



**NTI Arizona**  
**CATALOG**  
**2023-2024**

Catalog Volume 2024-1  
Effective January 5, 2024



# YOUR TRUSTED PARTNER



## THE TRADES ARE OUR BUSINESS

Thank you for your interest in the National Technical Institute. We offer real world trades training with a hands-on curriculum. This catalog should answer most of your questions about our training programs. Please contact us at (480) 591-4000, or feel free to email if that is more convenient at [ntiazcatinfo@ntitraining.com](mailto:ntiazcatinfo@ntitraining.com) if you have other questions.

National Technical Institute is licensed by the Arizona State Board for Private Postsecondary Education.

## OUR FACILITY

We have a 10,000 square foot training facility that is dedicated to technical training. Our classrooms have audio/video equipment and computerized teaching aids. Our 6,000+ square foot lab is a fully equipped, professional atmosphere with 3 phase power and electrical training units available to practice control wiring and circuit troubleshooting. Students reinforce classroom instruction with “hands on” training using industrial and commercial equipment as well as A/C, gas heating units, plumbing stations, and electrical training.

# THE **NTI** DIFFERENCE

## OUR MISSION

To produce problem solving, creative thinking graduates who possess industry-standard knowledge and skills that prepare them for a promising career.

## OUR STUDENTS

At NTI, we cater to those students interested in entering the technical trades and those already employed seeking training to sharpen their skills.

## OUR PROMISE

Our NTI students will be taught the necessary technical training to fill the growing vacancies in the Trades job sector. Upon graduation, students will receive a certificate of completion to prepare them for a career in the workforce.



## BECOME A SKILLED TRADES PROFESSIONAL

If you enjoy working with your hands and are looking for a technical career with a future, you could be well-suited to succeed as a TRADES Technician. NTI will give you the necessary training to embark on a new career today.



## OUR PROGRAMS - HVAC

A student with no industrial experience can advance to a job-ready, entry-level HVAC/R (Heating, Ventilation, Air Conditioning and Refrigeration) technician job with hands on training in 16 weeks or less. Classes are held on days, evenings, or weekends. Students have the option of completing homework, lectures, and quizzes online and attending hands on labs at the campus with our hybrid (Fusion or Immersion) models. Students can also choose to attend our traditional on-ground classes with all instruction and labs done in the classroom.

The objective of the different programs of study at NTI is to prepare students for entry-level job opportunities within the HVAC industry. The objective of the HVAC/I Technician program is to prepare students for jobs in the residential installation of HVAC equipment.

The HVAC/I Technician program prepares graduates for entry level technician and repair services in residential settings. HVAC/I is also the prerequisite for NTI's commercial refrigeration program, which prepares graduates for entry level technician and repair service jobs in commercial refrigeration troubleshooting and maintenance.



## OUR PROGRAMS - PLUMBING

A student with no plumbing or maintenance experience can advance to a job-ready, entry level Plumbing Technician job with hands on training in 16 weeks or less. Classes are held on days, evenings, or weekends. Students have the option of completing homework, lectures, and quizzes online and attending hands on labs at the campus with our hybrid (Fusion or Immersion) models. Students can also choose to attend our traditional on-ground classes with all instruction and labs done in the classroom.

The curriculum will take a student through the basic skills required to become an Entry Level Plumber. This program provides students with a basic understanding of the materials, tools and processes used by plumbing professionals to complete residential and light-commercial plumbing assignments. Students learn safe-work practices, hand and power tool identification and operation, as well as the common fixtures and components used to assemble water and waste systems. The program also provides instruction on the design and installation of standard plumbing systems and specialty systems for recreation and irrigation. Safety will be taught throughout the entire program. The focus of the program will be to help students understand the basics of the plumbing industry and the best ways to break into the industry as an entry level technician with an understanding of career, safety, plumbing tools, essential math, print-reading functions, and interpretation of plumbing codes required to execute standard plumbing services. Emphasis will also be placed on collaboration in the workplace. Students will learn how to communicate with homeowners, contractors, co-workers, and other trades employees.

The objective of the plumbing program of study at NTI is to prepare students for entry-level job opportunities within the plumbing industry; in both residential and light commercial.



## OUR PROGRAMS - ELECTRICAL

A student with no electrical or maintenance experience can advance to a job-ready entry level Electrical Technician job with hands on training in 16 weeks or less. Classes are held on days, evenings, or weekends. Students have the option of completing homework, lectures, and quizzes online and attending hands on labs at the campus with our hybrid (Fusion or Immersion) models. Students can also choose to attend our traditional on-ground classes with all instruction and labs done in the classroom.

The curriculum in the Entry Level Electrical Technician program is designed to help students understand the various aspects of electricity, and how it can be generated and controlled in different electronic systems. NTI will teach electricity in both the home and offices and all codes associated with both locations. Safety will be taught all along the way and throughout the entire program.

The focus of the program will be to help students understand the basics of the electrical industry and the best way to break into the industry as an entry level technician with an understanding of careers, safety, electrical mathematics, theory, tools, wiring and the landscape of electricity and how it fits into the “green” technology of today’s changing world. Emphasis will also be placed on collaboration in the workplace. Students will learn how to communicate with homeowners, contractors, co-workers, and other trades employees.

# NTI PROGRAM DETAILS

## Certificate of Completion in HVAC Technician

Electrical I - Basic Electrical Theory	15 hours
Electrical II - Electrical Application	12 hours
Air Conditioning & Refrigeration Fundamentals EPA	14 hours
Certification Seminar & Exam	5 hours
Advanced Air Conditioning Gas Heating	17 hours
Seminar	12 hours
Heat Pump Seminar HVAC	10 hours
Troubleshooting	15 hours

**TOTAL COST FOR THIS PROGRAM- Immersion Delivery** **100 hours** **\$6,395.00**

Keeping it cool workbook, Copyright 2021 by the National Technical Institute, Revised 3/2023; HVAC Regional Immersion NTI proprietary lecture videos course ID #9052, updated 1/2023; Intro to NTI course #562

*(Keeping it cool workbook, Videos, EPA Testing Costs, hotel accommodations, if necessary, meals during lab sessions and graduate toolkit all included in the total program price).*

Tuition: \$5,895.00  
Textbook/NTI Proprietary Lecture Video Series: \$175.00  
Lab Material Fee: \$500.00 (This includes all materials needed to complete the program)

## Certificate of Completion in Entry Level HVAC/I Technician

Electrical I - Basic Electrical Theory	24 hours	22 hours
Electrical II - Electrical Application	24 hours	17 hours
Air Conditioning & Refrigeration Fundamentals EPA	32 hours	26 hours
Certification Seminar & Exam	8 hours	12 hours
Advanced Air Conditioning	32 hours	23 hours
Gas Heating Seminar Heat	8 hours	6 hours
Pump Seminar HVAC	8 hours	8 hours
Troubleshooting	32 hours	22 hours
Installation Basics	24 hours	8 hours

**TOTAL COST FOR THIS PROGRAM – Fusion Model Delivery** **144 hours** **\$7,795.00**

Keeping it cool workbook, Copyright 2021 by the National Technical Institute, HVAC/I Technician Fusion Training 2023 NTI proprietary Lecture Videos Course ID #10378; HVAC/I Technician Fusion Training Course ID #3404; Intro to NTI course #562

Tuition: \$7,220.00  
Textbook & Lecture Videos: \$175.00  
Lab Material Fee: \$375.00 (This includes all materials needed to complete the program)  
EPA Test Fee: \$25.00

**TOTAL COST FOR THIS PROGRAM – Traditional Delivery** **192 hours** **\$9,995.00**

Keeping it cool workbook, Copyright 2021 by the National Technical Institute.

Tuition: \$9,495.00  
Textbook: \$175.00  
Lab Material Fee: \$300.00 (This includes all materials needed to complete the program)  
EPA Test Fee: \$25.00

*Disclaimer: Discounts/Scholarships may be available for some programs, please speak to an Admissions Representative for complete details.*

**NOTE: All class schedules and prices are subject to change.**



# PROGRAM DETAILS

## Certificate of Completion in Entry Level Electrical Technician

Electrical Career and Trade	8 Hours	8 Hours
Electrical Safety	16 Hours	9 Hours
Electrical Mathematics and Metric System	8 Hours	7 Hours
Electrical Concepts and Theory	28 Hours	16 Hours
Introduction to National Electrical Codes	12 Hours	23 Hours
Grounding – Theory and Safety	12 Hours	9 Hours
Electrician Tools and Proper Usage	12 Hours	9 Hours
Wiring - Overview	12 Hours	9 Hours
Wiring – Devices	12 Hours	20 Hours
Wiring – Methods	12 Hours	18 Hours
Wiring – Calculations	12 Hours	9 Hours
Wiring - Requirements	12 Hours	5 Hours
Electrical Industry in Today’s Green Technology	20 Hours	1 Hours
Electrical Job Search and Soft Skills	16 Hours	1 Hours

### TOTAL COST FOR THIS PROGRAM – Fusion Model Delivery

144 hours

**\$7,795.00**

Tuition: \$7,220.00  
Textbook & Lecture Videos: \$175.00  
Lab Material Fee: \$400.00 (This includes all materials needed to complete the program)

**NTI proprietary lecture videos-** Electrical Technician Fusion Training 2023 course ID #10317; Course ID# 8169; Intro to NTI Course ID #562

### TOTAL COST FOR THIS PROGRAM – Traditional Model Delivery

192 hours

**\$9,995.00**

Tuition: \$9,495.00  
Textbook: \$175.00  
Lab Material Fee: \$325.00 (This includes all materials needed to complete the program)

Textbook—GW Modern Residential Wiring, 12th edition, Copyright 2021, based on 2020 NEC, Harvey N. Holzman, ISBN: 978-1-63563-880-6

*Disclaimer: Discounts/Scholarships may be available for some programs, please speak to an Admissions Representative for complete details.*

**NOTE: All class schedules and prices are subject to change.**



# NTI PROGRAM DETAILS

## Certificate of Completion in Entry Level Electrical Technician

Electrical Career and Trade	2 Hours
Electrical Safety	8 Hours
Electrical Mathematics and Metric System	4 Hours
Electrical Concepts and Theory	10 Hours
Introduction to National Electrical Codes	6 Hours
Grounding – Theory and Safety	8 Hours
Electrician Tools and Proper Usage	4 Hours
Wiring - Overview	13 Hours
Wiring – Devices	13 Hours
Wiring – Methods	13 Hours
Wiring – Calculations	5 Hours
Wiring- Requirements	6 Hours
Electrical Industry in Today’s Green Technology	4 Hours
Electrical Job Search and Soft Skills	4 Hours

### TOTAL COST FOR THIS PROGRAM – Immersion Model Delivery

*Includes Hotel accommodations, if necessary, Meals during lab sessions, and a graduation toolkit.*

**100 hours**

**\$6,395.00**

Tuition: \$5,895.00  
Textbook/Video Lecture Series: \$175.00  
Lab Material Fee: \$325.00 (This includes all materials needed to complete the program)

#### NTI proprietary lecture videos-

Electrical Immersion Course ID #9220; Electrical Regional Immersion Course ID #10395; Intro to NTI Course ID #562

*Disclaimer: Discounts/Scholarships may be available for some programs, please speak to an Admissions Representative for complete details.*

**NOTE: All class schedules and prices are subject to change.**

# NTI PROGRAM DETAILS

## Certificate of Completion in Entry Level Plumbing Technician

What is Plumbing and the History of Plumbing	4 hours	4 Hours
First Aid & Safety/Ensuring the Health & Safety of the public	24 hours	17 Hours
Tools of the Plumbing Trade and Basic Math for Plumbing	30 hours	22 Hours
Water Supply, Waste Disposal and Sewage Disposal	32 hours	28 Hours
Mechanical Properties & Piping Materials & Joining methods for DMV & Pressure Pipe	42 hours	24 Hours
Plumbing Fixtures and Faucets	24 hours	26 Hours
Water Heaters	24 hours	11 Hours
Building Plans and Print Reading	6 hours	6 Hours
Drawings and Sketching	6 hours	6 Hours

### TOTAL COST FOR THIS PROGRAM – Fusion Model Delivery

**144 hours**

**\$7,795.00**

NTI proprietary lecture videos- Plumbing Technician Fusion Training  
Course ID #10318; Course ID # 8170; Intro to NTI course #562

Tuition: \$7,220.00  
Textbook & Lecture Videos:  
\$175.00  
Lab Material Fee: \$400.00 (This  
includes all materials needed to  
complete the program)

### TOTAL COST FOR THIS PROGRAM – Traditional Delivery

**192 hours**

**\$9,995.00**

Textbook- GW Modern Plumbing 9th edition, Copyright 2022, E. Keith  
Blankenbaker, ISBN: 978-1-64564-668-6

Tuition: \$9,495.00  
Textbook: \$175.00  
Lab Material Fee: \$325.00 (This  
includes all materials needed to  
complete the program)

*Disclaimer: Discounts/Scholarships may be available for some programs, please speak to an Admissions Representative for complete details.*

**NOTE: All class schedules and prices are subject to change.**

# NTI PROGRAM DETAILS

## Certificate of Completion in Entry Level Plumbing Technician

What is Plumbing and the History of Plumbing	4 Hours
First Aid & Safety/Ensuring the Health & Safety of the public	16 Hours
Tools of the Plumbing Trade and Basic Math for Plumbing	16 Hours
Water Supply, Waste Disposal and Sewage Disposal	16 Hours
Mechanical Properties & Piping Materials & Joining methods for DMV & Pressure Pipes	20 Hours
Plumbing Fixtures and Faucets	12 Hours
Water Heaters	8 Hours
Building Plans and Print Reading	4 Hours
Drawings & Sketching	4 Hours

### TOTAL COST FOR THIS PROGRAM – Immersion Model Delivery

**100 hours**

**\$6,395.00**

*Includes Hotel accommodations, if necessary, meals during lab sessions, and a graduation toolkit.*

**NTI proprietary lecture videos-** Plumbing Immersion NTI proprietary lecture videos course ID #9192; Course ID #10563; Intro to NTI course #562

Tuition: \$5,895.00  
Textbook/Video Lecture Series: \$175.00  
Lab Material Fee: \$325.00 (This includes all materials needed to complete the program)

## Certificate of Completion in Entry Level Commercial Refrigeration

CR101 Water Evaporators, Condensers, & Compressors	24 Hours
CR102 Metering Devices, Controls, & Accessories	20 Hours
CR103 Walk-In refrigerators, Freezers, and Ice Machines	20 Hours

### TOTAL COST FOR THIS PROGRAM – Traditional Model Delivery

**Hours 64**

**\$3,495.00**

Textbook: Commercial Refrigeration for Air Conditioning Technicians (Mindtap Course List) 4<sup>th</sup> Edition written by Dick Wirz, ISBN-13: 978-0357453704 ISBN-10: 0357453700

Tuition: \$3,000.00  
Textbook: \$150.00  
Lab Material Fee: \$345.00 (This includes all materials needed to complete the program)

*Disclaimer: Discounts/Scholarships may be available for some programs, please speak to an Admissions Representative for complete details.*

**NOTE: All class schedules and prices are subject to change.**

# NTI PROGRAM DETAILS

## Certificate of Completion in Paralegal

PL100- Paralegal Practicum Studies	45 Hours
PL101- Paralegal Law Studies	45 Hours

**TOTAL COST FOR THIS PROGRAM – Traditional Delivery**      **90 Hours**      **\$6,978.00**  
Tuition: \$6,495.00  
Textbook: \$483.00

**Textbooks-** The Winning Brief by Brian A. Garner, ISBN: 978-0199378357, The Practical Paralegal by Matthew G. Pfau, Esq. (ISBN 979-8428006766), Tort and Personal Injury Law by Cathy Okrent, J.D. (ISBN: 978-1133691853), Basic Contracts for Paralegals by Jeffrey A. Helewitz (ISBN: 978-1454855552), Dumb Criminals & Overeager Cops by Zachariah B. Parry, J.D. (ISBN: 978-1717901606)

*Disclaimer: Discounts/Scholarships may be available for some programs, please speak to an Admissions Representative for complete details.*

***NOTE: All class schedules and prices are subject to change.***

# NTI

# COURSE LISTINGS

## **\*E101 Electrical I - Basic Electrical Theory -**

FORMAT: Lecture and Lab

### STUDY TO INCLUDE:

Electron Theory, Basic Electrical Math, Ohm's Law, Basic Electrical Circuits, Series and Parallel Circuits, Schematics and Diagrams, Electrical Testing Instruments, Electric Motors and Electrical Safety.

### OBJECTIVE:

Students will become familiar with basic electrical theory and fundamentals. The use of electrical testing equipment and basic hand tools will be covered and practiced. Circuit wiring will be studied and practiced in a lab environment.

## **\*E102 Electrical II - Electrical Application -**

FORMAT: Lecture and Lab

### STUDY TO INCLUDE:

Industrial Control Circuits, Motor Controls, Starting and Running Circuits and Motor Protection. An emphasis will be placed on understanding and wiring control circuits. Electrical Safety will be emphasized.

### OBJECTIVE:

Students will become familiar with electrical components. Each student will build, and test circuits used in HVAC equipment and industrial controls. The use of hand tools and electrical test equipment will be studied and practiced in a lab environment.

NOTE: An NTI proprietary textbook is used for all the courses with \*. All class schedules and prices are subject to change.

# NTI COURSE LISTINGS

## HVAC

### **\*A101 Air Conditioning & Refrigeration Fundamentals –**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Refrigeration History, Refrigeration Theory, Thermal Laws, Components of a Refrigeration System, Refrigeration Cycle, Refrigerant Properties, Compressor Types, ARI Standards. Refrigeration Tool Usage, including Gauges, TP Chart, Soldering, Brazing. Safety will be emphasized.

OBJECTIVE:

Students will understand the basic refrigeration cycle, the components that are common to refrigeration systems and the physical laws that apply. Upon completion the student will be able to competently Solder and Braze copper refrigeration fittings.

### **\*A103 EPA Certification Seminar & Exam –**

FORMAT: Lecture and Proctored Testing

STUDY TO INCLUDE:

Students will become familiar with the E.P.A. Rule 608 40-CFR, part 82 subpart (f). Students will become familiar with types of certification theory on ozone loss, legal requirements regarding use and disposal of refrigerants containing CFC's. Proper recycling techniques, recovery techniques and refrigerant disposal will be covered.

OBJECTIVE:

Students will be prepared to successfully complete the EPA 608 Universal Certification exam, which will be given at the end of the 2-day EPA module.

NOTE:

- ESCO Testing Fee: \$25.00
- Tuition includes taking the EPA Exam one time: Exam "retake" fee (if necessary) \$25.00.

NOTE: An NTI proprietary textbook is used for all the courses with \*. All class schedules and prices are subject to change.

# NTI COURSE LISTING

## **\*A102 Advanced Air Conditioning –**

FORMAT: Lecture and Lab

### STUDY TO INCLUDE:

Review of Refrigeration Systems, Introduction to Duct System sand Airflow, Refrigerant Controls, Electrical Controls, Air Conditioning Troubleshooting, Recovery, Evacuation and Recharge, Super heat and Sub-cool. Safety will be emphasized.

### OBJECTIVE:

Students will understand the use of test equipment and will comprehend superheat, sub-cooling, and airflow, and how to use these key indicators of system performance in the troubleshooting process.

## **\*A104g Gas Heating Seminar –**

FORMAT: Lecture and Lab

### STUDY TO INCLUDE:

Introduction to Gas Heating, Ignition Theory, Combustion Theory, Operational Controls and Safety Controls, Furnace Types. Safety will be emphasized.

### OBJECTIVE:

Students will learn the fundamentals of gas heating systems and components. Troubleshooting techniques will be studied and practiced in a lab environment. Safety practices will be covered.

*NOTE: An NTI proprietary textbook is used for all the courses with \*. All class schedules and prices are subject to change.*

# NTI COURSE LISTING

## **\*A104h Heat Pump Seminar –**

FORMAT: Lecture and Lab

### STUDY TO INCLUDE:

Heat Pump Theory, Design and Components and Troubleshooting Heat Pump systems. Safety will be emphasized.

### OBJECTIVE:

Students will learn the fundamentals of Heat Pump operation and system components and troubleshooting techniques unique to Heat Pump systems will be covered.

## **\*A105 Installation Basics –**

FORMAT: Lecture and Lab

### STUDY TO INCLUDE:

This course includes, but is not limited to metal Plenum Assembly, Condensing Unit Removal, Furnace/Air Handler Removal, New Furnace/Air Handler Installation, Thermostat Replacement, New Condensing Unit Installation, Plenum Assembly and Sealing, Cutting Holes for Start Collars and Sealing, and Measuring, Installing and Sealing Flexible Ductwork.

### OBJECTIVE:

Students will become familiar with installation basics, as recommended by contractors. Students will practice and learn all steps in the air conditioning and heating installation process.

*NOTE: An NTI proprietary textbook is used for all the courses with \*. All class schedules and prices are subject to change.*



# NTI COURSE LISTING

## **\*A108 HVAC Troubleshooting –**

FORMAT: Lecture and Lab

### STUDY TO INCLUDE:

Troubleshooting concepts and techniques, review of control circuits, review of refrigeration cycle. Lab practice on commercial and residential package and split units covering a wide variety of HVAC problems.

### OBJECTIVE:

To provide students with the knowledge and skills to successfully troubleshoot any type of problem associated with commercial and residential package or split HVAC systems.

## **F101 Blueprint Reading –**

FORMAT: Lecture

BOOKS: Blueprint Reading \$55

### STUDY TO INCLUDE:

Introduction to blueprints, sheet metal drawings, piping and plumbing drawings, electrical drawings, and air conditioning and refrigeration drawings.

### OBJECTIVE:

Upon completion of this course students will be able to interpret building plans, schematics, equipment schedules and drawings used to carry out the duties of a Facility Engineer.

*NOTE: An NTI proprietary textbook is used for all the courses with \*. All class schedules and prices are subject to change*

# NTI

## COURSE LISTING

### **F102 HVAC Central Plants –**

FORMAT: Lecture  
BOOKS: HVAC&R 6-Part Series Workbooks \$100

#### STUDY TO INCLUDE:

Complete system troubleshooting, air handling systems and calibration, chiller components, chiller leak check and electrical, cooling tower maintenance and troubleshooting, and condenser maintenance and troubleshooting.

#### OBJECTIVE:

Upon completion of this course students will be able to describe all equipment that makes up an HVAC, including chillers, chilled water systems, air handling systems, cooling towers, water treatment, and condensers. Students will be able to troubleshoot complete system problems, understand what maintenance is required and how to perform maintenance tasks.

### **F103 Boiler Operations –**

FORMAT: Lecture  
BOOKS: Boiler Operator's Workbook (includes Interactive CD-ROM) \$95

#### STUDY TO INCLUDE:

Boiler theory and principles, boiler construction and design, steam systems/ controls, water supply and water treatment systems/controls, fuel systems/controls, draft and flue gas systems/controls, instrumentation, and boiler operation, maintenance, and optimization.

#### OBJECTIVE:

Upon completion of this course students will have knowledge of boiler operation, maintenance, and troubleshooting. Common boiler auxiliaries (including pumps and piping) as well as operating techniques will be covered. Safety will be stressed along with operating efficiency.

# NTI

## COURSE LISTING

### **CR101 Water Evaporators, Condensers, & Compressors–**

FORMAT: Lecture /Lab

STUDY TO INCLUDE:

Functions of an evaporator, condenser, and compressor. Evaporator temperatures and defrost methods. Latent heat, sensible heat, and super heat. Compression ratios, trouble shooting and maintenance procedures.

### **CR102 Metering Devices, Controls, & Accessories–**

FORMAT: Lecture/ Lab

STUDY TO INCLUDE:

Understanding of thermostatic expansion valves and capillary tubes. Understanding of how temperature and pressure affect metering devices. Operation of service valves and solenoid valves for refrigeration flow control, pump down, and hot gas bypass. Single phase and three phase motor operation. Motor overloads and troubleshooting motors.

### **CR103 Walk-In refrigerators, Freezers, and Ice Machines**

FORMAT: Lecture/ Lab

STUDY TO INCLUDE:

Walk-In box types, sizes, installation, and adjustments. Refrigeration drains piping and all walk-in troubleshooting. Ice machine operation, service, troubleshooting and repairs.

# NTI COURSE LISTING

## **P101 What is Plumbing and the History of Plumbing –**

FORMAT: Lecture and Lab

### STUDY TO INCLUDE:

Description of the plumbing industry and expectations in this career, various career paths in the trade, upper-level positions and roles, requirements for a Masters License, and the value of on-the-job training.

### OBJECTIVE:

Students will become familiar with the plumbing industry and its history, various career paths, upper level positions and descriptions of roles. Understanding of the requirements to eventually obtain a mater plumbers license and the value of on-the-job training.

## **P102 First Aid and Safety and Ensuring the Health and Safety of the Public –**

FORMAT: Lecture and Lab

### STUDY TO INCLUDE:

Description of the safety related hazards in the plumbing industry both on the job and for the public. Understand various health hazards. Understanding of licenses, permits and inspection requirements. Safety techniques.

### OBJECTIVE:

Students will become familiar with the safety related practices used in the plumbing industry including hazards on the job and for the public along with safety techniques. Also, the student will become aware of codes you will need to adhere to, licenses, permits and inspections used on the job.

*NOTE: All class schedules and prices are subject to change.*

# NTI COURSE LISTING

## **P103 Tools of the Plumbing Trade and Basic Math for Plumbing –**

FORMAT: Lecture and Lab

### STUDY TO INCLUDE:

Introduction and usage of basic tools used in the plumbing industry. Basic math used in everyday plumbing.

### OBJECTIVE:

Students will be able to describe and use typical standard tools used in the plumbing trade: Including: Torch kits, pipe wrenches, pipe cutters, tape measurers and other common tools. Students will also be taught basic math problem solving principles used in the plumbing trade including Solving problems using fractions, percentages, decimals.

## **P104 Water Supply, Waste Disposal and Sewage Disposal –**

FORMAT: Lecture and Lab

### STUDY TO INCLUDE:

Introduction to Water Supply, Waste and Sewage Disposal. Principal waste hazards, health implications of plumbing.

### OBJECTIVE:

Students will be able to describe water hazards such as cross connections, how to prevent back-siphonage problems and principal waste hazards. Proper usage of fixture traps. Students will also understand water sources such as: municipal water supplies, private systems, surface water, graywater etc. Cases of contamination.

*NOTE: All class schedules and prices are subject to change.*

# NTI COURSE LISTING

## **P105 First Mechanical Properties and Piping materials and Joining Methods for DMV and Pressure Pipe –**

FORMAT: Lecture and Lab

STUDY TO INCLUDE: Understanding Mechanical properties such as compression, tension; shear and stress lines. Learn how to work with beams and columns. How to attach structural loads. Proper use of pipe hangers and support.

OBJECTIVE:

Students will have an understanding and work with vitrified clay pipe, steel pipe, concrete pipe. Students will perform Solder and Brazing. Usage of copper fitting and tubing. Cast iron cutting and joining and many other mechanical properties.

## **P106 Plumbing Fixtures and Faucets –**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to standard plumbing fixtures and parts used in everyday plumbing installs in both residential and commercial settings.

OBJECTIVE:

Students will have an understanding and install, fabricate and usage of water closets flush types; flushometer, dual flush, materials and finishes, flushing cycle, water closet rough in, water closet configurations, urinals and flushing methods, bidets, sink types, mounting faucets, watercoolers and drinking fountains and more.

*NOTE: All class schedules and prices are subject to change.*

# NTI COURSE LISTING

## **P107 Water Heaters –**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to standard installation and repair of electric and gas water heaters.

OBJECTIVE:

Students will perform water heater installation and other heating devices. Students will also learn about jackets and insulation, dip tubes, thermostats for both electric and gas devices and temperature and relief valves.

## **P108 Building Plans and Print Reading –**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to standard planning and project designs.

OBJECTIVE:

Students will understand the fundamentals of construction drawing and how to read drawings and how scales are used in planning.

*NOTE: All class schedules and prices are subject to change.*

# NTI COURSE LISTING



## **P109 Drawings and Sketching –**

FORMAT: Lecture and Lab

### STUDY TO INCLUDE:

Introduction to standard drawing terms in the construction industry.

### OBJECTIVE:

Students will understand drawing terms, working drawings, freehand sketching, sketching with drawing aids and symbols for detailed sketching.

*NOTE: All class schedules and prices are subject to change.*



# NTI COURSE LISTING

## **ELET101 Electrical Career and Trade -**

FORMAT: Lecture and Lab

### STUDY TO INCLUDE:

Description of the electrical industry and expectations in this career, various career paths in the trade, upper level positions and roles, requirements for a Masters License. Value of on-the-job training. Study techniques.

### OBJECTIVE:

Students will become familiar with the electrical industry, various career paths, upper level positions and descriptions of roles. Understanding of the requirements to eventually obtain a mater plumbers license and the value of on-the-job training. Techniques and methods to study.

## **ELET102 Electrical Safety –** FORMAT:

Lecture and Lab

### STUDY TO INCLUDE:

Description of the general safety rules in the electrical industry both on the job and for the public. Understand various health hazards. OSHA regulations. Personal protective equipment (PPE), proper procedures for use of ladder and scaffolding.

### OBJECTIVE:

Students will become familiar with the safety related practices used in the electrical industry including: health hazards, how current affects the body. Understanding of OSHA regulations and other safety rules including lockout and tagout procedures. The three types of personal protective equipment (PPE). The proper procedures for use of ladder and scaffolding.

*NOTE: All class schedules and prices are subject to change.*

# NTI

## COURSE LISTING

### **ELET103 Electrical Mathematics and Metric System –**

FORMAT: Lecture and Lab

**STUDY TO INCLUDE:**

Introduction and usage of basic math used in the electrical industry. Introduction to metric system of measurement and how to read and use a tape measure.

**OBJECTIVE:**

Students will be able to solve math problems using fractions, percentages, decimals. Perform correct calculations and measurements using measuring tape.

### **ELET104 Electrical Concepts and Theory –**

FORMAT: Lecture and Lab

**STUDY TO INCLUDE:**

Introduction to electrical concepts and principles. Principal parts of an atom, law of charges and the importance of current flow, magnetic terms. Define ampere, volt, ohm, and watt. Complete circuit in series, parallel and series-parallel and solve for circuit values.

**OBJECTIVE:**

Students will be able to describe the three principal parts of an atom. Understand the laws of charges and describe its importance to current flow. Explain electron current flow and contrast direct and alternating current. Students will be able to explain and define Ohm's Law, using formula charts. Be able to define ampere, volt, ohm, and watts. Learn and understand basic additional electrical theory and principles.

*NOTE: All class schedules and prices are subject to change.*

# NTI COURSE LISTING

## **ELET105 Introduction to National Electrical Codes –**

FORMAT: Lecture and Lab

### STUDY TO INCLUDE:

Understanding the history of the National Electrical Code, how codes are formed, importance and the intent of the Code. Summarization and how to locate information in the code book.

### OBJECTIVE:

After completing this course, the students will be able to describe the history of the National Electrical Code, explain how codes are formed, the importance and intent of the code, the process of changing codes and how to locate information in the code book.

## **ELET106 Grounding—Theory and Safety –**

FORMAT: Lecture and Lab

### STUDY TO INCLUDE:

Learning service grounding for a single-family dwelling, learn the consequences of incorrect grounding or Lack of ground. Understand GFCI (ground fault circuit interrupter) requirements and application for a single-family dwelling.

### OBJECTIVE:

Students will understand grounding and bonding along with the consequences of improper or lack of grounding. Students will also gain knowledge of NEC requirements for bonding wiring devices to outlet boxes and understand GFCI (ground fault circuit interrupter).

*NOTE: All class schedules and prices are subject to change.*

# NTI

## COURSE LISTING

### **ELET107 Electrician Tools and Proper Usage –**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction and usage of basic tools used in the electrical industry.

OBJECTIVE:

Students will be able to describe and use typical standard tools used in the electrical trade. Including: Basic hand tools, power tools and specialty tools.

### **ELET108 Wiring—Overview –**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to how specifications are used in making electrical installations. Understanding of symbols and notations used in electrical drawings and explain how they are used. Basic types of fuses and circuit breakers.

OBJECTIVE:

Students will understand how specifications are used in making electrical installations. Understand which symbols and notations are used in electrical drawings and how they are applied in electrical work.

*NOTE: All class schedules and prices are subject to change.*

# NTI

## COURSE LISTING

### **ELET109 Wiring—Devices – 12**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Introduction to wiring-devices: Identify marking on single and duplex receptacles and the operation of each, operation of single pole, three ways, and four-way toggle switches. Operation of dimmers, fuse, circuit breaker and GFCI (ground fault circuit interrupter) and AFCI (arc-fault circuit interrupters).

OBJECTIVE:

Students will learn and understand wiring devices which include Receptacles, switches, dimmer controls devices, fuses, circuit breakers, GFCI's and AFCI's.

### **ELET110 Wiring—Methods –**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

Descriptions of NEC requirements for installation of NMC, MC cable, UF cable, and EMT. The correct wiring methods and identification of correct wiring connections for single-pole, three-way, and four-way switching as per NEC requirements.

OBJECTIVE:

Students will learn and understand the NEC requirements for installation of NMC, MC cable, UF cable, and EMT. Understand correct wiring methods and identification of correct wiring connections for single-pole, three-way, and four-way switching as per NEC requirements.

*NOTE: All class schedules and prices are subject to change.*

# NTI

## COURSE LISTING

### **ELET111 Wiring—Calculations –**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

How to determine the fundamental NEC requirements for calculating branch-circuit sizing and loading. Perform conduit fill calculations as per NEC requirements. Calculate box fill and choose the correct size box. Describe the proper size conductor and over current device for a circuit, given a receptacle or switch.

OBJECTIVE:

Students will learn and understand how to determine the fundamental NEC requirements for calculating branch-circuit sizing and loading, perform conduit fill calculations as per NEC requirements, calculate box fill and choose the correct size box and describe the proper size conductor and over-current device for a circuit, given a receptacle or switch.

### **ELET112 Wiring—Requirements –**

FORMAT: Lecture and Lab

STUDY TO INCLUDE:

How to determine locations of receptacles, switches, and luminaries for a residential dwelling as per NEC. How to determine where GFCI protection is required in a residential dwelling unit.

OBJECTIVE:

Students will learn and demonstrate how to use NEC requirements for locating receptacles, switches, and luminaries for residential dwellings. Lay out the NEC requirements for GFCI protection locations for residential dwellings. Cable layout for various rooms in a residence.

# NTI

## COURSE LISTING

### **ELET113 Electrical Industry in Today's Green Technology –**

FORMAT: Lecture and Lab

**STUDY TO INCLUDE:**

Introduction to Green Technology, solar and wind technologies, U.S. Green Building Council, Leadership in Energy and Environmental Design's (LEED) Green Building Rating System. Employment opportunities for electricians in green technology.

**OBJECTIVE:**

Students will be able to define green technology and know the four major goals of this developing technology. Students will have an understanding solar and wind technologies, U.S. Green Building Council, Leadership in Energy and Environmental Design's (LEED). Students will also learn and discover employment opportunities for electricians in green technology.

### **ELET114 Electrical Job Search and Soft Skills –**

FORMAT: Lecture and Lab

**STUDY TO INCLUDE:**

Introduction to different ways of seeking employment in the electrical trades. Understanding the hiring process. Completing the job application and interviewing successfully.

**OBJECTIVE:**

Students will learn job search techniques, completion of applications and how to prepare for interviews. Students will also build cover letters and resumes. Practice for interviews. Learn behaviors that will make a positive impression during the job interview.

*NOTE: All class schedules and prices are subject to change.*

# NTI COURSE LISTING

## Paralegal

### Certificate of Completion in Paralegal Program

Program Description: In the Paralegal Certificate program, you will learn to appreciate the law even more than you do now. Our presentations and instructors will keep you interested and engaged in the subjects presented. This program is anything but boring. You will be continually challenged and be learning something new every day. At the end of the Paralegal Certificate program, you will truly feel like you've accomplished something fantastic. Both Practicum and the Law are fifteen-week courses, and they each meet for three hours weekly for a total of 90 hours of classroom instruction. Most of the time spent in class is outside the classroom, however. The reading assignments, quizzes and tests, and written assignments will keep your mind active and busy for those hours in the week you are not in class. Most students spend 2–4 hours outside of class for every hour in the classroom.

#### **PL100- Paralegal Practicum Studies**

**45 Hours**

In the Practicum course, you will be learning the skills a paralegal need to fulfill their daily duties. As part of the class, you will be a part of the fictional "Almost Attorney Law Firm." A hypothetical client will hire your law firm and you will immediately be assigned to work on the client's case. You will be given some case materials, but to get a complete picture of the facts of your case, you'll have to write a demand letter, file a lawsuit, initiate discovery, and then get information via subpoena and written discovery. Once you have everything you need for your case, you will prepare a motion for summary judgment in hopes that you can bring an end to your client's case without the need for trial. At the same time, you will be paired with another student and act as the defense firm, responding to their discovery requests and providing them with information they need for their case. The Practicum course will teach you three broad categories of skills: writing skills, legal skills, and law practice skills.

#### **PL101- Paralegal Law Studies**

**45 Hours**

In the law course you'll be learning the actual law, including statutory, administrative, and common law. You'll also be learning the rules that apply to litigation. The course will include the law of torts, contracts, criminal law and procedure, civil procedure, and family law.

Classes are Tuesday and Thursday

*NOTE: All class schedules and prices are subject to change.*



## SCHOOL POLICY & COURSE INFORMATION

1. Effective Date: 01.05.2024

2. Admissions Requirement: A student must provide proof of high school graduation, high school equivalency, or provide documentation of passing an Ability to Benefit (ATB) exam; AND be at least 17 years of age. For the Commercial Refrigeration program, a student must have a current EPA 608 certification card.

3. Entrance Requirements: There is no entrance examination, but each prospective student will be interviewed. Please bring any questions you may have along with proof of age and education.

4. Governing Body:

- A. Service Education Holdings, Inc.
- B. Ryan Woodward, CEO, President
- C. David Lee, COO, Vice- President

Owner

5. Faculty & Staff

Qualifications

Campus Director, **Rick Jackson**  
Director of Academic Quality, **Ralph Hunsley**  
HVAC, Plumbing, Electrical Instructor, **Mark Bucalo**  
HVAC, Plumbing Instructor, **Rickey Huyard**  
Plumbing Instructor, **George Medina**  
Electrical Instructor, **Armando Garcia**  
Plumbing Instructor, **Joseph Avila**  
HVAC Instructor, **Jared Beauliau**  
Electrical Instructor, **Rich Digilio**  
Electrical Instructor, **Michael Riley**  
HVAC Instructor, **Dan Jones**  
Paralegal Instructor, **Holly Reagan**  
Paralegal Instructor, **Kerstein LeMaire**  
Admissions Representative, **Skylar Faulkner**  
Admissions Representative, **David Galindo**  
Admissions Representative, **Trace Hunt**  
Student Finance Coach, **Kassandra Acosta-Campos**  
Director of First Impressions, **Makayla Wong**

MBA, BS Electrical Engineer  
BS Workforce Education, AAS Instructor of Technology  
EPA 608 Certification, 15+ years field experience  
High School Diploma, 10+ years field experience.  
High School Diploma, 30+ years field experience  
High School Diploma, 12+ years field experience  
High School Diploma, 25+ years field experience  
High School Diploma, 20+ years field experience  
High School Diploma, 18+ years field experience  
High School Diploma, 30+ years field experience  
High School Diploma, 4+ years field experience  
JD Degree, 9+ years paralegal experience  
JD Degree, MCSC Judge, 30+ years legal experience  
High School Diploma  
High School Diploma  
High School Diploma  
High School Diploma  
Administration, High School Diploma

## SCHOOL POLICY & COURSE INFORMATION

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### 6. Program Schedule:

- Traditional HVAC, Electrical, and Plumbing Programs (12 weeks): Monday-Thursday 8am-12pm; 1pm-5pm; 6pm-10pm
- Fusion HVAC, Electrical, and Plumbing Programs (16 weeks): Class meets weekly Monday-Thursday 6-10 pm
- Immersion HVAC, Electrical, and Plumbing Programs (12 weeks or less): Class meets for Lab hours in person at the campus for 40-Hours. (Fri: 10:30am-9pm and Sat: 7am-5:30pm)
- Paralegal Program (15 Weeks): Class meets for two, 3-hour class sessions weekly.
- Commercial Refrigeration Program (8 Weeks): Class meets Two, 4-hour class sessions weekly.

\*Programs offered, subject to change based on student demand.

5. Registration deadline: You must register for the program of choice before the first day of class.

6. School Calendar, Program Schedules:

### **Students will have no classes the following dates:**

#### **2024 Holidays:**

Memorial Day- 5/27

Independence Day- 7/4

Labor Day- 9/2

Veteran's Day- 11/11

Thanksgiving- 11/28 - 11/29

Christmas & New Years Break – 12/20 – 1/5/2025

#### **2023 Holidays:**

Memorial Day- 5/29

Independence Day- 7/4

Labor Day- 9/4

Veteran's Day- 11/11

Thanksgiving- 11/23 - 11/24

Christmas & New Years Break – 12/18 – 1/2/2024

## SCHOOL POLICY & COURSE INFORMATION

HVAC/I Fusion	
Start Date	Graduation Date
09/19/2023	01/23/2024
10/23/2023	02/26/2024
11/16/2023	03/21/2024
12/20/2023	04/17/2024
01/30/2024	05/14/2024
02/26/2024	06/17/2024
03/28/2024	07/18/2024
04/24/2024	08/07/2024
05/28/2024	09/10/2024
06/24/2024	10/14/2024
07/25/2024	11/07/2024
08/28/2024	12/11/2024

HVAC Immersion	
Start Date	Graduation Date
12/01/2023	01/27/2024
02/09/2024	03/16/2024
03/08/2024	04/27/2024
04/12/2024	05/25/2024
05/10/2024	06/22/2024
06/07/2024	07/27/2024

Plumbing Fusion	
Start Date	Graduation Date
10/24/2023	02/27/2024
12/14/2023	04/11/2024
01/22/2024	05/06/2024
02/27/2024	06/11/2024
04/18/2024	08/08/2024
05/20/2024	09/16/2024
07/02/2024	10/15/2024
08/15/2024	12/05/2024

Plumbing Traditional	
Start Date	Graduation Date
12/18/2023	03/21/2024
03/28/2024	06/20/2024
06/27/2024	09/20/2024
09/30/2024	12/20/2024

HVAC Traditional	
Start Date	Graduation Date
12/18/2023	03/21/2024
03/28/2024	06/20/2024
06/27/2024	09/20/2024
09/30/2024	12/19/2024

Electrical Fusion	
Start Date	Graduation Date
09/28/2023	02/01/2024
10/31/2023	03/05/2024
12/20/2023	04/17/2024
02/15/2024	05/30/2024
03/19/2024	07/02/2024
05/15/2024	08/28/2024
06/20/2024	10/16/2024
07/23/2024	11/05/2024
09/04/2024	12/18/2024

Electrical Traditional	
Start Date	Graduation Date
12/18/2023	03/21/2024
03/28/2024	06/20/2024
06/27/2024	09/20/2024
09/30/2024	12/19/2024

## SCHOOL POLICY & COURSE INFORMATION

Commercial Refrigeration		Electrical Immersion		Paralegal			
Start Date	Graduation Date	Start Date	Graduation Date	Start Date	Graduation Date		
01/09/2024	04/18/2024	11/03/2023	12/16/2023	03/05/2024	06/13/2024		
02/06/2024	03/27/2024	01/12/2024	02/24/2024	<b>Plumbing Immersion</b> <th>Start Date</th> <th>Graduation Date</th>		Start Date	Graduation Date
04/02/2024	05/22/2024	4/12/2024	05/25/2024				
06/04/2024	07/24/2024	07/12/2024	08/24/2024				
				12/01/2023	01/27/2024		
				03/08/2024	04/27/2024		
				06/07/2024	07/27/2024		

9. **Business Hours:** Monday through Friday 9am-5pm. All facility tours are by appointment only.

**PLEASE NOTE:** Even though NTI does not require a background check to enroll, many contractors in the TRADES industry will run background checks before hiring. An unclean background may prohibit you from working in any trades field.

10. **Career Services:** NTI assists with employment opportunities by passing along job leads from local companies who let us know about their job openings from time to time. In addition, students can discuss employment opportunities with faculty to help identify job prospects. After graduating, students are strongly encouraged to provide their employment information for tracking purposes.

11. **Certificate:** Every student who completes their entire program, including meeting the required overall attendance of 80% or better, meets minimum of 80% or higher grade, and is currently up to date on payments may be eligible to receive a Certificate of Completion from NTI.

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

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

Additionally, all state board applications and accompanying paperwork are provided upon graduation at no charge. Graduates in good standing are provided with one official transcript. Any additional copies of official or unofficial transcripts can be obtained from the school director at no additional charge, by calling (480)591-4000. Please allow

## SCHOOL POLICY & COURSE INFORMATION

14 days for processing. Official transcripts are only released to third parties and only upon receipt of a written request by the graduate.

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

13. **Student Conduct Code:** Students are expected to follow all school rules. A student will be immediately expelled for fighting, stealing, intentional destruction of school property, and harassment of any kind directed to staff, faculty, or peers. Any student found not complying with school rules (listed below) will be disciplined as follows:

- a. 1st offense—verbal warning
- b. 2nd offense—written warning
- c. 3rd offense—expelled from the program and institution.

If a student receives three written notices, they will be expelled from school. Expelled students will be treated as if they voluntarily dropped the course for purposes of refund policy.

14. **School Rules:**

1. No smoking in the building. Smoking is allowed in breaks only, in designated areas outside.
2. No chewing tobacco or gum in class or lab.
3. You must clean up after yourself.
4. Treat everyone in the class with respect.
5. You must not be under the influence of alcohol or drugs.
6. Dress Code:
  - A. Short sleeve shirt, no tank top.
  - B. Jeans, work pants or work shorts.
  - C. Work shoes (no open toe shoes in the lab).

15. **Class Size:** Maximum class size 20 students.

16. Federal funding is not available. Third party financing is available.

## SCHOOL POLICY & COURSE INFORMATION

17. Prior educational courses will be evaluated for possible transfer credit. Official transcripts, course descriptions and program catalog from previously attended educational institutions are required to produce an evaluation. All necessary documentation must be received, and evaluation completed prior to starting the program. Evaluation of previous training for students receiving VA Educational Benefits is required. All post-secondary training and education is required to be submitted, including military transcripts.

18. **Additional Cost:** \$25.00 for additional EPA exam if a retake is necessary. \$12.00 per ATB section (English, Math) if a retake is necessary.

19. **Student Grievance Procedure:**

In the event of a complaint, dispute or grievance, all students should follow the following procedures:

Complaints directed at an individual staff or faculty member must be discussed directly with the individual involved. Many times, addressing the issue right away resolves the problem.

- If after addressing the issue and you feel that the matter remains unresolved, you must submit a Formal Complaint, in writing, to the Campus Director or their Designee within 5 business days excluding Saturdays and Sundays, State and Federal Holidays. The Campus Director or Designee will respond, in writing, within 5 business days excluding Saturdays and Sundays, State and Federal Holidays.
- If a complaint cannot be resolved after exhausting the institution's Grievance Procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

The State Board' address is:

Arizona State Board of Private Postsecondary Education

1740 W Adams Street

Phoenix, Arizona 85007

Telephone: (602) 542-5709

Fax Number (602) 542-1253

Website: [www.ppse.az.gov](http://www.ppse.az.gov)

## SCHOOL POLICY & COURSE INFORMATION

### 20. *Cancellation and Refund Policy:*

1. Three-Day Cancellation: NTI shall allow an applicant to cancel an enrollment agreement if the applicant submits a written notice of cancellation to NTI within three days, excluding Saturday, Sunday and state and federal holidays, of signing the enrollment agreement. NTI shall provide the student with a refund of 100% of all monies paid, no later than 30 days of receiving the notice of cancellation.
2. If an applicant cancels their enrollment on or before the start date of the training program, NTI shall refund all money they have paid, minus a \$150.00 administration fee.
3. If student withdraws after the start date of the training program, the tuition refund, minus a \$150.00 administration fee, will be determined as follows:

(a) \*Prorated tuition rate:

10% or less of the clock hours attempted- 90% tuition refunded.

More than 10% and less than or equal to 20% of clock hours attempted—80% tuition refunded

More than 20% and less than or equal to 30% of clock hours attempted—70% tuition refunded

More than 30% and less than or equal to 40% of clock hours attempted—60% tuition refunded

More than 40% and less than or equal to 50% of clock hours attempted—50% tuition refunded

More than 50% of clock hours attempted—No refund is required

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

Refunds will be issued within 30 calendar days of student's written withdrawal notification, or date of school determination of withdrawal, based on absences or other criteria as specified in the school catalog.

## SCHOOL POLICY & COURSE INFORMATION

### 21. *VA Refund Policy:*

1. Refund of tuition for VA funded students:
  - A. VA funded students will receive a 100% refund if they withdraw on or before the first day of class.
  - B. If VA student cancels their enrollment by delivering written notice to NTI on or before the start date of the training program, NTI shall refund 100% of all money they have received.
  - C. If VA student withdraws after the start date of the training program, but before 100% of such program has been presented, student will be charged a prorated tuition based on the percentage of the program presented prior to formal withdrawal.
  - D. If VA student is expelled or terminated from NTI, after the start date of the training program, but before 100% of such program has been presented, student will be charged a prorated tuition based on the percentage of the program presented prior expulsion/termination.
  
2. *VA Education Benefit Program Policy Update - Title 38 USC 3679(e).*

National Technical Institute does not penalize students using VA Education benefit programs under Chapters 33 and 31 while waiting for payment from the Department of Veterans Affairs providing, they submit a certificate of eligibility, a written request to use such entitlement, and any additional information needed to certify enrollment. Students will continue to have access to classes, libraries, and other institutional facilities as outlined available in our catalog. No late fees will be assessed, and student accounts will be considered on hold. Title 38 USC 3679 (e).

3. If a refund is owed pursuant to Paragraph 1, National Technical Institute shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
  - A. Date of receipt by NTI of written cancellation of the enrollment of a student.
  - B. Date of receipt by NTI of written termination by the institution of the enrollment of a student.
  - C. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
  - D. Date of receipt by NTI of written withdrawal of a student, whichever is applicable.



## SCHOOL POLICY & COURSE INFORMATION

4. Books, educational supplies, or equipment for individual use are not included in the policy for refund stated in Paragraph 1 and will not be refunded.
5. For purposes of this section:
  - A. The period of attendance is measured from the first day of instruction set forth in the Enrollment Agreement through the date NTI receives applicable written notice, regardless of absences.
  - B. The period for the training program is set forth in the Enrollment Agreement.
  - C. Tuition is calculated using the tuition and fees set forth in the Enrollment Agreement and does not include books, educational supplies or equipment listed separately from tuition and fees.

### **22. Attendance:**

NTI is an attendance recording institution and requires a student to attend 80% or greater of all classes. Dropping below 80% attendance level will result in termination from the program.

- A. **Definition of Absence:** A student missing more than half a class on any given day is deemed to be absent for the class.
- B. **Definition of Excused Absence:** An absence will be recorded as “excused” if the student calls in before the start of class and has a valid reason for missing. Valid reasons for missing are personal illnesses, court appearances or other emergencies. NTI reserves the right to request a physician’s note or other relevant evidence of valid reason for absence. Coursework missed is subject to the make-up policy.
- C. **Definition of Unexcused Absence:** A student that fails to call in to notify NTI of reason for not attending will be recorded as an “unexcused” absence. Three consecutive unexcused absences will lead to automatic dismissal.
- D. **Definition of Tardy:** A student will be recorded as tardy if they arrive more than 15 minutes late to class. Tardiness will be deducted from the clock hours for that 4-hour class and calculated in half-hour increments. For example, if a student arrives 39 minutes late, a full hour will be deducted from attended hours for that 4-hour class and student will be awarded 3 attended hours and expected to make up a full hour.
- E. **Definition of Early Out:** Early Out’s from class will be handled the same way as a tardy. Early Out will be deducted from the clock hours for that 4-hour class and calculated in half-hour increments. For example, if a student leaves 39 minutes early, a full hour will be deducted from attended hours for that 4-hour class and student will be awarded 3 attended hours and expected to make up a full hour.

## SCHOOL POLICY & COURSE INFORMATION

- F. **Readmission Policy:** Any student that has left their program of study for any reason (excluding expulsion due to violating the Student Conduct Code found on page 36 of this catalog) will only be readmitted through the readmission policy.
  - a. The student must have an interview with the Campus Director or designee. The student must demonstrate that the previous reason for dropping the program has been addressed and resolved.
  - b. Must pay a \$25 readmission fee.
  - c. Must have a zero-dollar balance with the school.
  - d. Must be current with loan payments if schooling was financed through NTI.
- G. **Make-Up Policy:** Students who miss class will be allowed make-up opportunities to catch up on the work and time missed, per Instructor and lab availability. Class assignments may be made-up for full points. A make-up lecture may be granted at the discretion of the instructor and will be scheduled by the instructor. The due date for make-up assignments is at the discretion of the instructor. Please note, there will be no charge for any make-up work.
- H. **Leave of absence (LOA):** LOA's are permitted by NTI. A student that needs a temporary break in attendance must speak with the School Administrator and must be placed on LOA. After an LOA has been officially granted, the student can start in the next available same class that they were in when the LOA was awarded.
- I. **Dismissed or Terminated Students:** Dismissed or terminated students will be presented with a written letter of explanation for their action. The letter will be given in person or sent via certified mail to the address listed in their file.

23. **Satisfactory Academic Progress:** NTI monitors very closely the Satisfactory Academic Progress (SAP) for all students enrolled in any program. SAP applies to all students regardless of how they fund their education with NTI. SAP progress will be monitored twice before completion of the program. The first evaluation period will be at the 29% program completion mark. The final evaluation period will be at the 67% program completion mark. Students are required to make quantitative progress towards program completion. To maintain quantitative SAP, a student must maintain a minimum cumulative academic average of 80%. Students are also required to make qualitative progress towards program completion. To maintain qualitative SAP, a student must maintain a minimum

## SCHOOL POLICY & COURSE INFORMATION

cumulative program average of 80%. This requirement is assessed at the end of each separate class within the program the student is currently enrolled in. If a student drops below the cumulative quantitative and/or qualitative minimum, they will be placed on Academic Warning and given until the completion of the next evaluation period to bring their cumulative average above the minimum standard. If the student remains below the cumulative average after the Academic Warning period, they will be terminated. If a student desires to restart, they will fall under the Readmission Policy.

a. SAP Grading Scale:

100%--90%=A

89%--80%=B

79%--70%=C

69%--60%=D

59%--50%=F

#### 24. **Activities Required for Receiving Tools & Tool Bag:**

National Technical institute will issue any current student with tools and tool bag provided the following conditions are met:

1. Student must be in good Academic and Attendance Standards (Students are required to make quantitative progress towards program completion. To make satisfactory academic progress, a student must maintain a minimum of 80% cumulative GPA in their enrolled program, and attendance must be equal to, or greater than 80%).
2. Students must be current with financial requirements and obligations. If a student is financing their education, the student must be current on payments.
3. Students must be in good standing with document requirements as listed in the catalog.
4. Students must have passed and received an EPA certification (For HVAC programs ONLY)

#### TRUE AND CORRECT STATEMENT

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

*Rick Jackson* 1-5-2024

SIGNED BY DIRECTOR



**NATIONAL TECHNICAL**  
— INSTITUTE —

[WWW.NTITRAINING.COM](http://WWW.NTITRAINING.COM)

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