



School Catalog
2022-2023

Volume XIV

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January 2022

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GENERAL INFORMATION

A MESSAGE FROM THE PRESIDENT

There are very few decisions you will make in your lifetime that will have more impact on your lifestyle than the decision to enhance your skills.

The North American Trade Schools offers persons seeking a secure future the opportunity to earn a lifestyle of which you can be proud.

Since 1971, North American Trade Schools has graduated job ready trades people and truck drivers.

North American Trade Schools is dedicated to the principle that skilled training should be directed to the needs of the individual and employer. Emphasis is placed on quality workmanship, proper attitude, and good attendance to prepare graduates for employment and advancement.

We at the North American Trade Schools realize the importance of your goals and commit ourselves in the assisting their realization.

Sincerely,

Rex Spaulding
President

SCHOOL MISSION STATEMENT

It is our philosophy to service with excellence the needs of our community and the needs of our graduates by matching skills. Our training programs are kept practical, intense and results oriented in the attainment of viable, measurable skills. Skills you can use.

HISTORY

1970 – The Diesel Institute of America (NATS) was conceived in 1970 by Sheldon Monsein, then President of Central GMC/Kenworth, Inc. in Landover, Maryland. His idea was fostered out of a need for additional qualified diesel mechanics to repair the hundreds of vehicles at his facility.

1971 – DIA (NATS) offered its first classes in a 500 square foot garage in Landover, Maryland. As word spread in the industry concerning the availability of school trained diesel mechanics, the Diesel Institute of America (NATS) began to grow. In September 1983 the Diesel Institute of America (NATS) opened in Grantsville, Maryland.

1986 – In September DIA (NATS) began offering commercial truck driver training.

2002 – Diesel Institute of America (NATS) was purchased and is presently owned by Educational Enterprises Incorporated.

2004 – In May the Diesel Institute of America (NATS) relocated from Grantsville, Maryland to its present location in Baltimore and changed the school name to North American Trade School (NATS).

The North American Trade School's program offerings and facilities have grown rapidly to keep pace with ever increasing industry demands.

APPROVAL, ACCREDITATION AND AFFILIATION

North American Trade School is accredited by ACCSC (Accrediting Commission of Career Schools and Colleges). The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Office of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code, and subsequent legislation.

NATS is approved and licensed by the Maryland Higher Education Commission, and Maryland State Division of Vocational Rehabilitation. NATS is approved for the education of veterans and other eligible dependents.

NATS is a member of Mid Atlantic Association of Career Schools, Better Business Bureau, NCCER and American Trucking Association.

FACILITIES

The North American Trade Schools is located at the Security Mall Woodlawn, Maryland, just minutes from both I 695 and I 70. The school's 40,000 square feet is divided into handicap accessible lab areas, classrooms and a computer lab. All training areas are equipped with the necessary tools and equipment. In addition, there are placement and administrative offices, a reference library and a food court located in the mall. Parking is available adjacent to the school



ADMISSIONS POLICIES & PROCEDURES

STATEMENT OF NON-DISCRIMINATION

North American Trade Schools does not discriminate on the basis of sex, age, disability, race, creed, religion or sexual orientation in its admissions to or treatment in its programs and activities, including advertising, training, placement and employment. The School Director is the coordinator of Title IX – the Educational Amendment Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the School Director. The School Director must act equitably and promptly to resolve complaints and should provide a response within seven working days.

AFFIRMATIVE ACTION

It is the policy of North American Trade Schools to interview and enroll students without regard to race, color, creed, age, gender or national origin. Furthermore, NATS has provided accessibility and utilization of public facilities for physically limited persons. All matters relating to training and educational opportunities will be free from any and all discriminatory practices. All persons with a sincere interest in career opportunities are encouraged to make application to the school.

Services for Disabled Students

North American Trade Schools (NATS) prohibits unlawful discrimination against qualified students with disabilities and encourages their full participation within the NATS community. All faculty, staff, and administrators will actively support students with disabilities in all education programs and activities, in cases where such support is readily achievable and is not an undue burden.

NATS policy, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, defines a qualified student with a disability as “any person who is regarded as having such an impairment, and (a) who meets the academic and technical standards requisite for admission to or participation in the school’s programs, and (b) who has a documented physical or mental impairment that substantially limits one or more major life activities.

Requesting Accommodations

Students requesting accommodations must first provide professional verification of the condition(s) that necessitate the accommodation utilizing the North American Trade Schools Request for Accommodations form. Students can request this form from the Director of Education. Verification must be by a licensed health care provider who is qualified to diagnose the disability being claimed. This verification must indicate how the student is limited by his or her disability. The student shall provide the verification documentation to the Director of Education. The student may be required to provide additional information if the initial information provided is incomplete or inadequate to determine the need for accommodations. The request must be made one week prior to the start of the term.

Any cost associated with obtaining professional verification of a learning disability shall be borne by the student.

Granting Reasonable Accommodations

A reasonable accommodation is a modification or adjustment to a program, service, or activity that provides a qualified student with a disability an equal opportunity to participate in the school's programs. These services include but are not limited to: additional time to complete exams, taking exams in a quiet, non-distracting room, faculty help sessions, etc. The Director of Education will notify the student promptly once a decision has been reached regarding whether an accommodation is granted. Students receiving accommodation shall meet with the Director of Education to evaluate the effectiveness of the accommodations in place. NATS faculty and staff will be informed of qualifying students' accommodations as deemed necessary by the institution.

Challenging Accommodation Decision

If a student does not believe the accommodation decision will adequately address his or her disability, the student must contact the Campus Director. All decisions rendered by the Campus Director are final.

A student's decision about whether to self-identify as a person with a disability is a personal one. Individuals with disabilities are welcome to discuss their concerns with the staff. The decision not to self-identify as disabled is understood and respected.

It is each student's responsibility to ask for and make use of these accommodations. Each student is ultimately responsible for his or her academic success. Students must take the initiative to use time, facilities, and support services in a productive manner. For more information, please contact the Director of Education. All inquiries are confidential.

ADMISSION PROCEDURES & REQUIREMENTS

Applicants considering program enrollment at North American Trade Schools should contact the Admissions Office. The Admissions Representative will explain the entire program, answer all questions, and attempt to determine the student's qualifications for attending and completing his/her course of study. Each applicant to NATS must demonstrate a sincere desire to improve themselves. All applicants are required to pass an entrance test prior to acceptance by the school. The school uses an assessment offered by Edu-ready and requires a score above a 75. In special circumstances the school director may grant mitigating circumstances and allow a student to start school with a lower test score but there will be heightened monitoring for academic's requirements to ensure ability to handle the material presented in the program.

All applicants must possess a high school diploma or GED.

NATS may accept a copy of a DD214 with clear indication that the high school diploma was obtained on a case-by-case basis. NATS may also accept proof of education beyond a high school level (College Classwork) to meet this requirement.

Students for the Commercial Truck Driving program and the Diesel Technology with CDL program must hold a current driver's license, be at least 21 years of age, for Class A program and 18 years of age for Class B, and have an acceptable driving record on file with the Motor Vehicle Administration. Department of Transportation (DOT) regulations require a physical examination and a medical certification without limitations and drug screen by all CDL students, documentation of which must be submitted to NATS prior to the start of classes. Certain driving records and criminal convictions will jeopardize the placement opportunities for a graduate of the CDL program. NATS reserves the right to deny admissions based on our discretion when reviewing an applicant for the CDL program, details are available from the admissions department.

After completing application to the school, each student may make an appointment to speak with the Financial Aid Department. Students will be advised of various federal and state financial aid programs that they may be eligible to apply for to help meet the cost of enrollment. If a student does not wish to complete an application to the school, they will be provided the necessary information to gather more information about Financial Aid on their own. Due to limited space in each class and the time involved in processing financial aid, students are encouraged to apply as early as possible to the class they desire to attend. No student, however, will be allowed to start class until all financial aid paperwork has been completed.

A student, who has applied to and is accepted by the North American Trade Schools, may not postpone a class starting date without prior approval from the Admissions/School Director.

RE-ADMISSION

Students who have been forced to interrupt their education for any reason may request reinstatement by contacting the Director of Education. Students are required to sit out approximately 60-90 days to allow appropriate refunds to be issued. Re-entry meetings are required for students wishing to return to training. During the Re-entry meetings students are told what steps must be taken to be granted Re-entry. Re-entry will be determined after a

review of the student's educational transcript, eligibility for financial aid and any balance owed to the school. All reinstating students must have met satisfactory progress requirements in prior terms or repeat the necessary courses to become in satisfactory progress to progress along in their training. A maximum of one reinstatement past the original start is allowed, without mitigating circumstances approved by the school director. Students interested in re-entry must contact the education department.

CREDIT FOR PREVIOUS TRAINING

Transfer of Credits

Transfer credits from an accredited school, college or university to North American Trade Schools (NATS) is considered on an individual basis. In order to be considered for transfer credit, the student must supply an official copy of his/her transcript along with a copy of the course description(s). Transfer credits may be granted if:

- The course taken was successfully completed with a grade of "B" or better.
- The credits were earned with the last five (5) years.
- The course is similar in objectives and content to those offered at NATS.

Submissions should be made within thirty (30) days from the date of enrollment at NATS. There is no legally enforceable right for a student to require NATS to accept a transfer of credit from another educational institution. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

Students who receive credit for a portion of the program will have their tuition adjusted accordingly. If the student elects to attend the course for the period of time for which the credit is given, the student will be responsible for the tuition during this time. For students using their Veteran Education benefits, the school will obtain written records on a VA beneficiary's previous education and experience, complete an evaluation, and grant credit where appropriate. The student and the Department of Veteran Affairs will be notified.

PROGRAM PERFORMANCE INFORMATION

Any student or prospective student may obtain from the Maryland Higher Education Commission information regarding each program's enrollment, completion rate, placement rate and pass rate of graduates on any licensing examination. Maryland Higher Education Commission, 6 N. Liberty Street 10th Floor Baltimore, MD 21201 410-767-3300
www.mhec.maryland.gov

COMPARABLE PROGRAM INFORMATION

Comparable program information relating to tuition and program length is available. It may be obtained by contacting ACCSC, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201. Telephone (703) 247-4212.

STUDENT SERVICES

GRADUATE CAREER SERVICES

From the time a student enrolls at North American Trade Schools, the primary emphasis is on employability and success in the professional work world. The success of the graduates in the workplace is the primary reason most students select a specialized career school.

While no ethical school can guarantee employment, North American Trade Schools continues to maintain a high percentage of graduates employed in their field of training. Employment success is greatly influenced by the student's attendance record, academic performance, previous employment history/record and overall attitude.

The North American Trade Schools qualified staff offer students the following career services: Professional development advising, assistance with employment applications and resumes, cover letters, extending invitations to prospective employers and contacting potential employers.

Student Responsibilities - While the Career Services staff works diligently to assure that every graduate has employment opportunities, it is the belief of the institute that securing employment is ultimately the responsibility of the student.

The goal of the school is to train the student in job search and interview techniques that will be of assistance to the student throughout his/her lifetime.

TRANSPORTATION ASSISTANCE

North American Trade Schools maintains information on students interested in carpooling. The school also maintains current bussing information. Transportation to and from school is the student's responsibility. NATS also participates in the MTA College Monthly Bus Pass program.

FIELD TRIPS

North American Trades Schools believes that training is enhanced by real life applications. When appropriate, visits may be arranged to industrial or professional locations

SPECIAL LECTURES

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

TUTORING

A student who feels he/she is having difficulty with a course is urged to request assistance from the instructor or department head. Additionally, an instructor or tutor can be available for consultation on weekdays, after or before class hours.

DRUG ABUSE PREVENTION

Referral to an offsite drug abuse prevention program is available to any officer, employee or student of North American Trade Schools. Referral to the appropriate program will be made by the School Director or their designee.

TRANSCRIPT REQUESTS

Upon request, NATS will forward a student's official transcript to another school or an employer after graduation. One free copy will be provided upon completion of the program. There is a \$5.00 fee for any subsequent request of transcripts and a \$5.00 fee for copies of the diploma. Students requesting an official diploma with jacket must pay \$15.00

U.S. Voter Registration

Students may stop at the main office of NATS or visit their local post office to obtain the required Voter Registration form and necessary requirements outlined by their state. For a downloadable version of the Voter Registration form go to: www.votesmd.com.

Constitution and Citizenship Day (September 17th)

The Consolidated Appropriations Act, 2005 states that "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution." The law requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787, signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

ADMINISTRATIVE POLICIES & PROCEDURES

HARRASSMENT POLICY

Harassment is any annoying, persistent act or actions that single out a student or any employee to their objection or detriment because of race, sex, age, religion, ancestry, national origin, physical handicap, mental condition, marital status, or veteran status. Harassment may include any of the following:

1. Verbal abuse or ridicule. This includes abusive or derogatory comments, slurs or unwanted sexual advances, invitations, or comments.
2. Interference with a student or employee's work. This includes physical contact such as assault, blocking normal movement or interference with work directed at an individual because of his/her sex or other protected status.
3. Displaying or distributing sexually offensive, racist, or derogatory materials. This includes derogatory posters, cartoons, drawings, gestures, or intimate physical contact.
4. Demanding favors (sexual or otherwise).
5. Retaliation for having reported harassment.

Harassment is grounds for disciplinary action up to and including termination and those who feel they have been harassed must report it immediately to their instructor or to the Institute's School Director. The school will change the victim's academic situation, if changes are requested by the victim, and are reasonably available. The school Director will act in accordance with the school crime awareness and campus security policy.

EXAMINATION OF STUDENT RECORDS

Student Privacy and FERPA Policy

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law, which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

North American Trade Schools accords all rights under the law to students who are in attendance, and in certain instances to the parents of dependent students, as defined in Section 152 of the Internal Revenue Code of 1954. Basically, a dependent student is a student whose parent(s) provides more than half of his/her support. Generally, the school does not provide information to parents because of this act. However, exceptions are made if:

1. The student gives his or her parents written consent; or

2. The parents provide a certified copy of their most recent Federal Income Tax Form reflecting dependency status of the son/daughter, which must be on file in the Financial Aid Office.
3. The student can call and establish a FERPA code that they share with parents to allow the school to share information. This is an eight-digit combination of letters and numbers that should be created by the student during enrollment.

No one outside the institution shall have access to, nor will the institution disclose, any information from student's education records without the student's written consent except to personnel within the institution who have an educational need, to officials of other institutions in which students seek to enroll, to persons or organizations processing and providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, or a valid subpoena, and to persons in an emergency in order to protect the health or safety of students or other persons. Within the institution, only those members, individually or collectively, acting on the student's educational interest is permitted access to student education records.

At its discretion the institution may provide directory information in accordance with the provisions of the act to include a student's name, address, telephone number, e-mail address, date of birth, major field of study, dates of attendance, degrees and awards received, and all other information defined as directory information.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable.

The institution has designated the Director of Education to coordinate the inspection and review procedures for student education records, which include admissions, personal, and academic records. Students wishing to review their education records must make written requests to the Director of Education listing the item or items of interest. Only records covered by the act will be made available within 45 days of the request. Students may have copies made of their records with certain exceptions, or a copy of the academic record for which a financial hold exists. These copies will be made at the student's expense. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, employment records, or alumni records.

Students may not inspect and review the following as outlined by the act: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment or job placement, honors to which they have waived their rights of inspection and review, or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Students, who believe that their education records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Director of Education. If the decisions agree with the student's

requests, the appropriate records will be amended. If not, the students will be notified within a reasonable amount of time that the records will not be amended, and they will be informed by the Director of Education of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Director of Education who, within a reasonable period after receiving such request, will inform students of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing panels, which will adjudicate such challenges, will be the individuals designated by the institution.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. Their education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place within the education record statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed. Students who believe adjudications of their challenges were unfair or not in keeping with the provisions of the act may request, in writing, assistance from the president of the institution to aid them in filing complaints with the

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Revisions and clarifications will be published as experiences with the law and the institution's policy warrants. This policy has been adopted in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. 1232(g), and the regulations promulgated there under at 34 C.F.R. 99.1 et seq., and that reference should be made to that statute and regulations for additional information. Please contact the Campus Director with any questions.

Students are given the current catalog before signing the Enrollment Agreement at North American Trade Schools. The catalog contains the Family Educational Rights and Privacy Act information (FERPA). The FERPA information is also located on the NATS web site.

CANCELLATION OF CLASSES

In the event of inclement weather, school may be canceled or delayed. Tune into WBAL Television (Baltimore) or call the school for a recording regarding any delays or cancellations. Any days cancelled must be made up either on in-service days or after regularly scheduled class hours. The school will also make reasonable efforts to update the outgoing phone message on days where class schedules are amended due to inclement weather.

CURRICULUM, POLICIES & PROCEDURES REVISIONS

Since North American Trade Schools periodically reviews, updates and offers new and additional courses, changes in some programs are inevitable. The school reserves the right to vary the sequence of program courses, revise program and course curriculum content, textbooks, toolkits along with policies and procedures contained in this Catalog.

TOBACCO USAGE POLICY

All tobacco usage is prohibited throughout all classrooms, offices, restrooms, break rooms and faculty offices. This policy also applies to electronic cigarettes. Failure to comply with the NATS tobacco usage policy can result in discipline measures including suspension and ultimately termination of training. Smoking or congregating outside the facility is allowed in designated areas only.

DRUG FREE POLICY

North American Trade Schools maintains a drug-free workplace and school for its employees and students. Specific policy information is available upon request.

HEALTH/MEDICAL CARE

Students must take proper care of their health so they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay at home and recover but remember to notify the school immediately. All medical and dental appointments should be made before or after school hours when appropriate.

The institute will not be responsible for rendering any medical assistance; but, will refer students to the proper medical facility upon request.

VOLUNTARY PREPAYMENT PLAN

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Accounting office.

FINANCIAL OBLIGATIONS

Students who fail to make required payments promptly, issue personal checks which are returned by banks (student will be subject to a \$25.00 Non-sufficient Funds Fee), or fail to make good faith efforts to process their financial aid paperwork in a timely manner, are subject to the following restrictions: No academic records, including diploma, transcripts or financial aid records, with the exception of financial aid transcripts, will be released to any institution or individual until all financial obligations are satisfied.

DRESS CODE

NATS maintains a dress code that encourages both safety and professionalism. Faddish attire is not acceptable. Anytime a student is in uniform whether on the school grounds or off the code of conduct is applicable to them.

All students are to wear NATS uniform shirts neatly tucked in. Shirts are issued during the first academic quarter and are also available for order through the school. If a student chooses to wear a hat, the hat must be a school issued NATS hat and worn with the bill facing forward. Each student will receive one hat. Additional hats may be purchased from the school. Possessing hats other than North American Trade Schools hats in the building may result in the property being confiscated until the end of the day.

Trousers/pants should be clean and presentable and should not be worn in a manner that would prevent freedom of movement. Shorts and sweatpants are not acceptable. Pant leg length must be, at the minimum, to the ankles. Excessively long pant legs which drag on the floor are a safety hazard and not acceptable. Wearing headphones or ear buds is not permitted during school hours and cell phones must be kept in pockets or out of view while in the building. Any other garments (headbands, bandanas etc.) are not permitted to be worn, or shown while in uniform.

All students must wear properly laced and tied safety leather boots. Some programs may require steel toe safety boots. Safety glasses must be properly utilized in designated areas.

Length of hair is not only a professional issue, but a safety concern. Hair worn long must be tucked inside the shirt collar, tied up or put under a NATS ball cap when around tools/equipment. Hats other than NATS issued hats are not permitted in the building. Students bringing hats other than NATS issued hats are subject to having that property taken by the school.

Only ear studs less than ¼" are permitted. Earrings that dangle are not allowed. Absolutely no jewelry is permitted in the electrical lab due to shock hazard.

STUDENT RIGHTS

Statement of student's rights, privileges, and responsibilities: It is a student's right to receive the training for which he was enrolled. It is the student's privilege to be trained at the time and site that he expected. It is the student's responsibility to attend classes regularly, study to complete the course, and to respect the school's rules and regulations.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their instructor and then their department head. Unresolved complaints should be made to the Director of Education. Students who feel that the complaint has not been adequately addressed should contact the school Director. Written responses will be available to the student within seven working days. Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the Commission's Complaint form is available at the school and may be obtained by contacting the School Director.

Questions or concerns that are not resolved satisfactorily may also be brought to the attention of the Maryland Higher Education Commission, 6 N. Liberty Street 10th Floor Baltimore, MD 21201. Telephone 410-767-3300 or www.mhec.maryland.gov

FINANCIAL SERVICES

GENERAL INFORMATION

Today, more than ever, students and their families are faced with ever increasing educational expenses. Before any student decides that he can't afford to further his education he should contact the Financial Aid Office at the North American Trade Schools.

The school's philosophy is that no student should be prohibited from obtaining a good education due to a lack of funds and will take every step possible to assist its students.

Types of Federal Financial Aid Programs

Eligibility

Eligibility for federal student aid is based on financial need and on several other factors. Generally, to be eligible for Federal Financial Aid, a student must:

- Demonstrate financial need (except for certain loans).
- Have a high school diploma, General Education Development (GED) certificate, or complete a high school education in a home school setting that is treated as such under State law.
- Be enrolled or accepted for enrollment as a regular student working toward a diploma or certificate in an eligible program.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number.
- Register with the Selective Service if required. A student can use the paper or electronic FAFSA to register, register at www.sss.gov, or call 1-847-688-6888. (TTY users can call 1-847-688-2567.)
- Maintain satisfactory academic progress once in school.
- Certify that he or she is not in default on a federal student loan and does not owe money on a federal student grant.
- Certify that he or she will use federal student aid only for educational purposes.

To apply for federal student aid, you should complete a Free Application for Federal Student Aid (FAFSA) form. These forms can be found on the Department of Education's website, www.fafsa.ed.gov. Your actual eligibility amounts will be determined from the information you report on the FAFSA.

Federal Pell Grant

The Pell grant is gift assistance, which does not have to be repaid. Pell is awarded to students who have a financial need as determined by the U.S. Department of Education standards. Annually, the U.S. Department of Education determines student eligibility for this grant. For the 2021-22 award year, the minimum grant for an eligible full-time student is \$672 and the maximum grant for an eligible student is \$6495.

Federal Supplemental Education Opportunity Grant (FSEOG)

Students who are unable to continue their education without additional assistance may qualify

for this program. Grants are based on the funds available and do not have to be repaid. Need is determined by the Financial Resources of the student and/or parents, and the cost of attending the school.

Jack Tolbert Grants

Funds received through this program are grants and do not need to be repaid and are provided by the Maryland Higher Education Commission. Funds are very limited and normally awarded to very needy students. Students may apply on a form provided by the financial aid office. The financial aid office will submit the applications of students who meet the criteria. These grants are limited to Maryland residents attending eligible private career schools on a full-time basis.

Subsidized Federal Direct Loan

The subsidized Federal Direct Loan program provides low interest loans through the U.S. Department of Education's Direct Loan Program. The maximum annual loan amount for the first academic year is \$3,500 for undergraduate students, less origination, and other fees (if applicable). The federal government pays the interest for you during in-school, in-grace, and deferment periods. Interest does not accrue until the student enters repayment six months after leaving school or dropping below a half-time enrollment status.

Please refer to your Loan Entrance counseling package for additional information.

Unsubsidized Federal Direct Loan

If you do not qualify for a full or partial Subsidized Direct Loan based on your financial need, or need additional loan funding, you may qualify for an Unsubsidized Direct Loan. The federal government does not pay the interest on unsubsidized loans while you are in school or have loans in a deferred status. Student loan borrowers are eligible for all interest that accrues on the loan while enrolled, during your grace period, and any deferment periods. You may elect to make interest payments while in school to avoid the capitalization of interest and lower the overall repayment debt. Loan repayment begins six months after leaving school or if you elect to attend less than half time.

Independent students can borrow up to \$9,500 (Subsidized and Unsubsidized combined) for the first academic year. Dependent students can borrow up to \$5,500 (Subsidized and Unsubsidized combined) for the first academic year. Please see your Financial Aid Administrator to receive further information regarding the maximum annual loan amounts for second or subsequent academic years.

Direct Student Loans Maximum Eligibility Period

For all new borrowers who receive a loan on or after July 1, 2013, a 150% limitation is in effect. This means a student who is eligible for a subsidized loan will reach their subsidized limit at 150% of a program's length of study. (This limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans) Once a student has reached their 150% limitation, their interest subsidy loan limit will end on all outstanding loans that were disbursed after July 1, 2013, and interest will begin to accrue. Students are therefore encouraged to complete undergraduate study on a timely basis.

For example, if you are enrolled in a 2-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is 3 years (150% of 2 years = 3 years). Because your maximum eligibility period is based on the length of your current program of

study, your maximum eligibility period can change if you change to a program that has a different length. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count toward your new maximum eligibility period.

For additional information visit the Federal Student Aid website:

<https://studentaid.ed.gov/types/loans/subsidized-unsubsidized#am-i-eligible-for-a>

Parent PLUS Federal Loan

The Federal Direct PLUS loan is available to parents who wish to apply for additional assistance for their dependent child's education. The amount of the PLUS loan cannot exceed the student's cost of attendance less other student aid awarded. The interest rate varies and is adjusted each year, not to exceed 9% and begins to accumulate on the date of the first disbursement.

For additional information visit the Federal Student Aid website:

<https://studentaid.ed.gov/types/loans/subsidized-unsubsidized#am-i-eligible-for-a>

State and Local Aid, School Aid, and other Private Aid Programs

This school catalog lists other aid programs, which may be available such as State and Local Aid, School Aid, and other Private Aid programs to enrolled students. Students should review the school catalog and see the Financial Aid Office for additional information on current aid programs.

Other State and Federal Programs

Veterans/Military Education

North American Trade Schools is approved to train veterans under the following programs:

- Vocational Rehabilitation, Chapter 31
- Veterans Educational Assistance Program, VEAP, Chapter 32
- Veterans Education Post 911, Chapter 33
- Survivors and Dependents Educational Assistance Program Montgomery GI Bill, Chapter 30
- Selected Reserve Educational Benefit, Chapter 1606

Veterans eligible for education and training under Title 38 of the United States Code are entitled to a legislative set monthly allowance from the Veterans Administration while attending the College in an approved, full-time program of study.

North American Trade Schools will allow GI Bill and VR&E beneficiaries (Chapter 33 and 31 beneficiaries) to attend a course or program of study for up to 90 days from the date a beneficiary provides a certificate of eligibility, or valid VAF 28-1905. This allows a student to attend the course until VA provides payment to the institution. North American Trade Schools will not impose a penalty, deny access to institutional facilities, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the VA.

Office of Vocational Rehabilitation (OVR) ****

The Maryland Office of Vocational Rehabilitation (OVR) provides vocational rehabilitation

services to help persons with disabilities prepare for, obtain, or maintain employment. OVR provides services to eligible individuals with disabilities, both directly and through a network of approved vendors. Services are provided on an individualized basis.

Workforce Innovation and Opportunity Act (WIOA)

Financial assistance may be available for educational services if you are low-income, economically disadvantaged, unemployed, or underemployed. For more information on this program, contact your local CareerLink.

Department of Public Assistance

Financial assistance to eligible students may be available for special needs (i.e.: books, transportation, daycare, etc.) while attending college. Contact your County Assistance Office for more details.

Other

Trade Adjustment Act (TAA).

Applying for Federal Student Financial Aid

Each student interested in receiving financial assistance must submit the “Free Application for Federal Student Aid” (FAFSA). If the FAFSA was previously completed within the award year you must add our college to the FAFSA. The Financial aid office will utilize the results of the FAFSA to estimate and determine the student’s financial aid eligibility. A student may be chosen to participate in a verification process of the information submitted on the FAFSA by the U.S. Department of Education. A student may be selected by the U.S. Department of Education’s Central Processor (CPS) following procedures established by federal regulation. If, during the application process, the file is selected for “verification” by the U.S. Department of Education’s Central Processor (CPS) following procedures established by federal regulation, the student and their family must submit all documents required to validate the information listed on the FAFSA application. Students should refer to the www.studentaid.ed.gov website, which is sponsored by the U.S. Department of Education, for more detailed information.

Criteria for Selecting Title IV Recipients and for Determining Award Amounts

- If a student’s FAFSA is selected for verification by the Department of Education, the student must submit a completed Verification form with all supporting documentation. Once your EFC has been confirmed, you will receive an award letter indicating an authorized award amount.
- New first-time students need to be enrolled in class for at least 30 days in order to receive Federal Direct Loans.
- Students need to earn a minimum of 36 credits in their first year (3 quarters, an average of 12 credits per quarter) to be eligible for a second-year loan; however, if they do not earn 36 credits, they would be eligible for a second first-year loan.
- Students are eligible for a maximum of four Federal PELL awards in the period from July 1 to June 30.
- Students must maintain Satisfactory Academic Progress. These guidelines are listed in the NATS Catalog under Standards of Satisfactory Progress.

Methods of Distributing Aid Among Students

Federal Aid

Federal Aid is distributed to students who complete the Free Application for Federal Student Aid (FAFSA) and meet the eligibility criteria as further described within the application

instructions. Students should visit www.FAFSA.ed.gov or the financial aid office for an application.

State Aid

State Aid is distributed to students who meet the eligibility criteria as described in the specific state aid program requirements. Students should visit the financial aid department for additional information on state aid programs available to enrolled students of the institution and for an application or visit www.mdcaps.org.

Institutional Aid (Scholarships)

Colleges may offer various types of scholarships to students enrolled in specific programs of study, participating in campus athletics, having met specific academic standards, etc. The number of scholarship recipients varies from year to year depending on the funding available and the number of eligible applicants. For additional information on available institutional scholarships, students are encouraged to visit/contact the financial aid office at the campus. Students are also encouraged to visit their library or research on the Internet as a source for additional scholarship programs not administered or awarded by the institution.

Disbursing Federal Student Aid

Colleges Using Standard Academic Terms (“Standard Term”)

Financial aid is awarded based on an academic year as defined on a program-by-program basis at the institution. Disbursement of aid varies by the type of assistance. For colleges using standard academic terms, a portion of the Federal Pell Grant for those who qualify will be paid to the student’s account during each payment period or term. (i.e., Quarters – three terms and Semesters – two terms) In order to receive federal loan proceeds, the student (parent in the case of PLUS loans) must complete and sign a valid promissory note. The loan proceeds are used to satisfy the student’s tuition and fees for the academic year and are disbursed once per term. Once tuition and fees obligations charged by the institution have been met, the student may receive the excess amount of federal student aid that creates a credit on the account. A first-year, first-time borrower’s account will not be credited with Direct loans until 30 days after their first day of class and a completed loan entrance interview. North American Trade Schools uses this method.

Borrower Confirmation for Loans in a Subsequent Academic Year

Subsidized and Unsubsidized Master Promissory Note (MPN)

Students can obtain loan funds not exceeding the established loan limits through the Subsidized and Unsubsidized Federal Direct Loan program without having to sign a new Master Promissory Note for each academic year. North American Trade Schools gives the borrower a student loan request form to indicate the amount they want to borrow and the loan period.

Parent PLUS Master Promissory Note (PLUS MPN)

For Parent Direct PLUS loans made under the multi-year feature of the MPN, the regulations that govern the loan programs require the financial aid office at the school to document an active confirmation of Parent PLUS loan funds. This institution gives a PLUS loan request form to the parent and the parent indicates the amount they want to borrow and the loan

period. The confirmation process is to provide a means for the parent borrower with greater control and understanding of PLUS loan debt. Parent must also complete another credit check and plus application for their second-year loan.

Voluntary Authorization Pertaining to Credit Balances

A Voluntary Authorization Form is provided to students at any time they request. Students and parents (of a dependent student applying for PLUS loans) review the statement, complete the information requested and provide the signed form to the Financial Aid department. For continuing students who previously signed this statement, the initial authorization will continue to be valid unless the student requests a change. However, FSA credit balances cannot be held beyond the end of the loan period.

Based on student's authorization, the institution will retain the given amount of credit balance on the account to be applied to allowable future charges to assist students in managing those funds or to be disbursed at their request.

Terms and Conditions Under Which Students Receive Federal Loans

The Federal Loan programs provide funds to undergraduate and graduate students to assist them in meeting their educational expenses. To qualify for Federal Loan program funds, the student must meet the eligibility requirements for Federal Student Aid as well as the loan program specific terms and conditions specified below:

Direct Loan (DL)

- Student must be enrolled at least half-time during the period of enrollment to retain their eligibility for DL program funds. Students whose enrollment status is below half-time are not eligible for DL program funds. If eligibility is lost due to being enrolled less than half-time, a student can regain eligibility if enrolled at least half-time during a subsequent period of enrollment.
- A student who is borrowing a loan for the first time is required to participate in loan entrance counseling prior to the first disbursement of the loan. The first disbursement of a loan cannot be made earlier than 30 days after the start of the term or period of enrollment.
- Financial Aid Administrators may not perform credit checks on students in connection with awarding them DL program funds.
- A student borrower who is in default on an FSA loan is not eligible for additional DL loan funds unless eligibility is regained.

Financial Aid Loan Management

Each first-time student borrower is required to complete a loan entrance interview conducted individually. The interview will include an explanation of the use of a Master Promissory Note (MPN), the importance of the repayment obligation, a description of the consequences of default, sample repayment schedules, information in reference to borrower's rights and responsibilities, as well as other terms and conditions.

Upcoming graduates, students who officially withdraw, or students who cease to attend at least half-time will be required to complete/attend the exit counseling session. Students who leave school without attending an exit counseling session will receive exit counseling information mailed by the campus. Exit counseling addresses topics such as the requirement to repay the loan, repayment plans, updating contact and demographic information, the consequences of default.

Loan Repayment Obligation and Repayment Options

Students who receive federal student loans sign a Master Promissory Agreement (MPN) which states the student is obligated to repay the student loan funds regardless of the student's graduation, withdrawal from school, or the student's inability to obtain employment. The student loan program offers students many different repayment options. Students are responsible for selecting the appropriate payment plan to suit their needs. The school's Financial Aid Office and servicer are available to review the different repayment options. If at any time a student becomes delinquent on a loan, it is the student's responsibility to contact the school or servicer to determine what options are available to the student.

The Financial Aid Loan Entrance Counseling

The following information will be included in the Loan Entrance Counseling, which will be presented to a first-time student borrower prior to the first disbursement of loan funds.

- Explanation and use of the Master Promissory Note (MPN).
- Effect of accepting the loan on eligibility for other aid.
- Seriousness and importance of the repayment obligation.
- Option of the borrower to pay interest on Unsubsidized Direct Loans while in school.
- Interest accrual process and interest capitalization when a borrower elects not to pay interest or if the interest is not paid by the US Department of Education.
- Definition of half-time enrollment.
- Consequences of not maintaining half-time enrollment.
- Importance of contacting the appropriate office at the school if the student plans to withdraw before completing the academic program to allow the school to provide exit counseling to the borrower
- Obligation to repay the loans even if the borrower does not complete the program or does not complete the program within the regular time for completion, is unable to find employment, is dissatisfied with the school/program, or does not receive the services purchased from the school
- The importance of repayment and the consequences of default, including adverse credit reports, federal offset, and other federal delinquent debt collection procedures and litigation
- 150% Subsidized Loan eligibility
- Sample monthly repayment amounts based on a range of levels of indebtedness or the average cumulative indebtedness of other loan borrows within the same academic program as the borrower
- Information regarding the National Student Loan Data System (NSLDS) and how a borrower can access and monitor his or her loan records

- Name and contact information of the person the student may contact with questions regarding rights and responsibilities or loan terms and conditions

The Financial Aid Loan Exit Counseling

Students are required to attend a Financial Aid Loan Exit Counseling session prior to graduating or shortly before the student ceases enrollment of at least half-time study. Students who seek to withdraw from the campus should see the Financial Aid Department to obtain exit counseling. Several topics presented at the entrance counseling session are again presented at the exit counseling. Exit counseling is required for all graduated, withdrawn, or dismissed students prior to exiting the institution as well as when a student ceases to attend at least half-time. If a student leaves school or chooses to postpone their education, the student should meet with a Financial Aid Administrator to understand the financial impact of this decision and attend loan exit counseling.

Exit counseling includes the following information:

- Explanation of all repayment plans available
- Comparative analysis of the features of each type of repayment plan, including average projected monthly payments and the difference in interest and total payments
- Explanation of the terms and conditions to obtain full or partial loan forgiveness or discharge
- Explanation of the terms and conditions under which the borrower may obtain a deferment or forbearance
- Debt management strategies to assist the student in successful loan repayment
- Information regarding the average anticipated monthly repayment amount based on the student loan borrower's actual indebtedness or the average indebtedness of student borrowers in the same academic program receiving the same types of loans
- A review of the use of the Master Promissory Note (MPN) and the student's obligation to repay the loan
- Explanation of the student's responsibility to repay the loan even if the student did not complete the program, did not complete the program within the regular completion time for that program, is unable to obtain employment, or is dissatisfied with the education received
- Explanation regarding the consequences of default, including adverse credit reports, federal offset, other federal delinquent debt collection procedures and litigation under federal law
- Effects of loan consolidation, including the effect on total interest and fees to be paid, length of the repayment term, effect on borrower benefits on underlying loans (grace periods, deferment, loan forgiveness, and loan discharge), option to prepay or change repayment plans, and how borrower benefits may differ between lenders
- Explanation of the tax benefits available to the student
- Information concerning the National Student Loan Data System (NSLDS) and how the student can utilize NSLDS to access his or her records
- Information regarding the availability of the Student Loan Ombudsman's Office

In addition, the Financial Aid Department is responsible to collect the following information as part of the exit counseling and provide the information to the Secretary of Education within 60 days of receipt. This is completed with the online exit counseling at studentloans.gov:

- Name
- Address

- Social Security Number
- References
- Driver's License Number and State
- Expected Permanent Address
- Name and address of next-of-kin
- Name and address of the student's employer or expected employer

Loan Deferments for Borrowers

Students should visit the Financial Aid office for the terms and conditions under which students receiving federal education loans may obtain a deferment for repaying student loan debt.

Loan Deferments for Certain Individuals

Loan deferment terms and conditions are further defined for those serving in the Peace Corps, under the Domestic Volunteer Service Act, and as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service.

Financial Awareness Counseling Tool

The USDE just released a new Financial Awareness Counseling Tool for students at: <https://studentloans.gov/myDirectLoan/financialAwarenessCounselingLanding.action>
This addition to the student loan site will provide students the basics of financial management, show students their current federal student loan debt (and their current student loan debt if they enter information about their private student loans), and provide students an estimate of what their student loan debt is likely to be at the time they leave school.

National Student Loan Data System

National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. Student financial aid information is submitted to the NSLDS. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, the Pell Grant program, and other ED programs. NSLDS student access provides centralized, integrated view of Federal Student Aid Loans and grants so that recipients of funds from these programs can access and inquire about the Federal Student Aid loans and/or Grant data. Once the data is reported to NSLDS, this site and all information contained within is accessible to Financial Aid Administrators, Guarantee Agencies, and students. All users must sign-in and are an authorized user. To access the site, visit www.nsls.ed.gov.

Federal Student Aid Ombudsman Notification

Student should contact the Financial Aid Administrator at the institution who is always ready to assist with any questions or concerns regarding Federal Direct Loans.

If a situation exists that a Financial Aid Administrator cannot resolve, students should follow procedures in the school catalog regarding "student concerns." In addition, the U.S. Department of Education's Office of the Ombudsman for student loan issues is available. The Ombudsman resolves disputes from a neutral and independent viewpoint. The Office of Student Financial Assistance Ombudsman will informally research borrower's issues and suggest solutions to resolve. Student borrowers can contact the Office of the Ombudsman by:

- Via Online Assistance: <http://studentaid.gov/repay-loans/disputes/prepare>
- Via Toll-Free Telephone: 1.877.557.2575
- Via Fax: 1.606.396.4821

- Via Mail: FSA Ombudsman Group, P.O. Box 1843, Monticello, KY 42633

North American Trade Schools Code of Conduct for Financial Aid Officers

To comply with the requirements of the Higher Education Opportunity Act of 2008, North American Trade Schools Office of Financial Aid promises to abide by the following Code of Conduct.

As employees of North American Trade Schools of Trade's (NATS) Office of Financial Aid, we promise that:

- We will follow all laws and regulations governing the awarding, disbursing, and processing of all types of financial aid both federal and state.
- We will carry out our duties with the utmost level of professionalism.
- We will be honest and professional in all our duties regardless of race, nationality, gender, age, sexual orientation, and/or disability.
- We will not engage in any unethical or immoral behavior while performing our duties. This includes but is not limited to sexual harassment, theft, inappropriate language, and inappropriate Internet access.
- We will not accept any personal gifts from a student, parent, or lender.
- We will not accept any travel expenses paid by a student, parent, or vendor unless those expenses are provided directly from the organization and are related to the duties we perform.
- We will not accept any gift, monies, or other form of payment that would alter any aid awarded to any student and/or parent.
- We will not lobby any local, state, or federal government official in an attempt to influence any type of legislation without the permission of NATS.
- We will not enter any revenue-sharing arrangements with any lender.
- We will not enter any contracting arrangement that provides a financial benefit from the lender or any of the affiliates of that lender.
- We will ensure that employees of a lender may never identify themselves to students as employees of NATS. No employee of a lender may ever work in or provide staffing assistance to NATS in its financial aid office.
- We will not accept any offers of funds for private loans.
- We will not direct borrowers to particular lenders or refuse or delay any loan certifications.
- We will not accept any compensation for service on an advisory board, commission, or group established by lenders or guarantors, except for reimbursement for reasonable expenses.

Financial Aid Consumer Information

Schools recognize that in many instances individuals and their families are not able to meet the entire cost of education. Therefore, the Financial Aid Department will assist students with the process of applying for federal student financial aid. The Financial Aid Department is the designated department at the school for consumer information. If a student or parent has a question, they should not hesitate to contact the Financial Aid Department at their school by contacting the school's main number located on the school's website.

Prevention of Financial Aid/Scholarship Fraud

Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED website.

According to the FTC, perpetrators of financial aid fraud often use these telltale lines:

- The scholarship is guaranteed or your money back.
- You can't get this information anywhere else.
- I just need your credit card or bank account number to hold this scholarship.
- We'll do all the work.
- The scholarship will cost some money.
- You've been selected by a 'national foundation' to receive a scholarship or 'You're a finalist,' in a contest you never entered.

To file a complaint, or for free information, students or parents should call 1-877-FTC-HELP (1-877-0382-4357) or visit: www.ftc.gov/scholarshipscams

Consumer Information from The U.S. Department of Education

The U.S. Department of Education (ED) has various websites available to students and financial aid staff that provide information regarding the regulations, requirements, and application for Federal Student Aid. There is no user fee for using ED Financial Aid sites.

- U.S. Department of Education: www.ed.gov
- Applying for Federal Student Aid: www.fafsa.ed.gov
- Information for Students: www.studentaid.ed.gov, and www.college.gov.
- Information for Financial Aid Professionals and Schools: www.ifap.ed.gov, and www.fsa4schools.ed.gov.

Return of Title IV Funds

The United States Department of Education implemented the regulation known as the Return of Title IV Funds on November 1, 1999.

This regulation applies to any student who withdraws from school after October 7, 2000 and is eligible to receive monies from the Federal Loan Program or the Federal Pell Grant Program (Title IV Programs).

The formula used is as follows:

1. Determine the last date of attendance in class. After the last date of attendance in class is known, the percentage of the payment period attended by the student is calculated. (If the percentage of the period completed is 60.01% or greater, no Title IV Funds must be returned.)

2. Determine the amount of Title IV aid earned by the student by multiplying the total Title IV aid for which the student was eligible by the percentage of time enrolled.
3. Compare the amount to the amount disbursed. If the amount disbursed exceeds the amount earned, some Title IV aid must be returned to the respective programs (Federal Direct Stafford Loan Program or the Federal Pell Grant Program). If the amount earned is greater than the amount disbursed, then a post-withdrawal disbursement must be made if the student is eligible.
4. Allocate the responsibility for returning the unearned portion of the aid between the school and the student. The school must return its portion of unearned aid in the following order:
 - a. Unsubsidized Direct Stafford Loan
 - b. Subsidized Direct Stafford Loan
 - c. Direct PLUS
 - d. Federal Pell Grant

In some cases, the student must return a portion of the Title IV aid. If the amount the student must return is loan funds, the student is allowed to pay back his or her portion of any unearned loan funds in accordance with the terms of the promissory note. If the amount the student must return is Pell Grant money, he/she must return 50% of the grant repayment amount. The order in which the student must repay any unearned aid is the same as the order of the school. (See above)

5. Send the unearned Title IV aid back to the Title IV programs.

Refund Policy

Students who withdraw from all classes at North American Trade Schools may be eligible for a refund of their tuition. The following refund policy applies to tuition only and is determined by the last scheduled date of classes that you attended.

For the purposes of determining the last date of attendance, a student who is present for at least one class will be considered enrolled for that day.

Refund of Fees:

Registration Fee: This fee will be retained by the School unless one of the events, noted “1” through “4”, under Full Refund occurs.

Refund of Tuition:

- 1) Tuition is charged by the Quarter.
- 2) If the student withdraws or is terminated during any Quarter after entering School refunds are as follows.

Proportion of total quarter
taught by date of withdrawal

Quarter Tuition Refund

Less than 10%

90% Refund

10% up to but not including 20%

80% Refund

20% up to but not including 30%	60% Refund
30% up to but not including 40%	40% Refund
40% up to 50%	20% Refund
More than 50%	No refund

If the student is a recipient of Title IV Financial Aid, applicable return of those funds will be made in accordance with Federal Regulation.

Any refund due a student shall be paid within 30 days of the date of determination. The date of determination is the date the student notifies the school they will not be returning or the date the school dismisses the student for violation of school policy.

Official withdrawal for refund purposes is the date of termination and is defined as:

- A. The last day of attendance if the student is terminated by the school; or
- B. The last day of attendance as reflected by student record card if the student withdraws.
- C. If a school closes or discontinues a course or program the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
- D. Refunds are based on tuition. Books, supplies and registration fee are excluded.

Full Refund: A full refund of all funds paid to the school will be made if:

- 1. An applicant is not accepted by the school.
- 2. A refund is requested within the seven (7) days after the applicant signed the enrollment agreement. Signing occurs only after the applicant visits and tours the school.
- 3. Prior to entrance into the course, the enrollee presents evidence of a medical problem which prevents the enrollee's participation in the program in which the student is enrolled.
- 4. The school closes, cancels, or discontinues a course or program in which the student is enrolled.

Refunds will be made within thirty (30) days of the occurrence of the above.

As for the 320-clock hour Commercial Truck Driving program, a Return of Title IV calculation is performed if the student withdraws before completing 60% of the payment period. There are 2 payment periods for this program each payment period is 160 hrs. Therefore, once the student has completed 97 hours of a payment period, a Return to Title IV calculation would not be required. If a student withdraws before reaching the 97-hour mark, the calculation would be based on the number of hours completed over the scheduled hours in the payment period.

ACADEMIC POLICIES

CLASS SCHEDULING

Diesel Technology, Diesel Technology with CDL, Electrical Technology, Building Construction Technology, Heating, Refrigeration, Ventilation & Air Conditioning Technology, and Industrial Maintenance are offered on the following schedules:

Mornings: 8:30 a.m. to 2:30 p.m., Monday through Friday
(30 hours per week/ 39 total weeks/1152 total hours)

Evenings: 6:00 p.m. to 11:00 p.m., Monday through Thursday
(20 hours per week/58 total weeks/1152 total hours)
***Building Construction not available in evening schedule currently**

The Combination Welding Program is offered on the following schedules:

Mornings: 8:30 a.m. to 2:30 p.m., Monday through Thursday
(24 hours per week/36 total weeks/864 total hours)

Evenings: 6:00 p.m. to 11:00 p.m., Monday through Thursday
(20 hours per week/44 total weeks/864 total hours)

Commercial Truck Driving only is offered on the following schedules:

Weekdays: 8:00 a.m. to 4:00 p.m., Monday through Thursday
(32 hours per week/10 total weeks/320 total hours)

- Class B schedule is 8:00 a.m. to 4:00p.m, Monday-Friday *One testing day*
(48 hours per week/ 1 week /48 hours)

Weekends: 8:00 a.m. to 4:00 p.m., Saturday & Sunday
(16 hours per week/20 total weeks/320 total hours)

- Class B schedule is 8:00 a.m. to 4:00p.m, Saturday & Sunday
(16 hours per week/3 total weeks/48 hours)

Evenings: 6:00 p.m. to 11:00 p.m., Monday through Thursday
(20 hours per week/16 total weeks/320 total hours)

QUARTER BASED MEASUREMENTS

All programs at NATS are offered as complete programs as described in the course descriptions. A quarter is defined as a period of time used for identifying a segment within a complete training program and is not intended as a unique enrollment period. NATS monitors attendance and academics for each individual course and for the entire program. Individual courses are grouped together to make up quarters. Most programs are made up of several quarters which serve as a monitoring system to ensure students are making satisfactory progress towards graduation requirements

CLASS SIZES

The number of students assigned to each class is based on a student teacher ratio that provides adequate time allocation to each individual, in classroom lecture, lab, and on the truck driving range. The maximum student to instructor ratio for lab/shop is 25:1 The maximum student to instructor ratio for classroom lecture is 40:1 For Commercial Truck Driving and Diesel Technology with CDL, the maximum student to instructor ratio is 10:1 on the range and 4:1 on the road.

Class B Commercial Truck Driving program will not exceed a 4:1 ratio.

GRADING

Attendance and academic satisfactory progress are monitored by course. Students receive formal attendance and academic progress reports at the end of each course. Upon completion of training, grades are verified, and a final transcript is furnished to the student, based on a numerical system. Students attending the programs are graded by written exams and quizzes (theory based), lab projects (practical) and professionalism. For purposes of comparison, the relationship between numerical and letter grades is shown below.

GPA Conversion

A	=	90 - 100%	4.0
B	=	80 – 89%	3.0 – 3.9
C	=	70 – 79%	2.0 – 2.9
D	=	60 – 69%	1.0 – 1.9
F	=	Below 60%	Failure (F)

ATTENDANCE

The technical nature of the training and graduate employability goals of the programs offered; require that students attend classes on a regular basis. Therefore, the following attendance policy will be strictly enforced:

Field trips and documented employment interviews are not counted as absences for attendance purposes.

All time missed from class including full session absences, tardiness and leaving early will be included in the cumulative total regardless of the reason for absence.

Students are required to have at least 80% attendance to meet graduation requirements. The school will evaluate attendance at the end of each quarter and at the conclusion of every course within a program. If a student is below 80% attendance they will be advised and must make a reasonable effort to improve their attendance over the next quarter. If the school feels that a student is not making acceptable progress on improving their attendance they will be withdrawn from the program. On occasion the school may round up attendance percentages above .5 to the nearest whole number only for individual quarter checkpoints. In addition, a student must achieve an overall 80% attendance to graduate.

A student may appeal the school's decision to withdraw the student for failing to achieve 80% attendance in a quarter. Appeals must be submitted in writing and can only be granted for mitigating circumstances by the School Director, or Director of Education.

ATTENDANCE-CDL Program (applies only to the 320-clock hour CDL program)

Students must achieve a minimum of 90% attendance at the scheduled point that is one-half the length of the program. Accordingly, students must have attended a minimum of 144 hours at the scheduled point of 160 hours in the program. Students failing to achieve the 144 hours at that point are subject to dismissal. Students may appeal the decision for dismissal by submitting in writing a detailed explanation to the School Director.

Students must also maintain an overall attendance of at least 90% to graduate. Since the CDL program is a clock hour program all scheduled hours of the course must be completed, made up hours will not be counted in overall attendance percentages.

- Class B program students must achieve a minimum of 80% attendance to graduate.

VETERAN'S ATTENDANCE POLICY

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in student's files. Early departures, class cuts, tardiness, etc., for any portion of an hour will be counted as a half hour of absence.

The school is required to notify the Department of Veterans Administration when a student fails to make satisfactory progress by either poor academics or poor attendance and that benefit

payments may be affected. Payment of VA benefits is made at the discretion and jurisdiction of the Department of Veteran Affairs.

TARDINESS /EARLY DEPARTURE

The school discourages lateness and early departure. All students are expected to be in class at the time instruction is scheduled to begin. Students who are tardy or leave early must fill out a late/early dismissal slip for each incidence. Excessive tardiness may be grounds for disciplinary action.

MAXIMUM TIME FRAME

The maximum time frame in which a student may complete a program is 1.5 times the program length. To remain eligible for federal funds, student aid recipients must complete their program within a specified time frame. The program time frames are defined as follows:

<u>Program</u>	<u>Maximum Completion Time:</u>	
Diesel Technology	102	credit hours
Building Construction Technology	102	credit hours
Electrical Technology	104.25	credit hours
HRVAC Technology	102.75	credit hours
Combination Welding	72	credit hours
Industrial Maintenance	102.75	credit hours
Commercial Truck Driving	480	clock hours
Diesel Technology with CDL	123.75	credit hours

SATISFACTORY PROGRESS

Satisfactory Academic Progress

General Standards

All students entering North American Trade Schools (NATS) must make Satisfactory Academic Progress toward their program completion. Satisfactory Academic Progress is measured by both the grades achieved each term and the number of credits successfully completed. These measurements are cumulative results during all periods the student is enrolled and are calculated at the end of each term. In addition, students must maintain attendance of at least 80% to graduate, attendance will be monitored each quarter, if at any point a student is unable to meet the required 80% attendance rate for graduation they will be dismissed from the program.

Cumulative Grade Point Average Requirement

- The student must maintain a specified cumulative grade point average (CGPA) as outlined in the Satisfactory Academic Progress Table (See Table 1).

- When a course is repeated, the new grade will replace the original grade for the purposes of the calculation of the CGPA. The original grade will be replaced with an R (Repeat) grade. Students are limited to attempting a course three (3) times to pass.
- Transfer credits (TR) accepted by NATS are not used in the calculation of the student's CGPA.
- Withdraw grades (W) are not calculated in the student's CGPA.
- The grade of I (Incomplete) is not calculated in the student's CGPA.

Successful Completion Requirement

- The student must complete their academic program within a specified maximum time frame. At NATS the maximum time frame is 1.5 times the number of quarter credit hours of the program. This means that a student can attempt a maximum of 150% of the credits in the program. For example: if an academic program requires 100 credits, a student cannot exceed 150 total credits, which is 150% of the program length (100 total credits for the program x 1.5 = 150 credits).
- The student must successfully complete courses at each evaluation point at the rate outlined in the Satisfactory Academic Progress Table (See Table 1).
- The grades of A, B, C, D indicate successful completion and credit is awarded. The grade of F indicates a lack of completion; no credit is awarded.
- The grade of F is calculated in the student's CGPA and is counted towards credits attempted.
- The grade of W is not calculated in the student's CGPA but is counted toward credit hours attempted.
- The grade of R (Repeat) is not counted in the student's CGPA but is counted towards credit hours attempted.
- The grade of I (Incomplete) is not counted in the student's CGPA but is counted towards credit hours attempted.
- The grade of TR (Transfer Credit) is not counted in the student's CGPA and is not counted as credit hours attempted.
- A student who has received transfer credit must complete their program of study within 1.5 times the rate of a student making normal academic progress. Such progress is measured according to the number of quarter credits remaining to be completed at NATS.
- If it is determined at any point that the student is unable to successfully complete the program within the prescribed 1.5 times rate of a student making normal academic progress, that student may be academically withdrawn from the program. At the point of determination, the Director of Education will notify the student in writing that they are being academically dismissed from the program.

Table 1: Satisfactory Academic Progress Credit hour programs:

Term	CGPA Required	Required Completion % of Credit Hours Attempted
First Term	1.25	30%
Second Term	1.50	40%
Third Term	1.75	50%
Each Subsequent Term	2.00	67%

Table 2: Satisfactory Academic Progress Clock hour program: (Commercial Truck Driving only)

Standards of Satisfactory Progress Clock Hour Program				
Programs	Checkpoints	GPA	Attendance	Hour Completed
Commercial Truck Driving	160 Hour	2.0	90%	144

Academic Warning

Students are placed on Academic Warning if they do not meet Satisfactory Academic Progress (SAP) at any evaluation point in their program. A student placed on academic warning must achieve SAP by the end of the following term or they will be withdrawn from the institution. Students are maintaining SAP while on Academic Warning and maintain eligibility for Title IV funding.

Notification

Students placed on Academic Warning are notified in writing. This notification is made to assist the student in improving their cumulative grade point average and/or successful course completion percentage.

Academic Withdrawal

A student who has not made academic progress after being placed on academic warning or has been academically disqualified by failing to successfully complete a class three (3) times, will be academically withdrawn from the institution and notified in writing by the Director of Education. A student who has been academically withdrawn has the right to appeal that determination in accordance with the Academic Appeal Policy procedure below.

Academic Appeal Policy

To appeal being academically withdrawn, students must submit to the Director of Education an Appeal Hearing Request form and provide any other documentation that may be deemed necessary. The Director of Education will conduct this hearing and determine if circumstances warrant a student being eligible to re-enter into the institution. Students will be notified in writing when the appeal is accepted or denied.

A student approved to re-enter through the appeals process who was withdrawn for not making Satisfactory Academic Progress (SAP) will return on Academic Probation and must achieve SAP by the end of the term, or they will be withdrawn from the institution. Students on Academic Probation maintain eligibility for Title IV funding.

A student approved to re-enter through the appeals process who was withdrawn for having failed to successfully complete a course after three attempts will return on the status they held prior to withdrawal and are subject to the Satisfactory Academic Progress standards and terms as before withdrawal.

Request for Case Review

A student that is dissatisfied with the outcome of the appeal may submit a written request for interview and case review by the Campus Director. Upon completion of the case review the Campus Director will make a final determination and the student will be notified in writing of the outcome of this review.

Incomplete Grades

A student may be awarded an “Incomplete” grade in a course in the case of special circumstances where they are unable to complete coursework by the end of the term.

Once a student’s grade has been changed to an Incomplete, they have through the 10th class day of the next term to clear the Incomplete. This may be done by completing the course work for an award of a grade. If the student fails to clear the Incomplete by completing the coursework for a grade, the student will receive a Failure (F) grade for the course. Incompletes are not calculated in the student’s grade point average, but they do count as credits attempted for purposes of monitoring a student’s satisfactory progress.

Course Repeat Policy

Courses may be repeated to improve the grade or acquire missing skills. Normal registration procedures are followed when a student repeats a course. A new grade earned in a repeated course will be computed in the student’s cumulative grade point average. Once the course is retaken, the original grade will be replaced by an R (Repeat) grade. The initial course grade(s) will no longer factor into the student’s CGPA but the credit hours attempted do count towards the Credit Completion Percentage. The earned grade from the subsequent course will be posted as the official grade and will be calculated into the student’s CGPA. Students are limited in attempting a course three (3) times to pass the course.

Withdrawal - Non-Academic

Should a situation arise which requires a student to withdraw from NATS, the student must give written notice of withdrawal to the Director of Education, in order to officially terminate their enrollment. Students who do not provide written notification will be withdrawn from classes when it is determined by NATS that the student is no longer pursuing their educational objective. This date is determined after the student has stopped attending for 14 consecutive calendar days without official notification and is considered an unofficial withdrawal.

Transfer and Award of Academic Credit

Academic credits with a grade of “B” or better earned at other accredited institutions may be transferred to NATS based on the comparability of the nature, content, and level of credit earned to that offered by NATS. No more than 50% of the required program quarter credits hours may be transferred and all credits must have been earned within the past five (5) years. Students wishing to obtain transfer of credit should have an official transcript and catalog or course descriptions sent by the accredited institution to NATS. There is no legally enforceable right for a student to require NATS to accept a transfer of credit from another educational institution. Submissions should be made within thirty (30) days from the date of enrollment at NATS.

Seeking Additional Credential

For NATS graduates, the grades of A, B, C, and D indicate successful completion for credits awarded from North American Trade Schools and will be accepted for transfer of credit into another program, if applicable, at North American Trade Schools. Credits will be applied to the new program as transfer

credit and will not be calculated into the student's Satisfactory Academic Progress. Please refer to the Satisfactory Academic Progress Policy in this publication for further information.

Change of Program

For current students changing programs or re-entering students, credit will be applied by associating grades and those grades will be calculated into the student's CGPA for the new program. These credits will be counted towards course hours attempted for the course completion percentage. Please refer to the Satisfactory Academic Progress Policy in this publication for further information.

Students Receiving Federal Title IV Funding

A student receiving federal financial aid who does not meet the cumulative grade point average standards at the end of the second year will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. However, a student not meeting the cumulative grade point average standards at the end of the second year may appeal through the Academic Appeals policy if there are documented mitigating circumstances (i.e., death in the family, sickness of the student, etc.).

GRADUATION REQUIREMENTS

1. Achieve a minimum of a 2.0 (70%) Grade Point Average.
2. The student has completed all required courses with a passing grade.
3. Attend no less than 80% of the scheduled hours of the program.
4. All tuition, fees and charges are paid in full.
5. Accumulated number of credits required for graduation.
6. Attend an exit interview.

GRADUATION REQUIREMENTS COMMERCIAL TRUCK DRIVING (320-hour clock hour only program)

1. Achieve a minimum of a 2.0 (70%) Grade Point Average.
2. Student has completed all required courses with a passing grade.
3. Attend no less than 90% of scheduled hours of the program, in addition the student must complete a total of 300 hours of training to remain eligible to receive Title IV aid.
4. All tuition, fees, and charges are paid in full.
5. Attend an exit interview
6. Pass the Department of Transportation Drivers Examination
7. Complete all of the scheduled hours of the program.

CLOCK HOUR/CREDIT HOUR

A clock hour is defined as 50 minutes of instruction per hour. North American Trade Schools utilizes a clock to credit hour conversion accepted by the Accrediting Commission for Career Schools and Colleges (ACCSC) Credits earned are for determining progress towards program completion only; and the credits are not necessarily transferable to another private career school or collegiate institution.

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship; and out-of-class work/preparation. The following are the measures of these units for establishing credit hour awards:

Credit Hour:

One semester credit hour equals 45 units (and one quarter credit hour equals 30 units) comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

Glossary of Terms:

- A **didactic learning environment** is one which is led by a qualified faculty member for the intention of teaching and learning and can be in a classroom or laboratory setting of instruction.
- A **supervised laboratory setting of instruction** is one where students engage in discussion and/or the practical application of information presented in the didactic portion of the program or discovered through out-of-class work/preparation (e.g., practical application settings, clinical settings, etc.) under the supervision of a qualified school faculty member.
- **Out-of-class work/preparation** is that which students engage in as a means to prepare for the didactic learning environment or supervised laboratory setting of instruction and must be articulated through a course syllabus. An institution must be able to justify the number of hours estimated for that outside-of-class work. The student's work outside of class must be consistent with course educational goals and objectives; documented, assessed/graded; and serve as an integral part of the structured, sequenced educational program as described in the syllabus.

SECTION CHANGE

From time to time situations may occur that prohibit a student from completing training in his original class. Students who fall into this category may request a transfer to another class in writing. Forms are available in the office. Transfers will be considered on an individual basis and will be judged on the student's current school standing and any mitigating circumstances. A transfer fee of up to \$50.00 may be imposed.

SUSPENSION

A student may be suspended for failure to adhere to the school's student conduct policy or failure to make acceptable academic or attendance progress, as well as not submitting required paperwork to process Financial Aid.

Homework

To aid in the acquisition of the discipline-defined skill and the competency outlined on the course syllabus for each course, students will be required to participate in both in-class activities as well as complete out-of-class work. In-class work may include, but is not limited to, scheduled meeting times devoted to lecture, laboratory work/hands-on practice, and demonstrations. Out-of-class work is assigned such that it is to be completed at times other than scheduled class meeting time. For courses that contain lecture hours, students are expected to spend a minimum of two hours on out-of-class work for every one-hour spent in the lecture portion of each class. Out-of-class work may include, but is not limited to, use of the laboratory to practice skills, reading assignments, library research and other assigned homework or projects.

MAKE UP WORK

Students are required to make up all assignments and work missed because of absence. The instructor may assign additional make up work to be completed for each absence. Arrangements to take any tests missed because of absence must be made with the instructor. The instructor reserves the right to not allow make up tests and /or quizzes in accordance with his/her class syllabus. The Director of Education will be allowed to hear special circumstances and tailor a custom solution to allow students to meet graduation requirements.

WITHDRAWAL AND TERMINATION

Failure to withdraw properly may result in the assignment of failing grades, which then become part of the student's permanent record.

Students wishing to withdraw must personally notify the Director of Education and complete an exit process in which includes finalization of the student's records with the Education Office, Business Office, Financial Services Office and the Career Services Office. This process assures the student that all records are correct and that he/she has, or will, receive all services available from North American Trade Schools.

Hardship Withdrawal

Hardship withdrawals may be granted to students who experience personal tragedies that prevent them from completing a term. A hardship withdraw allows students automatic re-entry into the institution for an upcoming term without incurring additional financial liabilities.

Students requesting a hardship withdraw must be in good standing with both the attendance and satisfactory academic progress policies, complete the Hardship Withdraw Form, and provide supporting documentation of the circumstances that specifically prevented them from attending classes. All hardship withdraw requests are submitted to and approved by the Director of Education.

Special/Mitigating Circumstances

Students who are dismissed by the school will have the right to appeal that decision due to special or mitigating circumstances. Students must initiate the process by submitting a completed Special/Mitigating Circumstance Appeal Form along with any supporting documentation to the Director of Education.

The decision of the Director of Education is final. Students whose appeal is granted are allowed to continue the term in which they were dismissed. The student will still be subject to normal satisfactory academic progress and other conditions as indicated on the appeal form.

BREAKS

NATS defines a clock hour as 50 minutes of instruction. The school has set a period schedule that defines the times of instruction for both day and evening classes. If a student is sent on break and does not return by the scheduled end of the break, they will be docked time and marked as absent. To see the current period schedule please see the education department.

STUDENT CONDUCT AND DISCIPLINE

The following statements define some behaviors that are not in harmony with the educational goals of North American Trade Schools:

- Academic dishonesty such as cheating, plagiarism or knowingly furnishing false information to the school.
- Forgery, alteration, misuse or mutilation of institute documents, records, identification, educational materials and institute property.
- Obstruction or disruption of teaching, administration, disciplinary procedures or other school activities including public service functions or other authorized activities on or off premises.
- Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of another.
- Theft or damage to property of North American Trade Schools; using or attempting to use school property in a manner inconsistent with its designed purpose. This includes any surveillance equipment.
- Unauthorized entry to; or use of; or occupation of school facilities.
- Intentional or unauthorized interference with a right of access to school facilities or freedom of movement or speech of any person on the premises.

- Use or possession of firearms, ammunition, or other dangerous weapons, substances or materials or bombs, explosives, or incendiary devices prohibited by law.
- Disorderly or lewd conduct, indecent or obscene conduct or expression.
- Violation of federal, state, and local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or arson, of which a violation occurs on school property or at a school function (Please refer to the Drug Free Policy established by the school)
- Rioting, aiding, abetting, encouraging, or participating in a riot
- Allowing access to the school to unauthorized persons, Children are not permitted in the building at any time.
- Failure to comply with verbal or written directions of any school official acting in the performance of his/her duty and in the scope of his/her authority or resisting a security officer while acting in the performance of his/her duties.
- Aiding and abetting or inciting others to commit any act of misconduct set forth in the above listed.
- Conviction of a crime in which is of a serious nature. Upon filing of charges in court involving an offense of a serious nature; and it is administratively determined that the continued presence of the student would constitute a threat or danger to the school community, such student may be suspended pending disposition of the charges in court.
- Refusal to abide by the student dress code policy
- Speaking negatively about a fellow classmate or employee of the school, encouraging rumors about the school or other students.
- Failure to maintain an established payment plan for tuition and fees as outlined by the Financial Aid Department.

Violation of the fore-listed areas of conduct may subject the student to any of the following:

- A. Reprimand
- B. Specific restrictions imposed
- C. Disciplinary probation
- D. Temporary suspension
- E. Permanent suspension

After being suspended, a student may be readmitted only after a written request is approved by the School Director. Readmission will be on a probationary basis. Students returning must

follow the reinstate procedure outlined in this catalog. Any other infractions will result in permanent suspension.

The school understands that every student has certain rights, which must be respected, just as they themselves must respect their obligation to the school.

Rights however are not absolute. Along with every right is a corresponding obligation and duty to respect the rights of others, to adhere to all reasonable rules and regulations established for the government of the school, the damaging of the property, rights and possessions of others.

It becomes incumbent on the part of all students to follow the School's Code of Student Conduct prescribed for the operations of North American Trade Schools, Baltimore, MD.

Any other offenses in which may be detrimental to the students, faculty, administration, staff or graduates of North American Trades Schools may result in the aforementioned penalties at the determination of the School Director.

Copyright Infringement/Network Use Policy

North American Trade Schools (NATS) requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act may subject students to civil and criminal liabilities. These liabilities include, but are not limited to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorneys' fees and costs, and federal criminal charges that may result in fines and imprisonment.

North American Trade Schools (NATS) provides its students with access to computer equipment, e-mail accounts, and the Internet, exclusively for educational activities. NATS students are prohibited from using any of the foregoing, or any other NATS information technology systems, for the unauthorized copying or distribution of copyrighted materials. Downloading, viewing, distributing, or sending any pornographic or obscene materials is prohibited. Any communications by students via e-mail, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening is prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status.

Any individual with a complaint about such communications should meet with the Director of Education about the communications. Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. NATS periodically monitors communications to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of NATS systems. Any computer-generated correspondence, the contents of all computers hard drives on the college premises, as well as saved voice mail messages are the sole property of

the institution, may be considered business records, and could be used in administrative, judicial, or other proceedings.

Students are not permitted to copy or remove any NATS installed software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the institutions' right to conduct such monitoring. The equipment is intended for educational purposes only, any other use by students – including, but not limited to any of the prohibited conduct described herein – will be dealt with under the “Student Conduct and Discipline” portion of catalog and may result in discipline up to and including dismissal from North American Trade Schools.

OVERVIEW OF PROGRAMS

GENERAL INFORMATION

North American Trade Schools offers programs designed to prepare students in the shortest time possible for entry-level positions in business and industry. The approved programs and awards are as follows:

<u>Program</u>	<u>Award</u>
Diesel Technology	Diploma
Commercial Truck Driving	Diploma
Building Construction Technology	Diploma
Electrical Technology	Diploma
Heating, Refrigeration, Ventilation & Air Conditioning Technology	Diploma
Combination Welding	Diploma
Industrial Maintenance	Diploma
Diesel Technology with CDL	Diploma

EQUIPMENT BY PROGRAM

The following is a list of the major equipment in which training is provided by each program, these lists often change and are updated throughout the year.

Commercial Truck Driving (Also utilized with Diesel Technology with CDL program)

- 6 Road tractors
- 8 Yard tractors
- 3 45 foot trailers
- 9 48 foot trailers
- 1 Bus
- 1 24 foot box truck with manual transmission

Diesel Technology (Also utilized with Diesel Technology with CDL program)

- 4- International 9400 tractors
- 1- Freightliner FL-70 tractor
- 1- Cummins N-14 engine
- 1- Cummins L-10 engine
- 1- Cummins 855 engine
- 2 Cummins M-11 engines
- 1- Caterpillar C-15 engine
- 3 -Detroit 60 series engines
- 2- Spicer end load transmissions
- 3- Eaton transmissions
- 4 - Eaton differentials
- 4 - CCP 205 electrical trainers
- 1- A/C trainer unit
- 1- Bendix air brake trainer
- 1- Hydraulic brake trainer
- 1- Oxy/ acetylene trainer
- 4- power steering trainers
- 5- 12v starter trainers
- Plus, all CDL equipment

Building Construction Technology

- | | | | |
|---|---------------------|---|-------------------|
| 2 | compound miter saws | 1 | orbital sander |
| 1 | router | 1 | cement mixer |
| 2 | hammer drills | 1 | 8' metal break |
| 3 | circular saws | 1 | radial arm saw |
| 1 | electric drill | 1 | electric planer |
| 1 | jig saw | 2 | table saw |
| 1 | reciprocating saw | 1 | drill press |
| 1 | belt sander | 1 | band saw |
| 4 | finishing guns | 2 | framing guns |
| 2 | air compressors | 1 | right angle drill |
| 1 | tile cutter | 1 | tele-tower lift |
| 1 | Paslode cordless | 1 | power nailer |
| 1 | brick saw | | |

Electrical Technology

PLC's -29

Motor control boards- 27

Electric Motors- 30

Hand held PLC- 1

Oscilloscopes- 6

Signal Generators- 7

Conduit benders- 18

100A Panels- 11

Meter sockets- 10

Heating, Refrigeration & Air Conditioning Technology

2 oxyacetylene torches

4 propane bottles

5 pipe cutters

5 ratchet threaders

4 gage manifold sets

4 gas furnaces

1 boiler

2 electric furnaces

2 humidifiers

5 electric trainer boards

2 commercial type Air conditioners

2 heat pumps

6 electrical multi meters

1 walk in box

1 ice machine

2 reach in boxes

1 slip roll machine

2 Pittsburgh machines

2 brake machines

Combination Welding

- 16 Miller Max star 150-(Stick and TIG) for carbon steel
- 17 Dynasty 200- (Stick and TIG) for carbon and aluminum
- 5 Millermatic 212 MIG welders for solid core and flux core
- 2 Aluminum spool guns with Miller Passports
- 1 Ideal Arc AC/DC Stick welder
- 1 Thermal Arc manual plasma cutter
- 2 Oxy-Fuel cutting rigs
- 1 Lincoln 200 MIG welder for solid core and flux core
- 1 Oxy-Fuel pipe beveller.

Industrial Maintenance

- 12 STICK TO MIG WELDERS
- 2 OXY FUEL SET UPS
- 1 FORKLIFT
- 5 GAS FURNACES (80% - 90% EFFICENCY)
- 2 OIL FURNACES
- 1 BOILER
- 6 COMMERCIAL TYPE AIR CONDITIONERS
- 2 REACH IN COOLER
- 1 ICE MACHINE
- 1 COMMERCIAL REFRIGERATOR
- 2 PEDESTAL GRINDERS
- 3 HEAT PUMP
- 2 ELECTRIC FURNACE
- 24 PROPANE BOTTLE TORCHES
- 12 100 AMP SERVICE PANELS
- 4 SERVICE METERS
- 20 COMPUTERS LOADED WITH MICROLOGIC PLC SOFTWARE
- 30 ALLEN BRADLEY PLCS
- 6 CONDUIT BENDERS
- 4 MILWAUKEE/DEWALT CIRCULAR SAWS
- 6 ELECTRIC DRILLS
- 15 CORDLESS DRILLS
- 1 MILWAUKEE SAWZ ALL

DIESEL TECHNOLOGY
Diploma Program
67.5 Credits, 1152 Hours

OBJECTIVES

The objective of this program is to graduate an entry level diesel technician trained in all areas of diesel repair, maintenance, failure analysis and diagnosis. The Diesel Technician Program is structured to provide the student with entry level job skills and knowledge to enter the work market as a diesel technician. Graduates are prepared in operations, maintenance, rebuilding and troubleshooting.

The term “Diesel Technician” or “Diesel Mechanic” is used to designate a worker that performs repairs to not only diesel engines, but also other diesel-powered equipment in the field.

Course# and Name	Total Hours	Lab Hours	Theory Hours	Credits
DT100 Intro to Diesel Mechanics	48	0	48	3
DT101 Intro to Heavy Trucks	120	80	40	7
DT102 Electrical Systems	120	80	40	7
DT200 Repair Concepts	48	40	8	2.5
DT201 Powertrain Systems	120	80	40	7
DT202 Truck Chassis/Suspensions	120	80	40	7
DT203 Computer Concepts/Diagnostics	48	24	24	3
DT204 Diesel Engine Theory & Repair	120	80	40	7
DT205 Fuel Systems	120	80	40	7
DT206 Career Enhancement/Certifications	48	5	43	3
DT207 Braking Systems	120	80	40	7
DT208 Preventative Maintenance	120	90	30	7
Totals:	1152	709	443	67.5

COMMERCIAL TRUCK DRIVING

Diploma Program

320 Clock Hours

OBJECTIVES

The objective of the Commercial Truck Driving Program is to qualify students for entry level positions as drivers in over-the-road or local driving vehicles. The focus of the course is on basic information about trucks, truck driving and the trucking industry and the fundamentals of operating trucks and tractor trailers. No prior education or experience with trucks is required. The student, however, must meet the driver qualifications set forth by the Bureau of Motor Carrier Safety and pass the physical examination requirements established by the Department of Transportation (D.O.T.).

Graduates of the Commercial Truck Driving program will be able to assume entry-level positions as local and over the road tractor trailer drivers, truck drivers light 97105, delivery truck drivers, van drivers, dump truck drivers, and drivers of other vehicles relating to the transport industry.

PROGRAM OUTLINE

Course #	Course	Total Hours	Lab Hours	Theory Hours
T101	Truck Driving Academics	40	0	40
T102	Truck Driving Skills	280	280	0
	Total	320	280	40

CLASS B TRUCK DRIVING
Diploma Program
48 Clock Hours

OBJECTIVES

The objective of the Commercial Truck Driving Program is to qualify students for entry level positions as drivers in the class B field. These are vehicles that will weigh more than 26,001 pounds but will not haul a trailer exceeding 10,000 pounds. No prior education or experience with trucks is required. The student, however, must meet the driver qualifications set forth by the Bureau of Motor Carrier Safety and pass the physical examination requirements established by the Department of Transportation (D.O.T.).

Graduates of the Commercial Truck Driving program will be able to assume entry-level positions as local drivers, delivery truck drivers, van drivers, dump truck drivers, and drivers of other vehicles relating to the transport industry. Any single piece vehicle with Air Brakes that meets the above qualifications is considered a Class B vehicle.

PROGRAM OUTLINE

Course #	Course	Total Hours	Lab Hours	Theory Hours
TB101	Class B Academics	16	0	16
TB102	Class B Truck Driving Skills	32	32	0
	Total	48	32	16

BUILDING CONSTRUCTION TECHNOLOGY PROGRAM

Diploma Program
68 Credits, 1152 Hours

OBJECTIVES

The curriculum is designed to provide classroom and “hands-on” training in the residential construction and remodeling field. Graduates of the program will develop skills in estimating, print reading, drywall, exterior finishes, framing, masonry, plumbing, finish carpentry, door and window installation, math and computers.

Graduates of the program will be qualified, but not limited to, entry level positions as construction workers, rough carpenters, finish carpenters, helpers, drywall applicators, roofers, and siding installers.

Course #	Course	Total Hours	Lab Hours	Theory Hours	Credits
BT100	Core Competencies	48	0	48	3
BT101	Building Designs and Layouts	120	80	40	7
BT102	Interior and Exterior Finishes	120	80	40	7
BT200	Construction Math/Estimating	48	0	48	3
BT201	Basic Building Applications	120	80	40	7
BT202	Building Construction Foundations	120	80	40	7
BT203	Material Cost Analysis	48	0	48	3
BT204	Construction Print Reading	120	80	40	7
BT 205	Roof Framing	120	80	40	7
BT206	Career Readiness	48	0	48	3
BT207	Carpentry	120	80	40	7
BT208	Practical Applications	120	80	40	7
Totals:		1152	640	512	68

ELECTRICAL TECHNOLOGY

Diploma Program

71 Credits, 1152 Hours

COURSE OBJECTIVES

The Electrical Technology Program is specifically designed to meet the needs of companies requiring individuals with entry-level skills to install and service electrical applications within residential/commercial and industrial fields. The program covers the practice and theory of residential/commercial wiring, machine control, programmable controllers, telecommunications, and electronic control.

Graduates of Electrical Technology will be qualified for, but not limited to, the following entry-level positions; electrical technician, low voltage technician, instrument repairer, electrician helper, cable-splicer, electrical maintenance, machine repair technician, service installer, electric motor analyst, electric motor repairer, solar installation technician, electronic and equipment repairer.

Course #	Course	Total Hours	Lab Hours	Theory Hours	Credits
ET100	Introduction to Electrical Technology	48	0	48	3
ET101	Residential Wiring	120	60	60	7.5
ET102	Commercial Wiring	120	60	60	7.5
ET200	NEC Concepts	48	0	48	3
ET201	Low Voltage Applications	120	60	60	7.5
ET202	Service and Special Applications	120	40	80	7.5
ET203	Math and Home Automation	48	18	30	3
ET204	Solar and Energy Storage	120	40	80	7.5
ET205	Standby Power Systems	120	40	80	7.5
ET206	Career Readiness	48	0	48	3
ET207	Motor Controls and Introduction to PLC's	120	80	40	7
ET208	Practical Applications	120	80	40	7
	Totals:	1152	478	674	71

HEATING, REFRIGERATION, VENTILATION & AIR CONDITIONING TECHNOLOGY

**Diploma Program
68 Credits, 1152 Hours**

OBJECTIVES

This program is designed to provide graduates with the entry-level skills to install and repair as needed: Heating, air conditioning and residential refrigeration equipment. The program covers in practice and theory the HVACR electrical requirements, diagnosing, repairing and installing HVACR equipment systems, ductwork, metal fabricating and installation. Understanding of HVACR parts and accessories.

Graduates should be able to assume entry level positions as air conditioning service and installation technicians, parts and counter persons, building maintenance, refrigeration technicians, furnace installers, including sheet metal fabricating.

Course #	Course	Total Hours	Lab Hours	Theory Hours	Credits
HV100	Core Competencies	48	0	48	3
HV101	Electricity for HVAC	120	80	40	7
HV102	Practical HVAC Applications	120	80	40	7
HV200	Math/HVAC Theory	48	0	48	3
HV201	Basic Cooling Systems	120	80	40	7
HV202	Heating Systems/ Heat Pumps	120	80	40	7
HV203	Skills for the HVAC trade	48	0	48	3
HV204	Air Systems/ Planned Maintenance	120	80	40	7
HV205	Service and Install Concepts	120	80	40	7
HV206	Career Readiness	48	0	48	3
HV207	Sheet Metal	120	80	40	7
HV208	Print Reading	120	80	40	7
Totals:		1152	640	512	68

COMBINATION WELDING TECHNOLOGY PROGRAM OUTLINE

Diploma Program
48 CREDITS, 864 HOURS

OBJECTIVES

The Combination Welding program is a series of comprehensive courses to provide individuals with a well-rounded background in various welding applications and techniques based on ASME and AWS specifications. Students will be prepared to participate in a variety of certification tests with a reasonable chance at receiving one or more welding certifications. The school will pay for one AWS welding certification attempt per student (excluding pipe certifications) Students having to retest or wishing to attempt a pipe welding certification will have to pay out of pocket for these.

Graduates of the Combination Welding program can expect opportunities for employment in entry level positions such as: Pipe welders, fitters, repair welders, fabricated metal products welders, burners, and construction welders

PROGRAM OUTLINE

<u>Course #</u>	<u>Course Title</u>	<u>Total Hours</u>	<u>Lab Hours</u>	<u>Theory Hours</u>	<u>Credits</u>
CW101	Core Competencies	48	3	45	3.0
CW102	Stick Welding	120	110	10	6.5
CW103	TIG/Stick Welding	120	110	10	6.5
CW200	Concepts of Wire Feed Welding	48	10	38	3.0
CW201	Wire Feed Applications	120	110	10	6.5
CW202	TIG/Aluminum Welding	120	110	10	6.5
CW203	Print Reading	48	10	38	3.0
CW204	Plasma Cutting and Pipe Welding	120	110	10	6.5
CW205	Pipe Welding and Career Readiness	120	110	10	6.5
	TOTALS	864	683	181	48

INDUSTRIAL MAINTENANCE PROGRAM OUTLINE

Diploma Program 68.5 Credits, 1152 Hours

OBJECTIVES

Students will acquire skills in the areas of commercial and industrial electricity, welding, HVAC, pneumatics, hydraulics, gaskets/seals, pumps, plumbing, building maintenance and forklift operation. Students will also be trained in safety procedures and be familiar with tools used in a commercial and industrial setting.

The skills acquired in the program will be applicable to entry-level positions as Maintenance Mechanics, Maintenance Repairers, Maintenance Engineers and Building Superintendents. These job titles are in demand at manufacturing companies, mills, industrial plants, hotels, apartment complexes and real estate management companies.

PROGRAM OUTLINE

Course #	Course	Total Hours	Lab Hours	Theory Hours	Credits
BT100	Core Competencies	48	0	48	3
BT101	Building Designs and Layouts	120	80	40	7
BT102	Interior and Exterior Finishes	120	80	40	7
ET200	NEC Concepts	48	0	48	3
ET102	Commercial Wiring	120	60	60	7.5
ET208	Introduction to Programmable Logic Controllers	120	80	40	7
HV206	Career Readiness	48	0	48	3
HV205	Service and Install Concepts	120	80	40	7
HV102	Practical HVAC Applications	120	80	40	7
IM201	Motor Controls	48	0	48	3
IM202	Industrial Mechanics Operations	120	80	40	7
IM203	Industrial Mechanics	120	80	40	7
TOTALS		1152	620	532	68.5

DIESEL TECHNOLOGY WITH COMMERCIAL DRIVERS LICENSE

**Diploma Program
83 Credits, 1440 Hours**

OBJECTIVES

The objective of this program is to graduate an entry level diesel technician trained in all areas of diesel repair, maintenance, failure analysis and diagnosis. The Diesel Technician Program is structured to provide the student with entry level job skills and knowledge to enter the work market as a diesel technician. Graduates are prepared in operations, maintenance, rebuilding and troubleshooting. Students completing this program will receive training in Commercial Truck Driving Operations and will be eligible to test for a Commercial Driver's License. Students must possess a drivers license at time of enrollment and must obtain a DOT physical, drug screen, and obtain their CDL learners permit prior to beginning their last quarter of training.

The term "Diesel Technician" or "Diesel Mechanic" is used to designate a worker that performs repairs to not only diesel engines, but also other diesel-powered equipment in the field.

<u>Course #</u>	<u>Course Title</u>	<u>Total Hours</u>	<u>Lab Hours</u>	<u>Theory Hours</u>	<u>Credits</u>
DT100	Intro to Diesel Mechanics	48	0	48	3
DT101	Intro to Heavy Trucks	120	80	40	7
DT102	Electrical Systems	120	80	40	7
DT200	Repair Concepts	48	40	8	2.5
DT201	Powertrain Systems	120	80	40	7
DT202	Truck Chassis/Suspensions	120	80	40	7
DT203	Computer Concepts/Diagnostics	48	24	24	3
DT204	Diesel Engine Theory & Repair	120	80	40	7
DT205	Fuel Systems	120	80	40	7
DT206	Career Enhancement/Certifications	48	5	43	3
DT207	Braking Systems	120	80	40	7
DT208	Preventative Maintenance	120	90	30	7
DT209	Truck Driving Maneuvers	144	120	24	8
DT210	Truck Driving Skills	144	144	0	7.5
Totals:		1440	973	467	83

COURSE DESCRIPTIONS

Diesel Technology & Diesel Technology with CDL Courses

*DT100 Intro to Diesel Mechanics This course is designed to give students life skills geared toward success. The course consists of a lot of group discussion and sharing ideas. Basic shop safety required to work in labs is covered in this course.

*DT101 Intro to Heavy Trucks This course will provide an introduction to servicing heavy duty trucks. Shop and safety operations, tools and fasteners, fundamentals of electricity, and fundamentals of electronics and computers used to service heavy duty trucks will be covered.

*DT102 Electrical Systems The general overview to heavy duty trucks electrical systems will be covered in this course, along with batteries, charging systems, cranking systems, chassis electrical circuits, and diagnosis and repair of electrical circuits.

DT200 Repair Concepts This course explores effective shop repair techniques, including cutting metals with various power tools, tack welding, torch cutting etc. As well as challenges typically seen by a diesel mechanic.

DT201 Powertrain Systems This hands on and partial theory course focuses on hydraulics, clutches, transmissions, transmission servicing, drive shaft assemblies, heavy duty truck axles and axle service and repair.

DT202 Truck Chassis / Suspensions A theory and lab course covering the basic principles of steering and alignment, Suspension systems, wheels and tires.

DT203 Computer Concepts/Diagnostics This course focuses on typical uses of computers in today's heavy-duty trucks. Basics of schematics, diagrams, and diagnostics are explored.

DT204 Diesel Engine Theory & Repair. This course covers the history, engine basics, engine power train components, engine feedback assembly, engine housing components, lubrication systems, cooling systems, engine breathing, engine retarders, engine removal, disassembly, cleaning, inspection and reassembly

DT205 Fuel Systems This course uses a classroom and hands on approach to cover chemistry and combustion, diesel fuel, fuel subsystems, injection principals, injector nozzles, governors, alternate fuels, failure analysis, troubleshooting and diagnoses strategies, electronic service tools, wiring, connectors and terminal repair, emissions

DT206 Career Enhancement/Certifications This course provides effective job search techniques with emphasis placed on written and verbal aspects of securing a job. Topics include resume writing, cover letters, applications, interviewing techniques, proper dress and non-verbal communication. Students are provided with explanations of the many certifications available to a diesel technician.

DT207 Braking Systems This course looks at the many different types of braking systems commonly found in heavy duty trucks truck brake systems, hydraulic brakes and air over hydraulic brake systems, ABS and EBS systems, Air brake servicing heavy duty truck trailers, fifth wheel and coupling systems.

DT208 Preventative Maintenance The majority of this course is spent on failure analysis of diesel components. Prevention and diagnosis are stressed. Major focus on vehicle inspections and identifying common maintenance needs and procedures to repair routine maintenance issues.

DT209 Truck Driving Maneuvers-This hands-on portion of truck driving includes the following: Clutches and Transmission Shifting, Pre-Trip Inspection, Primary Driving, Straight Backing, Sight Side Backing, Blind Side Backing, Preventative Maintenance and Servicing, Diagnosing and Reporting Malfunctions, Parallel Parking, Trip Planning, Visual Search, Communications, Proficiency Development in common parking/maneuvering challenges faced by professional truck drivers.

DT210 Truck Driving Skills This hands-on portion of truck driving includes the following safe shifting, and driving skills. This course focuses mainly on safely operating a Commercial Vehicle on public roads heavy emphasis on public safety and competency.

Commercial Truck Driving Courses

T101 Truck Driving Academics

Students will be introduced to components on tractor trailers and basic maneuvers through classroom and actual vehicle operation. During this phase the student will learn functions, controls, instruments, and become familiar with DOT rules and regulations, Cargo Documentation, Hours of Service Requirements, Accident Procedures, Personal Health and Safety.

T102 Truck Driving Skills

This hands-on portion of truck driving includes the following: Clutches and Transmission Shifting, Pre-Trip Inspection, Post-Trip Inspections, Primary Driving, Straight Backing, Coupling and Uncoupling, Sight Side Backing, Special Rigs, Use of Fire Extinguishers, Proficiency Development, Blind Side Backing, Accident Causes, Handling of Cargo, Preventative Maintenance and Servicing, Diagnosing and Reporting Malfunctions, Parallel Parking, Trip Planning, Visual Search, Communications, Proficiency Development, Speed and Space Management, Night Operation, Extreme Driving Conditions, Hazard Perception, Emergency Maneuvers, including Personal Financial Management, Skid Control and Recovery and Safe Operating Procedures.

TB101 Class B Academics

Students will be presented with the information necessary to help pass the Class B Commercial Learners Permit test. During this phase the student will learn functions, controls,

instruments, and become familiar with DOT rules and regulations, Cargo Documentation, Hours of Service Requirements, Accident Procedures, Personal Health and Safety.

TB102 Class B Truck Driving Skills

This hands-on portion of truck driving includes the following: Clutches and Transmission Shifting, Pre-Trip Inspection, Primary Driving, Straight Backing, , Sight Side Backing, Blind Side Backing, Preventative Maintenance and Servicing, Diagnosing and Reporting Malfunctions, Parallel Parking, Trip Planning, Visual Search, Communications, Proficiency Development, Speed and Space Management, Hazard Perception,

Building Construction Technology Courses

***BT100 Core Competencies** This course is designed to give students life skills geared toward success. This course covers basic safety as defined by OSHA and also introduces the student how to safely use tools and equipment specific to their field. This class studies the mathematics covering addition, subtraction, multiplication and division of whole numbers, fractions and decimals. The course also demonstrates how this math applies to the trades.

***BT101 Building Designs and Layouts**

This classroom study will look at basic area and volume formulas and apply them to material estimating. Using lineal, square and cubic feet such materials as drywall, plywood, framing studs, trim members and concrete are only a handful of what can be estimated in this class This is a lab class that teaches layout for the wall framing of buildings. Basic prints will be used to transfer the location of plates, studs, headers, jacks and other members of wall framing.

***BT102 Interior and Exterior Finishes** A predominately “hands-on” class, students will install drywall and practice finishing techniques. Smooth and textured finishes will be explored. Painting and drywall patchwork will also be included This mainly “hands-on” course gives students experience installing different types of siding, trim, accessories, roofing materials, guttering, flashing and weatherproofing. The classroom portion covers types of materials and installation methods.

BT200 Construction Math/Estimating Trades math is an introductory course for working with formulas and various geometric shapes. Fractions and decimals are reviewed, operations with signed numbers and substituting values are introduced. The content of this course is related to its functions in the trades. Students will also learn the various methods of providing accurate estimates.

BT201 Basic Building Applications A majority lab class, in which various projects will develop framing and carpentry skills. The classroom portion will cover the aspects of building residential house

in the order that they occur. The predominate types of residential construction will be discussed with an emphasis on platform framing. This predominately lab course provides students experience in door and window installation in rough openings. The installation of mortice lock sets is also included

BT202 Building Construction Foundations The use of masonry and concrete, their properties, products, types of aggregates, brick work, mixes, brick – block fundamentals and the processes necessary for layout and are covered in classroom and lab. In lab the students exhibit skills necessary to construct various masonry projects. This classes utilizes the lab to provide “hands-on” experience in joining pipes. Soldering, chemical welding, and threading will be practiced. The classroom portion is a brief overview of types of plumbing materials, joining and supporting supply, waste, and vent pipes.

BT203 Material Cost Analysis The practical aspects of job costs with materials will be covered. Students will design and estimate the costs for several construction applications.

BT204 Construction Print Reading In this classroom course the students work with orthographic prints used for constructing residential houses. Experience will be gained with plot plans, foundation plans, elevation drawings, floor plans, specifications and detail drawings.

BT 205 Roof Framing This course introduces the different types of roof styles and framing methods. The lab portion places emphasis on common rafters, hip rafters, valley rafters and jack rafters for constructing roofs. The theory portion introduces the math associated with rafter lengths and ridge heights.

BT206 Career Readiness This course provides effective job search techniques with emphasis placed on written and verbal aspects of securing a job. Topics include resume writing, cover letters, applications, interviewing techniques, proper dress and non-verbal communication.

BT207 Carpentry This course provides the students with experience in stairs and cabinets. Most of the lab time is dedicated to constructing cleated, open and closed stairways. A smaller portion of the lab time is reserved for cabinet installation. The theory for calculating riser height, tread length and stringer length is covered in the classroom portion This “hands-on” course will expose students to the application of trim members and moldings. The students will measure, cut and fasten base mold, door/window trim, ceiling mold and chair rail.

BT208 Practical Applications This course closely simulates work environment. Students will apply their learned skills to various projects, repairs and remodels

Electrical Technology Courses

***ET100 Introduction to Electrical Technology-** This course covers basic safety as defined by OSHA and also introduces the student how to safely use tools and equipment specific to their field This class studies the mathematics covering addition, subtraction, multiplication and division of whole numbers,

fractions and decimals. The course also demonstrates how this math applies to the trades. This course is designed to give students life skills geared toward success. The course consists of a lot of group discussion and sharing ideas.

***ET101 Residential Wiring-** This course studies the fundamentals of switching circuits, preventing overloads, single and multi-pole switches, receptacles, wiring, and controlling devices. The concepts are used to do various projects in lab. This is a study of the fundamental principles of electricity, the history of electricity, structure of matter and their elements. The theory of basic electricity relative to atoms, electric charges, electron theory, the production of electricity, alternating and direct current, magnetism, Ohm's Law, series circuits and parallel circuits are studied

***ET102 Commercial Wiring-** This course looks into the concepts of armored cabling, conduit bending and continues to expand on the lab class dealing with circuit applications and the usage of various devices including the application of the National Electric Code.

ET200 NEC Concepts- In this course the students will study the installation practices acceptable by the National Electric Code for single family dwellings. Trades math is an introductory course for working with formulas and various geometric shapes. Fractions and decimals are reviewed, operations with signed numbers and substituting values are introduced. The content of this course is related to its functions in the trades.

ET201 Low Voltage Applications- In this course students will learn the basic concepts behind the many applications of low voltage electricity. This includes cable and satellite television, telephone wiring, fire alarm systems, video voice and data.

ET202 Service Entrance and Special Applications- Students will learn the concepts behind electrical panels and their functions, as well as electric metering. Methods of servicing and running non-traditional wiring is explored in this course. This course covers print reading aspects that are common to all of the trades. Universal symbols, types of lines, measurements and drawing representation methods are covered.

ET203 Math and Home Automation- Electrical math uses formulas specific to the electrical field. Calculating resistance, bends for conduit, voltage drops, etc. are examples of math specific to the electrical field. Servicing and installing various types of practical home automation is covered in this course.

ET204 Solar and Energy Storage- This course explores the many concepts and practical applications of solar photovoltaic energy students learn the basic electronic functions of solar equipment. Common storage techniques involving many battery energy storage devices.

ET205 Standby Power Systems- This course explores the emergency generation of electricity including the service and maintenance of emergency power generation. Sizing requirements and practical

applications and concepts of electrical transformers. Various instruments used in the electrical field will be explained, demonstrated and used in this course

ET206 Career Readiness- This course provides effective job search techniques with emphasis placed on written and verbal aspects of securing a job. Topics include resume writing, cover letters, applications, interviewing techniques, proper dress and non-verbal communication. More advanced applications of NEC code are addressed in this course as it relates to typical job expectations.

ET207 Motor Controls and Introduction to PLC's- A fundamental study of NEMA standards, the construction, and operation of various types of single-phase motors, split-phase motors, three-phase motors and introduction to Programmable Logic Controllers (PLC'S). The course will explore the theory and application of various types of controls, design methods, control transformers, fuses, disconnect circuit breakers, relay timers, solenoids, and motor starters. The course will introduce practical information about installing, programming, and maintaining PLC systems.

ET208 Practical Applications-This course closely simulates the work environment. Students will apply their learned skills to perform various projects, services, and diagnosing typical electrical malfunctions.

Heating, Refrigeration, Ventilation & A/C Technology Courses

***HV100 Core Competencies** This course covers basic safety as defined by OSHA and also introduces the student how to safely use tools and equipment specific to their field This course is designed to give students life skills geared toward success. The course consists of a lot of group discussion and sharing ideas. The concepts introduced in Strategies for Success are sought out by many Fortune 500 Companies

***HV101 Electricity for HVAC** This is the study of the principles of electricity, ohms law, series, and parallel circuits. HVAC controls including relays, thermostats, contactors and motor starters. The use of volt, ohm, amp meters is covered in this course

***HV102 Practical HVAC Applications** This course provides an introduction to basic cooling, piping practices, heat pumps, electricity, electric heat, gas heat, oil heat and troubleshooting the different systems. Discusses refrigeration leaks how locate and repair the leaks. Visits the recovery of refrigerant and troubleshooting skills. Real life simulations are covered with a focus on the timely response to typical problems encountered in the HVAC service field.

HV200 Math/HVAC Theory This class studies the mathematics covering addition, subtraction, multiplication and division of whole numbers, fractions and decimals. The course also demonstrates how this math applies to the trades. Covers the theory necessary to understand selection, preparation, joining and support of copper and plastic piping and fittings.

HV201 Basic Cooling Systems Covers the basic principles of refrigeration and cooling, common tools used and basic refrigeration handling. Leak detection, evacuation, recovery and charging are practiced in this course.

HV202 Heating Systems/Heat Pumps This course is designed to expose students to the equipment and practices involved in the installation and servicing of heating systems. Troubleshooting is an integral part of this course. Boilers and water systems will also be covered in this course. In this course students will learn the skills needed to perform service and installation of heat pump applications. Troubleshooting and diagnosis are the major focus of this course.

HV203 Skills for the HVAC Trade In this course students learn the necessary terminology for successful communication in the HVAC trade. Additional common applications necessary for working in the HVAC field are visited. Necessary measuring and math conversions are visited.

HV204 Air Systems/ Planned Maintenance Explains air properties, gas laws and psychrometric charts in conjunction with methods used to balance air systems. Indoor air quality is discussed and tested. Describes the purpose of planned maintenance and outlines the procedures for servicing gas and oil furnaces, electric heating equipment, cooling equipment, and heat pumps

HV205 Service and Install Concepts The goal of this course is to prepare students for any questions employers may ask to gauge students overall understanding of the HVAC field. Covers tools, materials, and safety precautions and depicts step-by-step procedures for soldering and brazing piping. Discusses various types of iron and steel pipe and fittings, and provides step-by-step instructions for cutting, threading, and joining ferrous piping

HV206 Career Readiness This course provides effective job search techniques with emphasis placed on written and verbal aspects of securing a job. Topics include resume writing, cover letters, applications, interviewing techniques, proper dress and non-verbal communication.

HV207 Sheet Metal A study of the basic sheet metal layout, construction, fabrication and sizing of commonly used duct work components and transitions needed to conform to project design criteria.

HV208 Print Reading This course covers print reading aspects that are common to all of the trades. Universal symbols, types of lines, measurements and drawing representation methods are covered. Job estimating is introduced and discussed at length.

Combination Welding Courses

*CW101 Core Competencies- Basic Safety needs for the Welding Program is covered in this course. This course is designed to give students life skills geared toward success in the Welding Field. Also material covered in this math course is representative of the mathematics needed in the welding industry. Topics included are: direct measure, English-Metric systems, perimeters, angular measures, areas, volumes and mass (weight) measure.

*CW102 Stick Welding- This course consists of a study of welding equipment, their uses and safe operation. Students are given practical and theoretical instruction in the use of electric arc welders. Personal safety is a foremost study in this course, including clothing, eye, hearing and body protection, as well as protecting others.

*CW103 TIG/Stick Welding- In this course students will study, both theoretical and practical, the equipment necessary to make welds on plate using the Gas Tungsten Arc Welding process. A variety of joints will be done in all positions on carbon steel. An introduction to the oxy-fuel practice of cutting mild steel. Cutting consists of practice at straight cuts made with hand torches in flat, horizontal and vertical positions, as well as shape cutting in these positions.

CW200 Concepts of Wire Feed Welding- In this course the student will be required to complete a variety of joints including fillet and groove welds exploring the Gas Metal Arc Welding process in several different positions. The theory includes the type of equipment necessary, wire types, and diameters along with the other combinations of shielding gasses required for the various metal transfer methods.

CW201 Wire Feed Applications- In this course students will study Flux Cored Arc Welding, both gas shielded and self-shielded on plate then pipe. Use of an aluminum spool gun is introduced. A variety of joints will be done in differing positions with a combination of inert and reactive gasses. In this course students will study both the practical and theoretical aspects of aluminum pipe welding.

CW202 TIG/Aluminum Welding- This course explores the many facets of TIG Welding available in the industry. The hands-on portion is complimented by the theory behind the identification of the different types of TIG and aluminum welding available and how to weld them without losing their beneficial qualities

CW203 Print Reading- In this course the students will learn all the essentials to be able to read and work off of Blueprints. Students will learn all 17 main weld symbols, all variations and the dimensioning associated with the Blueprint Symbols.

CW204 Plasma Cutting and Pipe Welding- An introduction to plasma arc cutting, and air carbon arc cutting on ferrous and non-ferrous metals. Plasma cutting of shapes and straight cuts as well as beveling in various positions. Air Carbon Arc Cutting & Beveling of plate is practiced as well as weld metal removal.

CW205 Pipe Welding and Career Readiness- In this course the student will learn to weld pipe using SMAW, MIG, Flux core, self-shielded and TIG welding processes. Students will practice at the fillet welding and groove welding of pipe and tubing. This course provides effective job search techniques with emphasis placed on written and verbal aspects of securing a job. Topics include resume writing, cover letters, applications, interviewing techniques, proper dress and non-verbal communication

Industrial Maintenance Courses

BT100 Core Competencies This course is designed to give students life skills geared toward success. This course covers basic safety as defined by OSHA and also introduces the student how to safely use tools and equipment specific to their field. This class studies the mathematics covering addition, subtraction, multiplication and division of whole numbers, fractions and decimals. The course also demonstrates how this math applies to the trades.

BT101 Building Designs and Layouts

This classroom study will look at basic area and volume formulas and apply them to material estimating. Using lineal, square and cubic feet such materials as drywall, plywood, framing studs, trim members and concrete are only a handful of what can be estimated in this class This is a lab class that teaches layout for the wall framing of buildings. Basic prints will be used to transfer the location of plates, studs, headers, jacks and other members of wall framing.

BT102 Interior and Exterior Finishes A predominately “hands-on” class, students will install drywall and practice finishing techniques. Smooth and textured finishes will be explored. Painting and drywall patchwork will also be included This mainly “hands-on” course gives students experience installing different types of siding, trim, accessories, roofing materials, guttering, flashing and weatherproofing. The classroom portion covers types of materials and installation methods.

ET200 NEC Concepts- In this course the students will study the installation practices acceptable by the National Electric Code for single family dwellings. Trades math is an introductory course for working with formulas and various geometric shapes. Fractions and decimals are reviewed, operations with signed numbers and substituting values are introduced. The content of this course is related to its functions in the trades.

ET102 Commercial Wiring-This course looks into the concepts of armored cabling; conduit bending and continues to expand on the lab class dealing with circuit applications and the usage of various devices including the application of the National Electric Code.

ET208 Introduction to Programmable Logic Controllers This course will focus on the underlying principles of how PLC’s operate and also provide practical information about installing, programming and maintaining a PLC system.

HV206 Career Readiness This course provides effective job search techniques with emphasis placed on written and verbal aspects of securing a job. Topics include resume writing, cover letters, applications, interviewing techniques, proper dress and non-verbal communication.

HV205 Service and Install Concepts The goal of this course is to prepare students for any questions employers may ask to gauge students overall understanding of the HVAC field. Covers tools, materials, and safety precautions and depicts step-by-step procedures for soldering and brazing piping. Discusses various types of iron and steel pipe and fittings, and provides step-by-step instructions for cutting, threading, and joining ferrous piping

HV102 Practical HVAC Applications This course provides an introduction to basic cooling, piping practices, heat pumps, electricity, electric heat, gas heat, oil heat and troubleshooting the different systems. Discusses refrigeration leaks how locate and repair the leaks. Visits the recovery of refrigerant and troubleshooting skills. Real life simulations are covered with a focus on the timely response to typical problems encountered in the HVAC service field.

IM201- Motor Controls – Course covers both AC and DC motors including all components, circuits, controls, and connections. The course will cover operations, characteristics of single-phase motors, split phase motors, three phase motors, and troubleshooting various motors and conditions.

IM202- Industrial Mechanic Operations – Course covers the processes of operation of fundamental tasks in the Industrial Mechanics field. The students will have the opportunity to learn the processes of basic welding, oxyacetylene cutting, and forklift operation. During the welding portion, students will learn and apply knowledge in shielded metal arc welding (SMAW), oxyacetylene cutting and welding safety. The students will practice these processes extensively. Basic forklift operation and safety will be covered in this course as well.

IM203- Industrial Mechanics- This course covers industrial mechanics concepts and basic principles. The students will learn and apply knowledge in the following areas fasteners, anchors, gaskets, pumps, drives, valves, lubrication, piping practices, and bearings.

Program Start and Anticipated Graduation Dates 2021-2024

Building Trades/Electrical Technology/IMD Electrical Technology

Day:	Start Date	Grad Date	Semester	Evening:	Start Date	Grad Date	Semester
	07/28/2021	05/25/2022	Summer		09/20/2021	12/12/2022	Fall**21/22
	10/07/2021	08/11/2022	Fall**21/22		01/11/2022	04/05/2023	Winter
	12/20/2021	10/21/2022	Winter		05/05/2022	08/03/2023	Spring
	03/10/2022	01/10/2023	Spring		08/29/2022	11/16/2023	Fall**22/23
	05/27/2022	03/23/2023	Summer		12/14/2022	03/14/2024	Winter
	08/15/2022	06/12/2023	Fall**22/23		04/06/2023	07/15/2024	Spring
	10/25/2022	08/28/2023	Winter		08/07/2023	10/29/2024	Fall**23/24
	01/12/2023	11/08/2023	Winter II		11/21/2023	02/27/2025	Winter
					03/19/2024	06/23/2025	Spring
					07/17/2024	10/14/2025	Summer

HVAC/Diesel Technology

Day:	Start Date	Grad Date	Semester
	06/16/2021	04/12/2022	Summer
	09/01/2021	06/30/2022	Fall**21/22
	11/11/2021	09/16/2022	Winter
	02/02/2022	11/29/2022	Winter II
	04/14/2022	02/15/2023	Spring
	07/11/2022	05/05/2023	Summer
	09/20/2022	07/26/2023	Fall**22/23
	12/01/2022	10/04/2023	Winter

HVAC/Diesel/Industrial Maintenance

Evening:	Start Date	Grad Date	Semester
	07/27/2021	10/18/2022*	Fall**21/22
	11/10/2021	02/09/2023	Winter
	03/08/2022	06/05/2023	Spring
	06/29/2022	09/27/2023	Summer
	10/20/2022	01/22/2024	Fall**22/23
	02/14/2023	05/14/2024	Spring
	06/07/2023	09/05/2024	Summer
	09/28/2023	01/02/2025	Fall**23/24
	01/24/2024	04/29/2025	Winter
	05/16/2024	08/20/2025	Spring
	09/10/2024	12/08/2025	Fall**24/25

Diesel with CDL

Day:	Start Date	Grad Date	Semester
	06/16/2021	06/30/2022	Summer
	09/01/2021	09/16/2022	Fall**21/22
	11/11/2021	11/29/2022	Winter
	02/02/2022	02/15/2023	Winter II
	04/14/2022	05/05/2023	Spring
	07/11/2022	07/26/2023	Summer
	09/20/2022	10/04/2023	Fall**22/23
	12/01/2022	12/15/2023	Winter

Combination Welding

Day:	Start Date	Grad Date	Semester	Evening:	Start Date	Grad Date	Semester
	06/22/2021	03/30/2022	Summer		09/20/2021	08/24/2022	Fall**21/22
	09/27/2021	07/12/2022	Fall**21/22		01/11/2022	12/12/2022	Winter
	01/03/2022	10/10/2022	Winter		05/15/2022	04/05/2023	Spring
	04/04/2022	01/12/2023	Spring		08/29/2022	08/03/2023	Fall**22/23
	07/14/2022	04/20/2023	Summer		12/14/2022	11/16/2023	Winter
	10/12/2022	07/27/2023	Fall**22/23		04/06/2023	03/14/2024	Spring
					08/07/2023	07/15/2024	Fall**23/24
					11/21/2023	10/29/2024	Winter
					03/19/2024	02/27/2025	Spring
					07/17/2024	06/23/2025	Summer

Commercial Truck Driving

Day:	Start Date	Grad Date	Semester	Weekend:	Start Date	Grad Date	Semester
	06/07/2021	08/23/2021	Summer		07/24/2021	12/12/2021	Summer
	07/12/2021	09/20/2021	Summer II		09/25/2021	02/20/2022	Fall**21/22
	08/09/2021	10/18/2021	Fall**21/22		11/20/2021	04/24/2021	Winter
	09/07/2021	11/15/2021	Fall		01/29/2022	06/26/2022	Winter II
	10/04/2021	12/13/2021	Fall II		03/26/2022	08/28/2022	Spring
	11/01/2021	01/18/2022	Fall II		06/04/2022	10/30/2022	Summer
	11/29/2021	02/14/2022	Winter		08/06/2022	01/08/2023	Fall**22/23
	01/04/2022	03/16/2022	Winter		10/08/2022	03/05/2023	Fall II
	02/02/2022	04/13/2022	Winter II		12/03/2022	05/07/2023	Winter
	03/07/2022	05/19/2022	Spring		03/11/2023	07/16/2023	Spring
	04/04/2022	06/20/2022	Spring		04/15/2023	09/17/2023	Spring II
	05/09/2022	07/26/2022	Spring II		06/17/2023	11/12/2023	Summer
	06/06/2022	08/18/2022	Summer				
	07/11/2022	09/19/2022	Summer II				
	08/08/2022	10/17/2022	Fall**22/23				
	09/06/2022	11/14/2022	Fall				
	10/03/2022	12/12/2022	Fall II				
	10/31/2022	01/17/2023	Fall II				
	11/28/2022	02/13/2023	Winter				

Evening: Diesel with CDL

Evening: CDL ONLY

Evening:	Start Date	Grad Date	Semester	Evening:	Start Date	Grad Date	Semester
	07/27/2021	02/09/2023*	Fall**21/22		07/13/2021	11/08/2021	Fall**21/22
	11/10/2021	06/05/2023	Winter		10/27/2021	03/03/2022	Winter
	03/08/2022	09/26/2023	Spring		02/22/2022	06/27/2022	Spring
	06/29/2022	01/22/2024	Summer		06/15/2022	10/20/2022	Summer
	10/20/2022	05/14/2024	Fall**22/23		10/06/2022	02/09/2023	Fall**22/23
	02/14/2023	09/05/2024	Spring		01/31/2023	06/05/2023	Spring
	06/07/2023	01/02/2025	Summer		05/23/2023	09/26/2023	Summer
	09/28/2023	04/29/2025	Fall**23/24		09/14/2023	01/22/2024	Fall**23/24
	01/24/2024	08/20/2025	Winter		01/09/2024	05/14/2024	Winter
	05/16/2024	12/08/2025	Spring		05/02/2024	09/05/2024	Spring

Note:

The CDL only program is 320 Hours, the Diesel with CDL quarter is 288, a difference of 32 hours. To accommodate the difference in hours, the start date for a CDL ONLY student is eight days before the Diesel with CDL start date. Both groups will come together and finish the quarter together on the Diesel with CDL start date.

Yellow/Bold: Indicates first start of new calendar year.

Green: Indicated new school year (Fall Semester)



SCHOOL HOLIDAYS 2022

NEW YEARS DAY	1/01/2022
MARTIN LUTHER KING DAY	1/17/2022
PRESIDENT'S DAY	2/21/2022
SPRING BREAK	4/15/2022 – 4/22/2022
MEMORIAL DAY	5/28/2022 – 5/30/2022
SUMMER BREAK	7/01/2022 – 7/08/2022
LABOR DAY	9/03/2022 – 9/05/2022
THANKSGIVING	11/24/2022 – 11/25/2022
WINTER BREAK	12/23/2022 – 1/01/2023

2022 IN-SERVICE DAYS*

In-service days are the midpoint and end of a quarter.
Students do not have classes on these days.
→NOTE: In-service days do not apply to CDL students.

Trades Day Schedule
2/18/2022
3/9/2022
4/13/2022
5/26/2022
7/1/2022
8/12/2022
9/19/2022
10/24/2022
11/30/2022

Combination Welding Days
2/15/2022
3/31/2022
5/23/2022
7/13/2022
8/24/2022
10/10/2022
11/22/2022

Trades Evening Schedule
1/10/2022
3/7/2022
5/4/2022
6/28/2022
8/25/2022
10/19/2022

Program Tuition Costs

Diesel Technology

Tuition	\$18,500.00
Application Fee	25.00
Books & Supplies	1000.00
Total	\$19,525.00

Building Construction Technology

Tuition	\$18500.00
Application Fee	25.00
Books & Supplies	1000.00
Total	\$19525.00

Electrical Technology

Tuition	\$18500.00
Application Fee	25.00
Books & Supplies	1000.00
Total	\$19525.00

Commercial Truck Driving

Tuition	\$5475.00
Application Fee	25.00
Total	\$5500.00

HRVAC

Tuition	\$18500.00
Application Fee	25.00
Books & Supplies	1000.00
Total	\$19525.00

Combination Welding

Tuition	\$14550.00
Application Fee	25.00
Books & Supplies	1000.00
Total	\$15575.00

Industrial Maintenance

Tuition	\$ 18500.00
Application Fee	25.00
Books & Supplies	1000.00
Total	\$19525.00

Class B Truck Driving

Tuition	\$2170.70
Application Fee	25.00
Total	\$2195.70

Diesel Technology with Commercial Driver's License

Tuition	\$23125.00
Application Fee	25.00
Books & Supplies	1000.00
Total	\$24150.00

DIRECTORY OF SCHOOL PERSONNEL

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