



# VOCATIONAL TRAINING INSTITUTE

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## School Catalog

**Effective February 1<sup>st</sup> 2023**

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*The mission of Vocational Training Institute is to provide students with the skills they need for successful careers in fast growing industries nationwide. We want to provide students with quality training and materials in order for them to become successful in their industries.*

## Welcome to 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 heating, 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.

Welders who keep up to date on the latest technology and get certified are in high demand with employers. Additionally, welding skills are highly transferable among employers and states. Once you are certified in one state, it is relatively easy to work in any other state. Welding skills are also transferrable among industries because the basic skills are the same across the board. There are few industries where welding is not involved in some part of their process. Welding is essential in industrial processes, construction, ship- and boatbuilding, auto manufacturing and repair, agricultural equipment, industrial maintenance and repair, oil and gas pipelines and a host of other industries.

Nationwide there are many high-tech industries that provide cutting-edge employment opportunities in the HVAC/R fields. VTI will prepare each student as an entry level technician, graduating with the necessary experience to get their "foot in the door" to companies that provide services in heating, air conditioning, refrigeration and welding.

Some of the career paths available for welders include Welder, assembler, machine operator, construction or manufacturing welding technicians or supervisors, welding inspector, engineer, robotics repair and maintenance, technical sales, project management and specialized welding areas.

VTI's Welding Training Program provides training for entry level welding apprenticeship in the welding field, working with students to obtain skills needed to complete the required certifications for their welding careers.

Vocational Training Institute also has bilingual training courses and reading materials, with curricula tailored to help the 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. Our instruction and training prepare students from a contractor's point of view, and therefore after completion of the theory and hands-on, real-world training, students have the confidence to join the industry and begin working in the field.

# History

Vocational Training Institute has three shareholders, Laurence J. Zielke, Michael L. Howell and Luis Armendariz. 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 president, has operated proprietary schools across the country for 16 years and has a master's in business administration (MBA) and holds a National Project Management Certification.

Michael Frans Lead Instructor, experience includes new and existing installation, Repair and Design build For both HVAC/R and Plumbing, for Residential, Commercial, Industrial and Governmental, his Roles are quite versed from; Helper, Truck Driver, Apprentice Mechanic, Journeyman Mechanic, Master Mechanic, Foreman, and Operations Manager. His Specific Trades include; Master Refrigeration, and Master HVAC

Andrew Burns Welding Instructor possesses 10 years of knowledge and skills learned from his welding field experience and technical training at Southern Technical College in Florida. Andrew obtained an Associates of Science degree in Welding Technology with high honors. The field experience includes working in various commercial restaurants such as Darden Corporation welding with various types of metals. Special projects worked on are Disney Christmas parades, VA hospital in Lake Nona and the Daytona Beach Pier. Andrew is goal orientated and passionate about training students for their careers in welding.

The programs at VTI teach the basic theory of HVAC/R, and/or Welding to train students to perform service, maintenance, and installation to obtain entry-level employment or apprentice opportunities in the HVAC/R and welding fields. The school also functions as an authorized testing center for the EPA Universal and R410A exams by ESCO Institute.

# Facility

VTI has one location in Phoenix, AZ that provides all the hands-on training on-site. The school consists of approximately 14,000 square feet of classroom space where live lectures incorporate instruction on actual systems and their components. There is a workshop lab that has system modules for students to practice diagnostics and troubleshooting procedures to accurately service, maintenance and repair real equipment used in the industry. The students practice in a modern lab consisting of approximately 4,160 feet.

## Owners & Directors

Owner.....Laurence Zielke  
Owner.....Michael Howell  
Owner .....Luis Armendariz

## Faculty & Staff

School President & SCO.....Luis Armendariz  
Director of Education.....Mike Frans  
HVAC Instructor.....Dalton Gregson  
HVAC Instructor.....Arno Paez  
HVAC Lab Technician.....VACANT  
Lead Instructor Welding.....Leon Zamora  
Welding Instructor.....Bryce Kescoli  
Welding Instructor .....Whitney Furlow  
Welding Lab Technician.....VACANT  
Campus Administrator and SCO.....Samantha Frans  
Campus Administrator.....Sofia Ross  
Student and Career Services.....Belinda Torres  
Community Relations Director.....Stephen Davis  
Admissions Representative.....James Payton  
Admissions Representative.....VACANT  
Admissions Representative.....VACANT

Michael Frans has been in the HVAC industry for over 10 years. He graduated with

The following certifications and distinctions:

|                                       |                                  |
|---------------------------------------|----------------------------------|
| Master Refrigeration Certified        | Master HVAC Certified            |
| UA CFC Certification (type universal) | Trane Unitary Controls Certified |
| OSHA 500 and 510 Certified            | Aerco Boiler Certified           |
| Hazmat Certified                      | Lochinvar Boiler Certified       |

Leon Zamora has been in the Welding industry for over 40 years and teaching Welding for over 20 years. Leon holds many certifications through American Welding Society to include but no limited to; 1G to 6G, Pipe, steel, aluminum. Mig, Tig and stick welding.

Bryce Kescoli has been a certified welder for 15 years and has been teaching for 4 years. Bryce holds 1G to 6G. Pipe, steel in Mig, tig and stick through American Welding Society.

Whitney Furlow has been a certified welder for 3 years and teaching for 1 year. She is certified mig, tig and stick through American Welding Society.

Dalton Gregson has been in the HVAC industry for 10 years and has been teaching and training in the field for over 7 years.

Arno Paez has been in the HVAC industry for 7 years and has been teaching and training in the field for over 3 years.

### **Admission Requirements**

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

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

Prior to enrolling, prospective students receive information on the program and its courses and tour the school's facilities. 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 a 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 VTI.

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**

The school offers 6 programs: the HVAC/R Entry Level Technician Training Program consisting of 200 clock hours; HVAC/R Technician Training Program consisting of 600 clock hours; HVAC/R Basic Refrigeration program consisting of 100 clock hours; Welding program consisting of 287 hours; Advanced Welding program consisting of 150 clock hours and Process Piping Welding program consisting of 80 clock hours.

### **HVAC/R Entry Level Technician Training Program**

**200 Clock Hours / Day 20 Days/4Weeks Evenings 50 days/10 weeks**

**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 (HVAC/R) industries.

**Description:** Students who enroll in the course will acquire the skills and knowledge associated with the installation, maintenance and servicing of HVAC/R equipment in 200 clock hours over the course of approximately 4 weeks. Students will have a thorough understanding of the heating and cooling cycles and various phases of the fundamental principles of controls and electrical systems associated with HVAC systems. Students also will study the principles and concepts associated with the EPA Section 608 Universal Certification and, if successfully pass the EPA Universal examination, will graduate with their EPA Universal Certification, R410A Safety Certification, OSHA 10-Hour Survey Card, and Vocational Training Institute

Diploma.

**Purpose:** This program is designed to familiarize students with the basic principles of Heating, Ventilation, Air Conditioning and Refrigeration. VTI provides lecture lessons accompanied by textbooks and Power Point graphics in our classrooms, and hands-on laboratory activities and performance profiles completed in our HVAC/R lab. VTI emphasizes technical service, diagnostic and troubleshooting procedures of mechanical and electrical systems, providing a basic understanding of tools and instruments used in the HVAC/R field.

**Topical Outline:** This program consists of the following courses designed to assist students in developing their skills and knowledge in the HVAC/R field:

| <u>Course Number</u> | <u>Course Name</u>                        | <u>Hours</u> |
|----------------------|---|--------------|
| COR108               | Basic Employability Skills                | 14           |
| COR101               | Basic Safety & OSHA 10 Hour Safety        | 10           |
| COR105               | Introduction to Construction Drawings     | 5            |
| COR107               | Basic Communication Skills                | 4            |
| HVAC310              | EPA608                                    | 24           |
| HVAC301              | Introduction to HVAC Trade                | 10           |
| HVAC307              | Introduction to Cooling                   | 44           |
| HVAC312              | R410A Safety                              | 10           |
| HVAC306              | Basic Electricity                         | 20           |
| HVAC303              | Basic Copper and Plastic Piping Practices | 6            |
| HVAC304              | Soldering and Brazing                     | 26           |
| HVAC305              | Basic Carbon Steel Piping Practices       | 5            |
| HVAC308              | Introduction to Heating                   | 14           |
| HVAC309              | Introduction to Air Distribution Systems  | 8            |
|                      | <b>TOTAL HOURS:</b>                       | <b>200</b>   |

**DAY** Class meets from 6:45 a.m. to 5:15 p.m. each day, Monday through Friday, with an anticipated duration of approximately 4 weeks.

**EVENING** (exact same program description and courses as the Day)

Class meets from 6:00 p.m. to 10:00 p.m. each day, Monday through Friday, with an anticipated duration of approximately 10 weeks.

### **HVAC/R Basic Refrigeration Training Program**

**100 Clock Hours / 10 days or 2 weeks: Evenings 25 days or 5 weeks**

**Prerequisites: None**

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

**Description:** Students who enroll in the course will acquire the skills and knowledge associated with the installation, maintenance and servicing of HVAC/R equipment in 100 clock hours over the course of approximately 2 weeks. Students will have a thorough understanding of the heating and cooling cycles and various phases of the fundamental principles of controls and electrical systems associated with HVAC systems. Students also will study the principles and concepts associated with the EPA Section 608 Universal Certification and, if successfully pass the EPA Universal examination, will graduate with their EPA Universal Certification and a Vocational Training Institute Diploma.

**Purpose:** This program is designed to familiarize students with the basic principles of Heating, Ventilation, Air Conditioning and Refrigeration. VTI provides lecture lessons specifically for EPA Universal 608 accompanied by textbooks and Power Point graphics in our classrooms, and hands-on laboratory activities and performance profiles completed in our HVAC/R lab. VTI emphasizes technical service, diagnostic and troubleshooting procedures of mechanical and electrical systems, providing a basic understanding of tools and instruments used in the HVAC/R field.

**Topical Outline:** This program consists of the following courses designed to assist students in developing their skills and knowledge in the HVAC/R field:



| <u>Course Number</u> | <u>Course Name</u>                        | <u>Hours</u> |
|----------------------|---|--------------|
| HVAC310              | EPA608                                    | 24           |
| HVAC301              | Introduction to HVAC Trade                | 5            |
| HVAC307              | Introduction to Cooling                   | 22           |
| HVAC306              | Basic Electricity                         | 10           |
| HVAC303              | Basic Copper and Plastic Piping Practices | 6            |
| HVAC304              | Soldering and Brazing                     | 13           |
| HVAC 305             | Basic Carbon Steel Piping Practices       | 5            |
| HVAC308              | Introduction to Heating                   | 7            |
| HVAC309              | Introduction to Air Distribution Systems  | 8            |
| <b>Total Hours</b>   |   | <b>100</b>   |

DAYT Class meets from 6:45 a.m. to 5:15 p.m. each day, Monday through Friday, with an anticipated duration of approximately 2 weeks.

EVENING (exact same program description and courses as the Day)

Class meets from 6 p.m. to 10 p.m. each day, Monday through Friday, with an anticipated duration of approximately 5 weeks.

**COR101: Basic Safety and OSHA 10 HR Safety (Hours: 10)**

This course complies with OSHA-10 training requirements and explains the safety obligation of workers, supervisors and managers to ensure a safe work place. This course discusses the causes and results of accidents and the impact of accident costs.

**COR105: Introduction to Construction Drawings (Hours: 5)**

Students are introduced to the different types of plans and how they represent a finished building. This course shows the parts of blueprints in detail, including symbols, the title block, and gridlines.

**COR107: Basic Communication Skills Hours (Hours: 4)**

During this course, students are provided with techniques for communicating effectively with co-workers, employers and potential employers, through concepts of attitude, work ethic, teamwork, telephone skills and interpersonal skills.

**COR108: Basic Employability Skills (Hours: 14)**

This course identifies the roles of individuals and companies in the construction industry. Students are introduced to critical thinking and problem-solving skills, and computer systems and their industry applications.

**HVAC301: Introduction to HVAC Trade (Hours: 10)/ HVAC 100 HR program (5 Hours)**

This course provides an overview of basic concepts and environmental concerns relating to heating, ventilating, and air conditioning in the commercial and residential areas. Information is presented regarding the responsibilities and leadership abilities in relation to organizing and directing workers and operations.

**HVAC303: Basic Copper & Plastic Piping Practices (Hours: 6)**

This course teaches the applications, preparation, and joining of copper and plastic piping to: correctly measure the diameter of copper tubing, cut and ream copper tubing using a tubing cutter, correctly bend copper tubing, using bending tools, make a swage joint in a section of copper tubing, make and join flare connections, join two sections of tubing using a compression fitting, and cut and join two sections of plastic pipe using appropriate fittings.

**HVAC304: Soldering and Brazing (Hours: 26) HVAC 100 HR Program (13 Hours)**

Tools, materials and safety precautions are covered and step-by-step procedures for soldering and brazing are depicted.

**HVAC305: Basic Carbon Steel Piping Practices (Hours: 5)**

During this course, the student is introduced to methods and procedures used in ferrous metal piping practices, including identifying types of carbon steel pipe, pipe sizes and weights, and pipe fittings, as well as learning to cut, ream, thread and assemble steel pipe.

**HVAC306: Basic Electricity (Hours: 20)/ HVAC 100 HR Program (10 Hours)**

Students are introduced to electricity, electrical circuits, and the electrical components of HVAC systems. Students use Ohm's law to calculate current, voltage and resistance; use the power formula to calculate how much power is consumed by a circuit; and understand how to use a multimeter and ammeter.

**HVAC307: Introduction to Cooling (Hours: 44)/ HVAC 100 HR Program (22 Hours)**

This course provides an overview of the basic refrigeration cycle and the major components, accessories, and control devices of a cooling system. Students learn to use temperature and pressure measuring instruments to make readings at key points in the refrigeration cycle while understanding the temperature and pressure relationships

at key points in the refrigeration cycle. Students learn to identify compressors, condensers, evaporators, metering devices, controls and accessories. Students also understand how to use a sight glass and moisture/liquid indicator to determine the operating conditions of an air conditioning system and service valves to gain access to an air conditioning system in order to measure pressures using a gauge manifold set.

### **HVAC308: Introduction to Heating (Hours: 14)/ HVAC 100HR Program (7 Hours)**

In this course, students are taught the operation and maintenance of gas, oil, and electric furnaces while learning the components of a gas furnace and oil furnace and the purpose and function of each component. Students can use a manometer to measure and adjust manifold pressure on a gas furnace, including filter replacement, cleaning of components and temperature measurements. Students are able to identify symptoms of combustion problems in an oil furnace and learn to perform preventative maintenance procedures on an oil furnace.

### **HVAC309: Introduction to Air Distribution Systems (Hours: 8)**

Students are taught the properties of air distribution systems in order to become familiar with the operation, layouts, types of equipment, and installation practices used for air distribution systems installed in the different regions of the country. Students learn to assemble duct and fittings and assemble flexible duct. Students also learn installation of insulation and vapor barriers on metal ducts while explaining the installation of fittings and transitions used in duct systems, and the installation of diffusers, registers, and grills used in duct systems. Students can use a manometer to measure static pressure, velocity pressure and total pressure in a duct system. The use of velometers to measure the velocity of airflow at the output of air system supply diffusers and registers is also covered.

### **HVAC310: EPA 608 (Hours: 24)**

EPA-Approved Section 608 certification is needed to service building air conditioning and refrigeration systems. Technicians receiving a Universal Certification are certified to recover refrigerant during the maintenance, service or repair of small appliances, high-pressure equipment and low-pressure equipment. Upon successful completion, students are certified to work on any type of air conditioning and refrigeration equipment except for motor vehicle air conditioning.

### **HVAC312: R410A Safety (Hours: 10)**

Students study to receive their R410A Safety Certification.

## **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 "apprentice to first-year journeyman" employment in

the construction maintenance and Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) industries.

**Description:** Students who enroll in the course will acquire the skills and knowledge associated with the installation, maintenance and servicing of HVAC/R equipment in 600 clock hours over the course of approximately 24 weeks. Students will have a thorough understanding of the heating and cooling cycles and various phases of the fundamental principles of controls and electrical systems associated with HVAC systems. Students in this program will receive more troubleshooting and installation technique time in the hands-on environment of the lab. Students also will study the principles and concepts associated with the EPA Section 608 Universal Certification and, if successfully pass the EPA Universal examination, will graduate with their EPA Universal Certification, R410A Safety Certification, OSHA 10-Hour Survey Card, and Vocational Training Institute Diploma.

**Purpose:** This program is designed to familiarize students with the basic principles of Heating, Ventilation, Air Conditioning and Refrigeration. VTI provides lecture lessons accompanied by textbooks and Power Point graphics in our classrooms, and hands-on laboratory activities and performance profiles completed in our HVAC/R lab. VTI emphasizes technical service, diagnostic and troubleshooting procedures of mechanical and electrical systems, providing a basic understanding of tools and instruments used in the HVAC/R field.

**Topical Outline:** This program consists of the following courses designed to assist students in developing their skills and knowledge in the HVAC/R field:

#### **Orientation HVAC/R Mechanical and Electrical System Introduction – (4 hours)**

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. VTI 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.

### **Welding Training Program**

**287 Hours/ 6 weeks or evenings 14 weeks**

**Pre-Requisites: None**

**VTI provides students the opportunity to acquire AWS Certification through a third party testing facility, "Complete Fusion Welding".**

**Objective:** The school's Welding Training Program provides training for entry level welding apprenticeship in the welding field, working with students to obtain skills needed to complete the

required certifications for their welding careers.

**Description:** Students who enroll in the welding course acquire the skills and knowledge associated with a variety of welding techniques and practices. Students learn over the 287 clock hours to perform many types of welding positions such as 1F, 2F, 3F, and 4F. Students also learn techniques for 1G, 2G, 3G and 4G welding applications. In addition, students receive the OSHA 10 Safety Survey Card as well their Vocational Training Institute Diploma.

**Purpose:** This program introduces students to fundamentals of the welding trade. VTI provides lecture lessons accompanied by textbooks and Power Point presentations in our classrooms and hands on welding in our laboratory. VTI emphasizes welding practices and procedures to exemplify the most current welding practices with emphasis on safety.

**Topical Outline:** This program consists of the following courses designed to assist students in developing their skills and knowledge in the welding trade:

| <b>Course Number</b> | <b>Course Name</b>                       | <b>Hours</b>     |
|----------------------|--|------------------|
| COR 101              | OSHA 10 Safety                           | 10               |
| COR 105              | Introduction to Construction Drawings    | 5                |
| COR 107              | Basic Communication Skills               | 5                |
| COR 108              | Basic Employability Skills               | 17               |
| WELD 101             | Introduction to Welding                  | 5                |
| WELD 102             | Oxyfuel Cutting                          | 20               |
| WELD 105             | Base Metal Preparations                  | 12               |
| WELD 106             | Weld Quality                             | 10               |
| WELD 108             | SMAW Electrodes and Uses                 | 3                |
| WELD 109             | SMAW Beads and Fillet Welds              | 72               |
| WELD 110             | Joint Fit-Up and Alignments              | 8                |
| WELD 111             | SMAW-Groove Welds with Backing           | 60               |
| WELD 112             | SMAW-Grove Welding Open Root Welds Plate | 60               |
|                      |  | <b>Total 287</b> |

**COR 101: OSHA 10 Safety (Hours: 10)**

This course complies with OSHA 10 training requirements and explains the safety obligation of workers, supervisors, and managers to ensure safe work practices in the construction trades. This course discusses the causes and results of accidents and the impact of accident costs.

**COR 105: Introduction to Construction Drawings (Hours: 5)**

Students are introduced to the different types of plans and how they are represented a finished building. This course shows the parts of blueprints in detail, including symbols, the title block, and gridlines with special emphasis on welding blueprints and symbols.

**COR 107: Basic Communication Skills (Hours: 5)**

Students are provided with techniques for communicating effectively with co-workers, employers and potential employees, through concepts of attitude, work ethic, teamwork, telephone skills and interpersonal skills.

**COR 108: Basic Employability Skills (Hours: 17)**

This course identifies the roles of individuals and companies in the welding and construction industry. Students are introduced to critical thinking and problem-solving skills, and computer systems and their industry applications.

**WELD 101: Introduction to Welding (Hours: 5)**

Students are provided with basic knowledge in welding practices, the trade of welding and apprentice programs. Student will also be oriented to the welding laboratory and facilities and learn the different processes in welding applications and identification of hazards in the welding industry.

**WELD 102: Oxyfuel Cutting (Hours: 20)**

This module introduces students to the methods and procedures of the oxyfuel cutting process. Students will learn safety procedures, equipment setup, fuel gas types, flow rates, and techniques. Hands-on practice and the completion of cutting-related performance tasks complete the learning process.

**WELD 105: Base Metal Preparations (Hours: 12)**

Introduces the students to the methods and procedures related to preparing base metal for welding. Students will learn safety procedures, welding joint preparation, specifications, identification of physical characteristics, mechanical properties, and cleaning techniques related to common base metals.

**WELD 106: WELD Quality (Hours: 10)**

Introduces students to the methods and procedures to produce high quality welds. Students will become familiar with welding codes and provisions, discontinuities, examination practices, and weld procedure testing. Students will then complete a visual inspection on a fillet and/or groove weld and complete an inspection report to document the results.

**WELD 108: SMAW Electrodes and Uses (Hours: 3)**

Introduces the students to the selection, classification, and use of electrodes for arc welding.



Students will become familiar with the various types of electrodes, their uses, identification, handling, and proper storage.

**WELD 109: SMAW Beads and Fillet Welds (Hours: 72)**

Introduces the methods and procedures related to SMAW beads and fillet welding. Students will learn safety procedures, equipment setup, how to strike an arc, and how to produce weave beads and stringer beads. Hands on practice and the completion of welding related performance tasks complete the learning process.

**WELD 110: Joint Fit-Up and Alignments (Hours: 8)**

Introduces the students to the techniques and procedures to perform proper joint fit-up and inspection. Students will become familiar with using codes, specifications, special tools, and measuring devices to ensure quality during welding.

**WELD 111: SMAW-Groove Welds with Backing (Hours: 60)**

Introduces the students to the method of procedures related to the SMAW groove welding process. Students will learn safety procedures, welding joint preparation, specifications, identification of physical characteristics, mechanical properties, and cleaning techniques of SMAW groove welds.

**WELD 112: SMAW-Groove Welding Open Root Welds Plate (Hours: 60)**

Introduces students to the methods and procedures of SMAW open-root groove welding process. Students will learn about safety procedures and groove joint preparation, and practice open-root groove welding techniques.

**WELD 301: Welding Symbols and Print Reading(Hours: 5)**

Explains how to read welding symbols on drawings, specifications, and Welding Procedure Specifications (WPS).Identifies and explains welding detail drawings. Describes lines, fills, object views, and dimensioning on drawings. Explains how to use notes on drawings and the list of materials.

**WELD 302: Physical Characteristics and Mechanical Properties of Metals(Hours: 1)**

Explains physical characteristics, mechanical properties, composition, and classification of metals. Identifies the various standard metal forms and structural shapes. Covers the common Non-Destructive Test (NDT) processes.

**WELD 303: GTAW – Equipment, Purging, and Filler Metals (Hours: 4)**

Explains GTAW safety. Identifies and explains the use of GTAW equipment, filler metals, and shielding gases. Purging piping systems prior to welding. Explains and performs the setup of GTAW equipment.

**WELD 304: GTAW - Plate (Hours: 30)**

Describes and performs welding on carbon steel plate using GTAW process using carbon steel filler metal. Also explains and performs multiple pass GTAW fillet welds on carbon steel plate coupons in the 1F, 2F, 3F, and 4F positions and on GTAW V-groove welds in the 1G, 2G, 3G, and 4G positions.

**WELD 305: GTAW - Pipe (Hours: 40)**

Describes and performs fusion welding on carbon steel plate using GTAW process on carbon steel, and stainless-steel pipe. Groove welds in the 1G, 2G, 3G, 4G, 5G, and 6G positions.

**WELD 201: Welding Symbols(Hours: 5)**

Identifies and explains the different types of a fillet weld, groove weld, and non-destructive examination symbols. Explains how to read welding symbols on drawings, specifications, and Welding Procedure Specifications (WPS).

**WELD 202: Reading Welding Detail Drawings (Hours: 10)**

Identifies and explains welding detail drawings. Describes lines, fills, object views, and dimensioning on drawings. Explains how to use notes on drawings and the bill of materials. Explains how to sketch and draw basic welding drawings.

**WELD 203: Physical Characteristics and Mechanical Properties of Metals(Hours: 3)**

Explains physical characteristics, mechanical properties, composition, and classification of metals. Identifies the various standard metal forms and structural shapes. Covers the common Non-Destructive Test (NDT) processes.

**WELD 204: Preheating and Postheating of Metals(Hours: 3)**

Explains preheating, interpass temperature control, and postheating procedures that sometimes need to be done to preserve weldment strength, ductility, and weld quality. Covers the equipment used for heat treating metals.

**WELD 205: GMAW Equipment and Filler Metals (Hours: 5)**

Describes general safety procedures for GMAW and FCAW. Identifies GMAW and FCAW equipment and explains the filler metals and shielding gases used to perform GMAW and FCAW. Explains and performs set up and use GMAW and FCAW equipment and how to clean GMAW and FCAW welds.

**WELD 206: GMAW - Plate (Hours: 49)**

Describes and performs weld build up on carbon steel plate using GMAW process using carbon steel filler metal. Also explains and performs multiple pass GMAW fillet welds on carbon steel plate coupons in the 1F, 2F, 3F, and 4F positions and on GMAW V-groove welds in the 1G, 2G, 3G, and 4G positions.

### **WELD 207: FCAW Equipment and Filler Metals (Hours: 5)**

Describes general safety procedures for FCAW. Identifies FCAW equipment and explains the filler metals and shielding gases used to perform GMAW and FCAW. Explains and performs set up and use FCAW equipment and how to clean FCAW welds.

### **WELD 208: FCAW - Plate (Hours: 20)**

Describes and performs weld build up on carbon steel plate using FCAW process using carbon steel filler metal. Also explains and performs multiple pass FCAW fillet welds on carbon steel plate coupons in the 1F, 2F, 3F, and 4F positions and on FCAW V-groove welds in the 1G, 2G, 3G, and 4G positions.

### **WELD 209: GTAW - Equipment and Filler Metals (Hours: 6)**

Explain GTAW safety. Identifies and explains the use of GTAW equipment, filler metals, and shielding gases. Explains and performs the setup of GTAW equipment.

### **WELD 210: GTAW - Plate (Hours: 44)**

Describes and performs weld build up on carbon steel plate using GTAW process using carbon steel filler metal. Also explains and performs multiple pass GTAW fillet welds on carbon steel plate coupons in the 1F, 2F, 3F, and 4F positions and on GTAW V-groove welds in the 1G, 2G, 3G, and 4G positions.

### **Advanced Welding Training Program**

**150 Hours/ 3 weeks; Evening 7and half weeks**

**Prerequisites:** One or more of the following:(1) Completion of the VTI Welding I program. (2) Completion of a SMAW welding course at another school. (3) Prior industry welding experience.

**VTI provides students the opportunity to acquire AWS Certification through a third party testing facility, “Complete Fusion Welding”.**

**Objective:** The VTI Advanced Welding Program provides training for students to become: (1) Entry level welders in the welding field. (2) Provides training for experienced welders to advance their skills in the welding trade.

**Description:** Students will acquire the skills and knowledge associated with a variety of welding techniques and practices in the GMAW, FCAW, and GTAW processes. In the 150 clock hour program students will perform the following fillet welds: 1F, 2F, 3F, and 4F. Groove welds: 1G, 2G, 3G and 4G. In addition, students receive their Vocational TrainingInstitute Diploma.

**Purpose:** This program introduces students to fundamentals of the welding trade. VTI provides lecture lessons accompanied by textbooks and Power Point presentations in our classrooms and hands on Welding in our laboratory. VTI emphasizes welding practices and procedures to exemplify the most current welding practices with emphasis on safety.

**Topical Outline:** This program consists of the following courses designed to assist students in

developing their skills and knowledge in the welding trade:

| <u>Course Number</u> | <u>Course Name</u>   | <u>Hours</u> |
|----------------------|--|--------------|
| WLD 201              | Welding Symbols  | 5            |
| WLD 202              | Reading Welding Detail Drawings                            | 10           |
| WLD 203              | Physical Characteristics & Mechanical Properties of Metals | 3            |
| WLD 204              | Preheating and Post heating of Metals                      | 3            |
| WLD 205              | GMAW Equipment and Filler Metals                           | 5            |
| WLD 206              | GMAW – Plate   | 49           |
| WLD 207              | FCAW Equipment and Filler Metals                           | 5            |
| WLD 208              | FCAW – Plate   | 20           |
| WLD 209              | GTAW - Equipment and Filler Metals                         | 6            |
| WLD 210              | GTAW - Plate   | 44           |
|                      | <b><u>Total</u></b>  | <b>150</b>   |

### **Process Piping Welding Training Program**

**80 Hours/ 2 weeks; Evening 4 Weeks**

**Prerequisites:** One or more of the following: (1) Completion of the VTI Welding I program. (2) Completion of a SMAW welding course at another school. (3) prior industry welding experience. **VTI provides students the opportunity to acquire AWS Certification through a third party testing facility, “Complete Fusion Welding”.**

**Objective:** The VTI Process Piping Welding Program provides training for students to become: (1) entry level welders to enter the welding field. (2) Provides training for experienced welders to advance their skills in the welding trade.

**Description:** Students will acquire the skills and knowledge associated with a variety of welding techniques and practices in the GTAW process to weld process piping and components in the food, beverage, dairy, and pharmaceutical manufacturing industries.

**Purpose:** This program introduces students to fundamentals of the welding trade. VTI provides lecture lessons accompanied by textbooks and Power Point presentations in our classrooms and hands on Welding in our laboratory. VTI emphasizes welding practices and procedures to exemplify the most current welding practices with emphasis on safety.

**Topical Outline:** This program consists of the following courses designed to assist students in developing their skills and knowledge in the welding trade:

| <b>Course Number</b> | <b>Course Name</b>   | <b>Hours</b> |
|----------------------|--|--------------|
| WLD 301              | Welding Symbols and Print Reading                            | 5            |
| WLD 302              | Physical Characteristics and Mechanical Properties of Metals | 1            |
| WLD 303              | GTAW – Equipment, Purging and Filler Metals                  | 4            |
| WLD 304              | GTAW – Plate   | 30           |
| WLD 305              | GTAW - Pipe  | 40           |
| <b>Total</b>         |  | <b>80</b>    |

### **Equipment & Materials Provided to students**

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

#### **HVAC/R**

#### **Welding**

|                                |  |
|--------------------------------|--|
| Safety goggles                 | Curved Handle, Carbon Steel Wire Brush             |
| Work gloves                    | Half Round File, Chipping Hammer, Cone Chisel      |
| Multi-meter                    | 8-Mig Pliers                                       |
| Weld Fillet Gage, Steel Blades |  |
| Manifold Gauge Tip Cleaner     | Tank Wrench, Spark Lighter                         |
| Wire splicer                   | Helmet RD48 Auto Darkening, Front Cover Plate      |
| Screwdrivers (Phillips & Flat) | Gas welding and cutting goggles, Slip Joint Pliers |
| Channel locks                  | Molded Polycarbonate Visor, Corded Ear Plugs       |
| Wire cutter                    | Cowhide Welding Gloves, Disposable Respirators     |
| Tool bag                       | Measuring Tape                                     |
|                                | Black Welders Cap, Adjustable Wrench               |

- **Books for 200 Hour Program:**
- NCCER Core Curriculum
- NCCER HVAC Technician Level 1
- Introduction to Basic Refrigeration Cycle
- HVAC/R Introduction to Electrical Controls
- Refrigerant Transition and Recovery
- **Books for 100**
- EPA Universal
- **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
- **Books for 287 Hour welding Program:**

- **Welding 287 Hour Program**
- NCCER Welding Training Guide
- NCCER Core
- **Advanced Welding 150 Hour**
- NCCER Welding II
- **Process Piping Welding 80**
- All hands on

### **Resource Area**

The school has a learning resources center for student use, including numerous periodicals, textbooks, and online materials accessed through a computer.

### **Graduation Requirements**

Students will be awarded with a Certificate 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 GPA average of 70% or above
- All financial obligations to the school are fulfilled
- GI Bill® beneficiaries cannot have their enrollment extended due to absences or make up assignments

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

Students will be awarded with a Diploma of Completion for Welding when they have met the following requirements:

- Completed 287 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 Certificate of Completion for Advanced Welding when they have met the following requirements:

- Completed 150 hours of training in the program
- Final grade reflects an overall GPA average of 70% or above
- All financial obligations to the school are fulfilled
- GI Bill® beneficiaries cannot have their enrollment extended due to absences or make up assignments

**Graduate Employment Opportunities** Graduates of VTI will be prepared to seek employment as an entry-level HVAC/R Technician or Welder with any company that provides HVAC/R and/or welding services.

**Requirements for Graduate to Practice** There is no licensure requirement after graduation to practice as an HVAC/R technician or Welder working under a licensed contractor's licensure; however, rules and regulations vary from contractor to contractor concerning internal policy and procedure requirements to work for a particular contractor. Notwithstanding the foregoing, VTI graduates are expected to follow the rules and regulations that govern the HVAC/R or Welding 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 Section 608 Certification is covered by the institution.  
ESCO Institute

Educational Standards Corporation  
P.O Box 521  
Mt. Prospect, IL60056

[www.escoinstitute.com](http://www.escoinstitute.com) or [www.hvacexcellence.org](http://www.hvacexcellence.org)

### **Financial Information**

VTI programs are ideal for anyone who seeks to start a new career in the HVAC/R or Welding industries, or to advance their skills in these fields. VTI programs provide extensive training in theory and hands-on labs at an accelerated, full-time pace. 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 Technician Training Program (600 hours)**

| Tuition  | Registration Fee | Course Materials                                    | Total Cost |
|----------|------------------|---|------------|
| \$18,595 | \$0.00           | \$348 Books<br>\$2,052 Tools and Training Materials | \$20,995   |

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

| Tuition  | Registration Fee | Course Materials                              | Total Cost |
|----------|------------------|---|------------|
| \$10,245 | \$0.00           | \$350.00 Books<br>\$350.00 Training Materials | \$ 10,945  |

**HVAC/R Basic Refrigeration Training Program (100 hours)**

| Tuition   | Registration Fee | Course Materials                              | Total Cost |
|-----------|------------------|---|------------|
| \$7298.00 | \$0.00           | \$350.00 Books<br>\$350.00 Training Materials | \$ 7998    |

**Welding Program (287 hours)**

| Tuition     | Registration Fee | Course Materials                                    | Total Cost |
|-------------|------------------|---|------------|
| \$13,727.00 | \$0.00           | \$348 Books<br>\$1,870 Tools and Training Materials | \$15,945   |



### Advanced Welding Program (150 hours)

| Tuition   | Registration Fee | Course Materials                                     | Total Cost |
|-----------|------------------|--|------------|
| \$9028.00 | \$0.00           | \$100 Books<br>\$870 Tools and<br>Training Materials | \$9998.00  |

### Process Piping Welding Program (80 hours)

| Tuition   | Registration Fee | Course Materials                                     | Total Cost |
|-----------|------------------|--|------------|
| \$7028.00 | \$0.00           | \$100 Books<br>\$870 Tools and<br>Training Materials | \$7998.00  |

#### Payment Options

All students must pay the total cost for their program by cash, check or credit card. Alternatively, students if program not paid in full in 30 days from start of class by cash, check or credit card, must pay through a third-party lender. Third party lender loans have terms ranging from 12 months to 72 months and interest will be assigned.

**VTI does not currently offer scholarships.**

#### Financing Options

May be available for students who wish to pay for their program with a private loan. VTI will refer students to apply for a private loan with Climb Credit, Paramount Capital Group or TFC Tuition Finance Corporation.

**GI Bill® Funding is accepted. GI Bill® education benefits may only be used for approved programs at VTI.**

#### 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 a learning resource center for students to use that includes books and periodicals 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.

|   |   |
|---|---|
| <b>HVAC/R Program 200 Hour</b>                              | <b>Monday- Friday</b>                       |
| HVAC/R Entry Level<br>Technician Training Program Day Class | 6:45am - 5:15pm Total 20 days/4Weeks        |
| Evening Class   | 6:00pm – 10:00pm Total 50 days/10 weeks     |
| <b>Nov 29th to Dec 21<sup>st</sup> Class</b>                | Monday through Saturday<br>6:45am to 5:15pm |

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

|                                      |   |
|--------------------------------------|---|
| <b>Welding Program 287 Hour</b>      | <b>Monday- Friday</b>                                 |
| Welding Program Day Classes 287 Hour | Day 6:45am - 5:15pm Total 29 days<br>Total of 6 Weeks |
| <b>HVAC/R Program 100 Hour</b>       | <b>Monday- Friday</b>                                 |
| HVAC/R Basic Refrigeration Program   | 6:45am - 5:15pm Total 10 days/2Weeks                  |
| Evening Class                        | 6:00pm – 10:00pm Total 25 days/5 weeks                |

|   |  |
|---|--|
| <b>Advanced Welding 150 Hour</b>            | <b>Monday- Friday</b>                              |
| Advanced Welding Training Program Day Class | 6:45am - 5:15pm Total 15 days/3Weeks               |
| Not Available in the evening                |  |
| <b>Process Piping Welding 80 Hour</b>       | <b>Monday- Friday</b>                              |
| Wire Welding Training Program Day Class     | 6:45am - 5:15pm Total 8 days/2 Weeks/4<br>weekends |
| Evening Class                               | 6:00pm – 10:00pm Total 20 days/4 weeks             |

## School Calendar

| Vacation Period  | Vacation Periods                                      |
|--|---|
| Thanksgiving Day<br>Day After Thanksgiving<br>Winter Break | 11/23/2023<br>11/23/2023<br>12/22/2023 to<br>1/2/2024 |
|  | Winter Break 12/22/2022 to 1/2/2024                   |

## School Policies & Procedures

### Satisfactory Academic Progress

Students will be given weekly exams to determine their academic progress. Students must receive a cumulative passing grade of 70% or higher on exams each week or they will be placed on academic probation. The probation period is (5) days, during which the student will receive additional academic support. If the student fails to obtain a 70% or higher on the next weekly exam, they will be terminated for failure of satisfactory academic progress.

### Attendance

Students must attend class on time, as attendance is recorded. Four (4) absences will result in termination from the program.

An absence will be recorded if the student arrives to class more than 30 minutes late or if the student leaves class more than 30 minutes early. The student is responsible for meeting with the instructor regarding missed material due to the absence. Please be advised that students will be terminated due to poor attendance or excessive tardiness.

**GI Bill beneficiaries cannot have their enrollment extended due to absences or have make up assignments.**

Students who must be absent due to personal illnesses, court appearances or other emergencies, may request that their absence be excused by notifying the school and explaining the reason for the absence. VTI reserves the right to request a physician's note or other relevant evidence of good cause for the absence. An excused absence will need supporting documentation to be provided to the school. Coursework missed 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. The school shall provide the total refund no later than 30 days of receiving the notice of cancellation. **This includes VA Beneficiaries**

**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. The school shall provide the total refund no later than 30 days of receiving the notice of cancellation. **This Includes VA Beneficiaries**

### **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. **This includes VA Beneficiaries**
  - B. After the commencement of classes, the tuition refund shall be determined as follows:

## **ADMISSIONS POLICIES FOR STUDENTS USING VETERAN AFFAIRS (VA) EDUCATION BENEFITS**

**In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, or due to delayed disbursement of eligible funds from the VA under chapter 31 or 33. As such, this school will not: prevent the student’s enrollment; assess a late penalty fee to the student; require the student to secure alternative or additional funding; or deny the student access to any resources (including access to classes, resource area, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to: Produce the VA Certificate of Eligibility (COE) by the first day of class; provide a written request to be certified; provide additional information needed to properly certify the enrollment as described in other institutional policies.**

### **Veterans Refund Policy**

**Vocational Training Institute Veterans Refund Policy complies with 38 CFR 21.4255. In the event the veteran or eligible person fails to enter the course, withdraws, or is dismissed at any time prior to completion, any unused portion of tuition, fees, and other charges is refunded. Any amount more than \$10 of the registration fee is subject to proration. The amount charged will not exceed the exact pro-rata portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be determined by the ratio of the number of days of instruction completed by the student, to the total number of instructional days in the course. Refunds are made within 30 days of the last date of the student’s attendance.**

**This table does not apply to VA Beneficiaries**

| <b>% of the clock hours attempted:</b>      | <b>Tuition refund amount:</b> |
|---|-------------------------------|
| 10% or less                                 | 100%                          |
| 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.

**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.

Vocational Training Institute students respect and protect the rights of peers, teachers, administrators, and everyone else involved in the educational process. Students must 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; no theft of school property
- Groom appropriately to meet health standards
- Dress appropriately; No sandals or open toed shoes
- No disruptions of the educational process
- Follow safety precautions for hands-on labs as directed

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 school Director.

**Grade Reporting & Transcripts**

Students can request a copy of their transcripts by requesting, in writing, that the school send a transcript. After doing so, the student transcript will be mailed out

within 15 business days. Students may request a copy of their academic progress upon request from the instructor or student services.

## **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, students must have a cumulative grade point average (GPA) of 70% or higher upon completion of all exams. Each exam is weighted the same to determine cumulative GPA.

### **Letter Grades by Percent**

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

## **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 School Director or designee 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 designated 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 10 business days. The report will include the facts from the investigation, the decision made, and the specific reasons for the decision.

STEP 4: Student has the right to appeal the decision, if there is additional information to be reviewed. The student has 5 days to appeal 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, Ste. 3008  
Phoenix, Arizona 85007  
Phone: (602) 542-5709  
Website: [www.ppse.az.gov](http://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 Director (or the Administrator if the Director is absent). Maximum time granted for leave should not exceed 180 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.

### **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 \$50 is required and any increase in tuition will be applied to the student's account. GI Bill cannot pay for a re-entry fee or any other penalty fee.

### **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 VTI 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.



Students who are terminated for violating the student code of conduct policy will not be allowed to re-enroll.

### **Transfer Credits**

Vocational Training Institute will not accept transfer credits from other institutions or colleges for our students not utilizing GI Bill® benefits. Furthermore, VTI will not grant previous workplace employment or life experiences as credit towards its programs for students not utilizing GI Bill® benefits.

### **Veteran's Credit for Previous Education or Training**

VA beneficiaries must report all education and training to Vocational Training Institute. Vocational Training Institute will evaluate and grant credit where appropriate with the training time shortened and the tuition reduced proportionately.

### **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 15 days 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 last date of attendance (if withdrawing after the commencement of classes) verified by the instructor. 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**

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. Upon successful completion of the program, the student will receive a list of potential employers who may or may not have immediate openings. Note these referrals do not constitute offers of employment, as the student accepts full responsibility for any requirements from the employer regarding mental, physical or other qualifying hiring requirements.

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.

## **Records**

The school maintains student record files in two ways: a locked file cabinet and an electronic student management records system. Keys to the file cabinet are only given to authorized personnel. In addition, the school's electronic student management records system maintains duplicate electronic records. The school maintains student records in this electronic student management records system. This system backs up to the secured cloud and once a month conducts tests for the accuracy of the stored information. Records maintained in the student management records system are accessed through computers that are password protected to minimize the risk against any information being leaked or stolen. VA beneficiary records are maintained for a minimum of 3 years.

## 200 HR HVAC/R Day

### Classes 2023 Year

| Start Date | Completion Date |
|------------|-----------------|
| 1.4.2023   | 1.31.2023       |
| 1.18.2023  | 2.14.2023       |
| 2.8.2023   | 3.7.2023        |
| 2.22.2023  | 3.21.2023       |
| 3.15.2023  | 4.11.2023       |
| 3.29.2023  | 4.25.2023       |
| 4.19.2023  | 5.16.2023       |
| 5.3.2023   | 5.30.2023       |
| 5.24.2023  | 6.20.2023       |
| 6.7.2023   | 7.4.2023        |
| 6.28.2023  | 7.25.2023       |
| 7.12.2023  | 8.8.2023        |
| 8.2.2023   | 8.29.2023       |
| 8.16.2023  | 9.12.2023       |
| 9.6.2023   | 10.3.2023       |
| 9.20.2023  | 10.17.2023      |
| 10.11.2023 | 11.7.2023       |
| 10.25.2023 | 11.21.2023      |
| 11.15.2023 | 12.12.2023      |
| 11.29.2023 | 12.21.2023      |
| 1.3.2024   | 1.30.2024       |
| 1.17.2024  | 2.13.2024       |
| 2.7.2024   | 3.5.2024        |
| 2.21.2024  | 3.19.2024       |
| 3.13.2024  | 4.9.2024        |
| 3.27.2024  | 4.23.2024       |
| 4.17.2024  | 5.14.2024       |

## 200 HR HVAC/R Evening

| Start Date | Completion Date |
|------------|-----------------|
| 1.18.2023  | 3.28.2023       |
| 2.22.2023  | 5.2.2023        |
| 3.29.2023  | 6.6.2023        |
| 5.3.2023   | 7.11.2023       |
| 6.7.2023   | 8.15.2023       |
| 7.12.2023  | 9.19.2023       |
| 8.16.2023  | 10.23.2023      |
| 9.20.2023  | 11.28.2023      |
| 10.11.2023 | 12.19.2023      |

**100 HR HVAC/R Day**

| <b>Start Date</b> | <b>Completion Date</b> |
|-------------------|------------------------|
| 1.18.2023         | 1.31.2023              |
| 2.1.2023          | 2.14.2023              |
| 2.22.2023         | 3.7.2023               |
| 3.8.2023          | 3.21.2023              |
| 3.29.2023         | 4.11.2023              |
| 4.12.2023         | 4.25.2023              |
| 5.3.2023          | 5.16.2023              |
| 5.17.2023         | 5.30.2023              |
| 6.7.2023          | 6.20.2023              |
| 7.12.2023         | 7.25.2023              |
| 8.16.2023         | 8.29.2023              |
| 9.20.2023         | 10.3.2023              |
| 10.25.2023        | 11.7.2023              |
| 11.29.2023        | 12.5.2023              |
| 1.3.2024          | 1.16.2024              |
| 1.17.2024         | 1.30.2024              |
| 2.7.2024          | 2.20.2024              |
| 2.21.2024         | 3.5.2024               |

**100 HR HVAC/R Evening**

| <b>Start Date</b> | <b>Completion Date</b> |
|-------------------|------------------------|
| 2.22.2023         | 3.28.2023              |
| 3.29.2023         | 5.2.2023               |
| 5.3.2023          | 6.6.2023               |
| 6.7.2023          | 7.11.2023              |
| 7.12.2023         | 8.15.2023              |
| 8.16.2023         | 9.19.2023              |
| 9.20.2023         | 10.24.2023             |
| 10.25.2023        | 11.28.2023             |

**600 HR HVAC/R Day**

**Start Date Jan 4<sup>th</sup> to Completion Date Jul 31<sup>st</sup>**

**WELDING Hour 287 Hour**

| <b>Start Date</b> | <b>Completion Date</b>     |
|-------------------|----------------------------|
| 1.4.2023          | 2.10.2023 with 1 Saturday  |
| 2.22.2023         | 3.31.2023 with 1 Saturday  |
| 4.12.2023         | 5.19.2023 with 1 Saturday  |
| 5.31.2023         | 7.7.2023 with 1 Saturday   |
| 7.19.2023         | 8.25.2023 with 1 Saturday  |
| 9.6.2023          | 10.13.2023 with 1 Saturday |
| 10.25.2023        | 12.1.2023 with 1 Saturday  |
| 1.3.2024          | 2.9.2024 with 1 Saturday   |
| 2.21.2024         | 3.29.2024 with 1 Saturday  |
| 4.10.2024         | 5.17.2024 with 1 Saturday  |
| 5.29.2024         | 7.5.2024 with 1 Saturday   |

**150 HR Advance Welding Days**

| <b>Start Date</b> | <b>Completion Date</b> |
|-------------------|------------------------|
| 1.4.2023          | 1.24.2023              |
| 2.1.2023          | 2.21.2023              |
| 3.1.2023          | 3.21.2023              |
| 3.29.2023         | 4.18.2023              |
| 4.26.2023         | 5.16.2023              |
| 5.24.2023         | 6.13.2023              |
| 6.21.2023         | 7.11.2023              |
| 7.19.2023         | 8.8.2023               |
| 8.16.2023         | 9.5.2023               |
| 9.13.2023         | 10.3.2023              |
| 10.11.2023        | 10.31.2023             |
| 11.8.2023         | 11.28.2023             |
| 12.6.2023         | 12.26.2023             |
| 1.3.2024          | 1.24.2023              |

**80 Process Piping Welding****Start Date            Completion Date**

|            |            |
|------------|------------|
| 1.4.2023   | 1.13.2023  |
| 1.25.2023  | 2.3.2023   |
| 2.15.2023  | 2.24.2023  |
| 3.8.2023   | 3.17.2023  |
| 3.29.2023  | 4.7.2023   |
| 4.19.2023  | 4.28.2023  |
| 5.10.2023  | 5.19.2023  |
| 5.31.2023  | 6.9.2023   |
| 6.14.2023  | 6.23.2023  |
| 6.28.2023  | 7.7.2023   |
| 7.12.2023  | 7.21.2023  |
| 7.26.2023  | 8.4.2023   |
| 8.9.2023   | 8.18.2023  |
| 8.23.2023  | 9.1.2023   |
| 9.6.2023   | 9.15.2023  |
| 9.20.2023  | 9.29.2023  |
| 10.4.2023  | 10.13.2023 |
| 10.18.2023 | 10.27.2023 |
| 11.1.2023  | 11.10.2023 |
| 11.15.2023 | 11.24.2023 |
| 11.29.2023 | 12.8.2023  |

**80 Wire Welding Evening****Start Date            Completion Date**

|            |            |
|------------|------------|
| 1.4.2023   | 1.31.2023  |
| 2.8.2023   | 3.7.2023   |
| 3.15.2023  | 4.11.2023  |
| 4.19.2023  | 5.16.2023  |
| 5.24.2023  | 6.20.2023  |
| 6.28.2023  | 7.25.2023  |
| 8.2.2023   | 8.30.2023  |
| 9.6.2023   | 9.27.2023  |
| 10.4.2023  | 10.31.2023 |
| 11.8.2023  | 12.6.2023  |
| 12.13.2023 | 1.9.2024   |
| 1.17.2023  | 2.14.2024  |

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



# VOCATIONAL TRAINING INSTITUTE

I, \_\_\_\_\_, acknowledge that I have received  
and reviewed \_\_\_\_\_  
(student)

a school catalog on \_\_\_\_\_.  
(date)

School Official: \_\_\_\_\_

Date: \_\_\_\_\_