessing, or distributing any kind of weapons, illegal drugs, alcohol, inhalants, or drug paraphernalia on school property, local police will be notified immediately, and the student will be expelled indefinitely from the institution indefinitely.

Re-Enrollment

Re-enrollment is available to students who have withdrawn or have been terminated due to failure to progress. Students who desire to return to school after termination must meet the terms and policies stated in the school enrollment agreement and school catalog. A re-entry fee of \$100 is required and any increase in tuition will be applied to the student's account.

Termination

Students are subject to termination if they have exceeded their allowed absences or have not raised their grade to passing during the academic probation period. A terminated student can request an appeal by submitting a request in writing to the AVTI Director within 5 business days of the notice. Within 2 business days of the request, the Director will provide a written response, indicating whether the student maybe reinstated, and if so, noting the terms of reinstatement.

Transfer Credits

Arizona Vocational Training Institute, LLC does not accept transfer credits from other institutions or colleges. Furthermore, AVTI does not count previous work or life experiences as credit towards its programs.

Transcripts

An official transcript is maintained for each student. The transcript provides a complete record of all courses, grades, and credits earned. If you are not current on any outstanding balance, the school will not release the certificate of completion or official transcript, and will not allow the student to participate in the graduation ceremony. However, there are two exceptions to this policy:

- Transcripts may be released for a student to document eligibility to sit for a licensing, certification, or registry exam.
- The transcript must be released to a potential employer.

Additionally, all state board applications and accompanying paperwork are provided upon graduation at no charge. Graduates in good standing are provided one official transcript. Any additional copies of official or unofficial transcripts can be obtained from the school Director for a \$25 service fee. Please allow three weeks for processing. Official transcripts are only released to third parties and only upon receipt of a written request by the graduate.

Withdrawal

Students who choose to withdraw from the program before or after classes have begun must provide the Director with a signed and dated written cancellation notice. The cancellation notice must indicate the reason for withdrawal and the expected last date of attendance (if withdrawing after the commencement of classes). Students authorized for a Leave of Absence who do not return on the scheduled date, and students who do not attend class for 30 consecutive class days, are deemed to have been withdrawn from the program. See the Cancellation & Refund Policy for the refund schedule.

Career Services

Arizona Vocational Training Institute employs a Career Services Coordinator whose primary responsibility is to provide career assistance services to graduating students and alumni. These services include instruction in resume writing, preparation of cover letters, interviewing techniques, and networking skills. Special attention is given to developing professionalism in our graduates.

The Career Services Office continually works and communicates with potential employers attempting to match their specific employment needs to the appropriate graduate. As a result of these well-tended lines of communication, we both seek out and receive notices of a variety of available positions.

The school provides placement assistance for its graduates, but makes no promise or guarantee of employment. Graduates in good standing may continue to use any and all of our placement resources indefinitely at no charge.

**VOCATIONAL TRAINING INSTITUTE, LLC
DBA ARIZONA VOCATIONAL TRAINING INSTITUTE**

I, _____, acknowledge that I have received and reviewed
(student)

a school catalog on _____.
(date)

School Official: _____

Date: _____



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