

ACCELERATED

TECHNICAL

TRAINING

INSTITUTE

SCHOOL CATALOG

JULY 1, 2019—JUNE 30, 2020



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AcceleratedTechnicalTrainingInstitute.com

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AUTHORIZATION AND DISCLOSURES

- The Accelerated Technical Training Institute (ATTI) is registered with the State Board of Education in accordance with Section 33-2403, Idaho Code. The State Board of Education has not accredited or endorsed any course of study being offered, and these courses may not be accepted for transfer into any Idaho public postsecondary institution.
- This School provides a current copy of the School Catalog to all prospective students, either in writing or electronically, prior to enrollment. The School Catalog is updated at least once per year and whenever changes to policies are made. As a prospective student, you are encouraged to review this School Catalog prior to signing an Enrollment Agreement.
- This School offers a Distance Education courses where the instruction is not offered in real time and shall transmit the first lesson and any materials to a student within seven (7) days after the Institution accepts a student for admission.
- This School does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years, and has not had a petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- This School does not accept credits earned at any other institution or through challenge examinations, achievement tests and experiential learning, and it has not entered any agreement with any other institution for such transfers or challenge examinations. This School has not entered into an articulation or transfer agreement with any other college or university.
- English proficiency is required to complete courses of this School. If English is not a student's first language, or if the student is not fluent in English as their secondary language, they should not enroll in the courses of this School. If a student has any concern as to their level of English language proficiency, it is recommended that he or she take an English proficiency exam prior to enrollment.
- This School does not accept Ability-to-Benefit (ATB) students.
- This School is not accredited by an agency recognized by the United States Department of Education (USDE), and this School's students are not eligible for federal financial aid programs.
- This School does not participate in any federal financial aid programs. This School participates in state aid programs and accepts students through third-party authorizing agents of Title 38, Chapter 31.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

AUTHORIZATION AND DISCLOSURES (continued)

- Disclosures concerning this School's certificates and vocational outcomes:
 - This School offers Distance Education Courses—delivered by video instruction with instructor support available by email or phone. Evaluations include online exam only—no hands-on skills assessment. Trade Theory Certificates are awarded upon successful completion.
 - This School offers knowledge-based courses that lead to skills which can be applied in “General Maintenance and Repair” and trade “Helper” jobs involving one or more of the construction and mechanical trades. General Maintenance and Repair (SOC 49-9071 US Department of Labor), is a non-licensure occupational classification as are various trade assistant jobs (49-3015, Helpers-Pipelayers, Plumbers, Pipefitters, Steamfitters), 47-3013 (Helpers-Electricians), 47-3012 (Helpers-Carpenters), 47-3011 (Helpers--Brickmasons, Blockmasons, Stonemasons, and Tile and Marble Setters) 47-2051 (Cement Masons and Concrete Finishers). 51-4041.00 – (Machinists [entry-level apprentice]), 49- 9094.00 (Locksmiths and Safe Repairers [entry-level], 51-4122.00 (Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders [entry-level apprentice]. For more occupational information on these and related SOC's go to: www.onetonline.org or www.bls.gov.
 - This School's courses do not lead to becoming a licensed plumber, electrician or contractor, nor do they lead to becoming a certified welder. The vocational programs offered by this School are intended for gainful employment in non-licensure positions performing strictly “maintenance and repair work” for an employer or for doing plumbing or electrical work and on one's own residence according to all applicable codes and regulations. The maintenance and repair classifications of work are “exempt” by statute; and, as such do not require the licensure-associated accredited programs, degrees and/or apprenticeship hours. Upon successful completion of the program, individuals will be “Maintenance and Repair Workers” (SOC 49-9071) able to work for themselves on their own residence, or for employers under the “maintenance exemption” doing maintenance and repair on existing electrical and plumbing systems, and on other trade-related work on residential and commercial buildings according to all applicable codes and regulations, and according to the course of study selected. The “Maintenance Exemption” for the Electrical Maintenance Employee vocation is found in Idaho Statute, Title 54, Chapter 10, 54-1016 2(b). Vocations performing exempt Electrical work are the following Standard Occupational Classifications (SOCs): 47-3015, 49-9042, 47-3019 and 49-9799, Idaho Department of Labor. The “Maintenance Exception” for the Plumbing Maintenance Employee vocation, Idaho Statute, Title 54, Chapter 26, 54-2602 1(e). Vocations performing exempt Plumbing work are the following Standard Occupational Classifications (SOC) 47-3015, 49-9042, 47-3019 and 49- 9799, Idaho Department of Labor.
 - Only employees working on their employer's premises, or individuals working on their own residence, may perform plumbing or electrical work without a Journeyman or Contractor's License in each of those trades. A self-employed individual may not perform any plumbing or electrical (except on their own residence) without a Plumbing or Electrical Contractor's License. Maintenance employees are prohibited from certain types of plumbing and electrical work without a license. (See individual trade course descriptions for more information on each trade. Permissible tasks for maintenance workers involve repairing and replacing of existing plumbing and electrical systems; operating and maintaining plumbing and electrical systems; and working directly with licensed Plumbing and Electrical Journeymen. For more information, go to <http://dbs.idaho.gov>.

AUTHORIZATION AND DISCLOSURES (continued)

- Certificates of this School do not qualify an individual to work as a licensed Plumber or Electrician or as a registered or licensed Plumbing or Electrical Contractor. Certificates of this School do not qualify an individual to work as a Certified Welder, nor as any registered or licensed Contractor of any type.
 - Students are prohibited from doing any plumbing or electrical work outside of their own residence unless the student is concurrently employed where duties involve maintenance, electrical or plumbing work, and the employee/student is performing work according to all federal, state and local laws, codes, statutes, in full legal compliance.
 - Registration and state-issued license may be required for locksmiths in states other than Idaho. Individuals who have been convicted of any crime will not be issued a registration for locksmithing in some states.
 - No license or registration is required for employees working in carpentry, construction, maintenance or working on their own residence.
 - No license or registration is required for employees performing masonry or tiling work.
 - Unless required by an employer, no license or registration is required for employees working in the welding trade, or for welding work performed as part of maintenance jobs. Unless required by a particular employer, no certification, license or registration is required for most employees working in the machining trade, or for machining work performed as part of maintenance jobs.
 - All independent contractors are required by Idaho law to be registered with the Idaho Contractors Board, which is a division of the State of Idaho, Bureau of Occupational Licenses (<http://ibol.idaho.gov/IBOL/Home.aspx>).
 - Public works projects will require an additional Contractor's License. For more information, go to <http://dbs.idaho.gov>.
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- Students should not attempt the procedures demonstrated unless they have acquired a thorough understanding of the equipment's operation and the skills needed to properly perform the procedures as shown. If a student does not understand all of the information presented in the videos, they should seek the assistance of a qualified professional.
 - Distance Education Equipment and System Requirements: an internet-capable computer, internet connection and web browser; an email account on file with the School; a functioning DVD player (or comparable video player on a computer). *Optionally*, to view the *Career Advantage* resources (*recommended, not required to complete the course*): an internet-capable computer, broadband internet connection (G/N type wireless, if using a wireless connection); an email account on file with the School, a web browser enabled with JavaScript and Flash HTML5 ready
 - This Institution's Boise School Office is located at 1111 South Orchard Street, Suite 252, Boise, Idaho, 83705.

OUR MISSION

The Accelerated Technical Training Institute's Mission is to be the premier provider of accelerated instruction in the mechanical and construction trades, providing individuals with the opportunity to gain the trade knowledge necessary to get a job, start a business, or become self-reliant through studying our proprietary training system. We are radically changing the way the education of the trades is delivered and experienced, providing courses that make a real difference in the lives of our students.

Our courses prepare students to enter the job market in any number of positions that are broadly classified as General Maintenance and Repair (SOC Code 49-9071 US Department of Labor) and its many related classifications. Example jobs may include entry-level work in such titles as; building maintenance technician, maintenance mechanic, building maintenance assistant, facilities maintenance technician, plumbing maintenance technician, electrical maintenance technician and many more.

Our graduates, having proven their comprehension of trade knowledge are significantly better candidates for entry-level work, and for advancing within an organization as a valuable employee. They bring to the job a vast knowledge base to build upon as they begin to apply that knowledge toward a multitude of trade tasks in an entry level job, and throughout their trade career.

According to the US Department of Labor, Maintenance and Repair Workers, also called Building Maintenance, Maintenance Mechanic and other related titles, have skills in several construction and mechanical trades such as carpentry, electrical installation and repair, plumbing, painting, roofing, and mechanics. They repair and maintain machines, mechanical equipment, and buildings. Repairers also work on plumbing, electrical, and air-conditioning and heating systems. They build partitions; make plaster or drywall repairs; and fix or paint roofs, windows, doors, floors, woodwork, and other parts of building structures. Maintenance Workers also maintain and repair specialized equipment and machinery found in cafeterias, laundries, hospitals, stores, offices, and factories.

General Maintenance and Repair Workers inspect and diagnose problems and determine the best way to correct them, frequently checking blueprints, repair manuals, and parts catalogs. These workers replace or fix worn or broken parts, or make adjustments to correct malfunctioning equipment and machines using common hand and power tools such as screwdrivers, saws, drills, wrenches, and hammers, as well as specialized equipment and electronic testing devices.

General Maintenance and Repair Workers also perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings do not deteriorate. Following a checklist, they may inspect drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance duties. Maintenance and Repair Workers also keep records of their work. Needless to say, they need to know a great deal!! Our detailed trade courses provide individuals the vast knowledge base they need for success in today's workforce.

ARE THE TRADES RIGHT FOR YOU?

Take this simple trade career assessment to help you discover if a career in the trades is right for you.

1. Do you like to work in an office at a desk, in a manufacturing plant, or out in the “field?”

- Office at a desk
- Manufacturing plant
- Outdoors and/or out in the “field”

2. Do you like to be physically active at work, or do you prefer sitting as you work?

- Physically active
- Sitting

3. Would you rather fix “real, physical problems,” such as those found on a construction site or manufacturing plant; or would you rather fix business problems, such as those found in an office environment?

- Real, physical problems
- Business problems

4. What do you enjoy most?

- Interacting with people
- Working on objects, designs, machines or equipment
- The world of ideas, inventing, thinking and dreaming

5. Which of the following do you or would you like to work on? (Check all that apply.)

- Machines
- Vehicles
- Electrical/electronic equipment
- Old locks or other mechanical parts
- Construction tools and/or equipment
- Various do-it-yourself home repairs and projects

6. Which of the following seminars would you rather attend?

- Selling to the Affluent*
- How Anything Mechanical is Put Together*
- The 10 Ideas That Changed the World*

7. Which of the following problems would you feel most proud of resolving, if you had all the skills you needed in order to do so?

- An argument between business partners
- A complex equipment failure or building safety threat
- A lack of imagination or creativity within a company

Trade Career Assessment (continued)

8. If you had all the skills necessary, which of the following would you like to get paid well for? (Check all that apply.)

- Selling
- Helping others feel or do better
- Teaching
- Constructing a building
- Manufacturing automobiles, equipment or machinery
- Repairing or maintaining equipment and buildings
- Planning or managing business activities
- Inventing things
- Leading and motivating others

9. How many of the following personality characteristics describe you? (Check all that apply.)

- Practical
- Frank
- Like being out in nature
- Curious
- Athletic
- Mechanical
- Stable
- Systematic
- Persistent
- Self-controlled
- Ambitious

10. How would you rate your ability to understand generally how “things” are constructed?

- Very strong
- Strong
- Average
- Weak
- Nonexistence

11. When something is broken, what is your general approach?

- Ignore it.
- Call a repair person and take some aspirin while I wait.
- Read the manual, troubleshoot and try to fix it, and then call a repair person if I cannot do it myself.
- Take my time to learn as much as I can about how the item actually works, and then patiently troubleshoot until I find and fix the problem.

Trade Career Assessment (continued)

12. ***Are you interested in being able to do work that requires multiple trade skills, such as facilities maintenance?***
 Yes
 No
13. ***Do you like working with power tools and equipment?***
 Yes
 No
14. ***Would you rather wear casual work clothes or business clothes?***
 Casual work clothes
 Business clothes
15. ***If needed to fix a problem, would you be willing to get dirty, crawling under a house for instance?***
 Yes
 No
16. ***Did someone who influenced your life (such as a relative or mentor) work in the manufacturing, building or repairing trades?***
 Yes
 No
17. ***Which of the following trades do you have an interest in learning? (Check all that apply.)***
 Plumbing
 Locksmithing
 Carpentry
 Masonry
 Electrical
 Welding
 Machining

Discuss your answers with your Student Enrollment Advisor.

IS DISTANCE LEARNING RIGHT FOR YOU?

The purpose of this questionnaire is to assess your readiness to participate in online learning and the appropriateness of your enrollment in a distance education correspondence course given your individual goals, strengths, weaknesses and lifestyle. A distance education correspondence course is defined as “education provided by an institution under which the institution provides instructional materials by mail or electronic transmission, including examinations on the materials, to students who are separated from the instruction. Interaction between the instructor and the student is limited, is not regular and substantive and is primarily initiated by the student. Correspondence courses are self-paced with a program end date. All courses must be completed and passed within the maximum timeframe for completion.”

Please answer carefully, and honestly, the questions below. A distance education-correspondence course may, or may not, be right for you. Discuss your results with your Student Enrollment Advisor prior to enrollment. During the exercise, you may discover a distance education correspondence course is a match with your individual goals, strengths, weaknesses and lifestyle. Where uncertain of success, consider what changes would be necessary in order for you to be successful. Alternatively, you may be advised to seek alternative learning methods to reach your educational goals.

1. My need to take a course now is:

- High—I need it immediately for a job or other important reason.
- Moderate—I plan to retire in a few years and would like to supplement my income.
- Low—It’s a personal interest that could be postponed.

2. I have a really good reason for taking an online course.

- Agree
- Somewhat agree
- Disagree

3. I have dropped out of a distance-learning program before completing the course.

- Never
- Once
- More than once

4. Considering my job and personal schedule, the amount of time I have to devote to this distance education-correspondence course is:

- More than enough (greater than 3 hours a day free).
- About the right amount of time (around 1-2 hours a day free).
- Not enough time (less than 1 hour a day free).

5. I would classify myself as someone who:

- Often gets things done ahead of time.
- Needs reminding to get things done on time.
- Needs constant prodding to get anything done.

Questionnaire (continued)

6. I can keep myself on track and on time.

- Agree
- Somewhat agree
- Disagree

7. I am good at setting goals and deadlines for myself.

- Agree
- Somewhat agree
- Disagree

8. I finish the projects I start.

- Agree
- Somewhat agree
- Disagree

9. I do not quit when things get difficult.

- Agree
- Somewhat agree
- Disagree

10. As a mechanical person, I would rate myself:

- Strong—I am comfortable with mechanical trades. I have had some training in the trades or have always been inclined to tinker with things.
- Average—I am moderately comfortable with trades. I do some tinkering, but I also feel I need some additional training to improve my results.
- Needing help—working mechanically does not come naturally to me.

11. I am willing to spend 7-14 hours each week on an online course.

- Agree
- Somewhat agree
- Disagree

12. As a learner, I would classify myself as:

- Good – I usually understand the written materials without help.
- Average – I sometimes need help to understand written materials.
- Needing help to understand written materials.

13. I keep a record of what my assignments are and when they are due.

- Agree
- Somewhat agree
- Disagree

Questionnaire (continued)

14. ***I usually study in a place where I can read and work on assignments without distractions.***
 Agree
 Somewhat agree
 Disagree
15. ***I find that I learn best by:***
 Visual instruction in video.
 Either visual or written instruction. Both facilitate my learning equally well.
 Written instruction in books.
16. ***I can learn from things I hear, like lectures, audio recordings, or podcasts.***
 Agree
 Somewhat agree
 Disagree
17. ***Feeling that I am part of a class is:***
 Not important for me.
 Somewhat important to me.
 Very important to me.
18. ***I like to learn in a group, but I can learn on my own as well.***
 Agree
 Somewhat agree
 Disagree
19. ***Classroom discussion is:***
 Either not necessary for me to understand what I have studied or a waste of time.
 Sometimes helpful to me.
 Almost always helpful to me.
20. ***When I study, people around me will help me work and not try to distract me.***
 Agree
 Somewhat agree
 Disagree
21. ***I can ignore distractions around me when I study.***
 Agree
 Somewhat agree
 Disagree

Questionnaire (continued)

22. ***I need instructor comments on my assignments:***

- Within a few days, so I can review what I did.
- Within a few hours, or I forget what I did.
- Right away or I get frustrated.

23. ***When I am asked to use computers, voicemail or other technologies that are new to me:***

- I look forward to learning new skills.
- I feel apprehensive but try anyway.
- I put it off or try to avoid it.

24. ***I am willing to use email and other online tools to ask my instructors questions.***

- Agree
- Somewhat agree
- Disagree

25. ***I am fairly good at using the computer.***

- Agree
- Somewhat agree
- Disagree

26. ***I am comfortable surfing the internet.***

- Agree
- Somewhat agree
- Disagree

27. ***I am connected to the internet with a fairly fast, reliable connection such as DSL or cable modem.***

- Agree
- Somewhat agree
- Disagree

28. ***My computer runs reliably on Windows XP/Vista/7 or on Mac OS 10.4 or higher.***

- Agree
- Somewhat agree
- Disagree

29. ***I know someone who can help me if I have computer problems.***

- Agree
- Somewhat agree
- Disagree

Questionnaire (continued)

30. *My browser will play several common multimedia (video and audio) formats.*

- Agree
- Somewhat agree
- Disagree

31. *I have virus protection software running on my computer.*

- Agree
- Somewhat agree
- Disagree

Discuss your answers with your Student Enrollment Advisor.

GUIDELINES FOR SUCCESS IN DISTANCE LEARNING

Below are guidelines students should follow to get the most out of their training and pass their exams the first time.

- Choose the ***best time of day*** to study, preferably a routine time and place. Some days and times students will find they have an optimal ability to focus their attention. So students are encouraged to choose the time when they can have a relaxed awareness of the content being presented, free from distractions and other concerns. Students will find that if they are preoccupied, it is best to stop the instruction for another, more productive, time rather than becoming frustrated and trying to plow through the course content.
- Students should find a ***comfortable place*** to study that is free from noise and other distractions.
- It is suggested that students use a ***notebook and pen*** or pencil to take notes.
- It is recommended that students use the Course Syllabus as a guide to ***keep track of their study*** of the individual segments within the course.
- Students should ***take breaks***. Plan to stop the video periodically to move around and stretch or go for a walk. Not only will this help them ergonomically speaking, but also it will get their circulation going again, which will help them in comprehension and retention of the material.
- Students should drink ***plenty of water*** and get ***plenty of rest***. A dehydrated, tired brain doesn't work as well.
- Some of the subject matter in the course, and even at different segments within a single course, will be more difficult and some will be easier for each student. Don't be discouraged if certain segments or even an entire trade seems too difficult at first. Students should ***give themselves time to absorb the information***. Students will be amazed at how, in the coming days and weeks after they have viewed the material, their learning will start to "gel" as they work toward mastering the concepts.
- Students should not wait too long between study sessions. They should keep a comfortable pace, but remain productive and on track. Accelerated learning requires discipline and focus. If students stay steady with their progress, they will experience the rewards of success.
- To begin the instruction, students should read the outline for the course presenting the segments to be learned in the trade. Students should ***review the scope that will be covered***.
- Then, students should ***watch the video instruction once***, in a relaxed but focused manner and wait awhile to absorb the material.
- Optionally, students should ***watch the video again***, taking notes to identify what is hard for them.
- Optionally, students should ***watch the video a third time*** to make sure they've really got it.
- Students should ***review the video segments on which they need more instruction***.
- Optionally, students can talk with others about what they have learned and experience their growing confidence and competence. It happens quickly.
- Whenever possible, students should practice what they have learned, but remember common sense safety and regulatory requirements, follow all the safety guidelines provided in the instruction, and learn of any building and safety codes that apply to any project the students do. Students should not attempt the procedures shown unless they have a thorough understanding of the equipment operation and the knowledge and skills needed to properly perform the procedures as shown. If they do not understand all of the information presented, they are asked to seek the assistance of a qualified professional.

Guidelines for Success in Distance Learning (continued)

- Whenever possible, students are encouraged to job shadow with someone they know in any of the trades to observe them in action.
- Students will **take the online exams** using the link, username and password provided. (Note: if a student does not know their username and password, the student should contact our offices.)
- Because each exam is **open note and open book**, students can always find the answers they are unsure of by reviewing the relevant segment again.

DISTANCE EDUCATION COURSES

Following is a list of courses offered by the Accelerated Technical Training Institute and includes the Course Title, Instruction Hours, Estimated Study Hours and Certificate(s) awarded.

COURSE	INSTRUCTION HOURS	STUDY HOURS (ESTIMATED)	CERTIFICATES AWARDED
Plumbing	30	75.0	<ul style="list-style-type: none"> • Plumbing Theory
Locksmithing	19	47.5	<ul style="list-style-type: none"> • Locksmithing Theory
Carpentry	6	15.0	<ul style="list-style-type: none"> • Carpentry Theory
Masonry	10	25.0	<ul style="list-style-type: none"> • Masonry Theory
Electrical	25	62.5	<ul style="list-style-type: none"> • Electrician Theory
Welding	22	55.0	<ul style="list-style-type: none"> • Welding Theory
Machine Shop	29	72.5	<ul style="list-style-type: none"> • Machine Shop Theory
Facilities Maintenance Technician (FMT)	61	152.5	<ul style="list-style-type: none"> • Plumbing Theory • Electrician Theory • Carpentry Theory • FMT Theory
Multi-Trade Technician (MTT)	141	352.5	<ul style="list-style-type: none"> • Plumbing Theory • Locksmithing Theory • Carpentry Theory • Masonry Theory • Electrician Theory • Welding Theory • Machine Shop Theory • MTT Theory

Plumbing Course

30 Instruction Hours • 75 Study Hours • Self-paced—completed within 1 to 12 Months

No Prerequisites • Certificate in Plumbing Theory • Distance education—delivered by video instruction with instructor support available by email or phone. Online exam only—no hands-on skills assessment

This comprehensive knowledge-based Plumbing Course teaches the A–Z of the plumbing trade and is taught by a licensed plumbing instructor, rapidly preparing students for entry-level work in plumbing. Receive consistent, high-level instruction in everything related to plumbing in topics such as tools, safety, the Uniform Plumbing Code (UPC), all major systems and subsystems such as: drain, waste and vent, toilets, laves, tubs, fixtures, water heaters, commercial grease traps and so much more! You'll learn the rough-in, top-out and installation of all new construction plumbing, as well as basic plumbing repair and maintenance. Students study and complete the course at a pace they control, with sufficient retention of the knowledge to pass their exams with a score of 80% or higher.

Completion of this Plumbing Course prepares individuals for entry-level employment in positions involving Maintenance Plumbing, Plumbing Assistance and the plumbing work involved in General Maintenance and Repair positions such as Maintenance Mechanic, Facilities Maintenance Technician, and Building Maintenance and Repair Technician.

- ***This course is not intended to lead to becoming a Licensed Plumber.***
- *Certificates of this School do not qualify an individual to work as a licensed Plumber or as a licensed Contractor.*
- *General Maintenance and Repair (SOC 49-9071 US Department of Labor), is a non-licensure occupational classification as are various trade assistant jobs in plumbing, including but not limited to (49-3015, Helpers-Pipelayers, Plumbers, Pipefitters, Steamfitters [US Department of Labor]). For more occupational information on these and related SOC's go to: www.bls.gov or www.onetonline.org.*
- *Only employees working on their employer's premises, or individuals working on their own residence, may perform plumbing work without a Journeyman or Contractor's License. Additionally, maintenance employees are prohibited from certain types of plumbing work without a license. Permissible tasks for maintenance workers involve repairing and replacing of existing plumbing systems, operating and maintaining plumbing systems, and working directly with licensed Plumbing Journeymen. A self-employed individual may not perform any plumbing (except on their own residence) without a Plumbing Contractor's License.*
- *In order to become a licensed Plumber, an individual must be at least 16 years of age, register as an apprentice plumber, be employed by a licensed Plumbing Contractor, complete work under constant supervision of a licensed Plumbing Journeyman or Master employed by the Plumbing Contractor, and be enrolled in or have completed a four-year training program at an approved school. In order to become a licensed Journeyman Plumber, an individual must have completed 8,000 hours of qualified plumbing work as a registered apprentice under the constant supervision of a licensed Journeyman Plumber, and passed the licensure exam.*
- *For more information, go to <http://dbs.idaho.gov>.*

EQUIPMENT AND MATERIALS USED IN THIS COURSE

An internet-capable computer, internet connection, web browser, video instruction on DVDs requiring a functioning DVD player (or comparable video player on a computer), textbook, online examinations and information.

PLUMBING COURSE (Continued)

CURRICULUM

Note: This curriculum references only key instructional content and is not inclusive of the entire curriculum. For the complete curriculum, refer to the Course Syllabus.

1. Drain, Waste & Vent (DWV) Systems:
 - a. Safety
 - b. Principles of Water
 - c. Sanitary Drainage Systems
 - d. Specific Sub-Systems and Components
 - e. Measure Fittings and Cut Pipe
 - f. Designing a Residential Drainage System
 - g. Plans/Drawings
 - h. DWV Installation Tools
 - i. DWV Pipe Installation
 - j. DWV Bathroom Module
 - k. Layout for Bathtub, Lavatory, Water Closet
 - l. Connecting Fittings
 - m. Drilling Holes
 - n. Rough-in Water Closet
 - o. Water Closet DWV
 - p. Bathroom Module DWV
 - q. Special Systems of DWV
 - r. Cutting Cast Iron
 - s. Lead and Oakum
 - t. Pouring a Joint
 - u. Lead Pipe

2. Water Supply Systems:
 - a. Residential Water
 - b. Special Devices for Water
 - c. Piping Systems
 - d. Layout for Water
 - e. Plan Review
 - f. Hanging Pipe
 - g. Measuring for Water
 - h. Cutting Copper Pipe
 - i. Soldering
 - j. Cutting Water Pipe
 - k. Installation of Water Pipe
 - l. Cut Sheets
 - m. Layout of Water
 - n. Testing the Water Systems
 - o. Chilled Water
 - p. Heating Water
 - q. Fire Sprinklers
 - r. Water Treatment Filtration

3. Commercial Plumbing Service & Repair:
 - a. Fuel Gas Systems
 - b. Residential Job Sites
 - c. Trim & Finish
 - d. Tankless Water Heater
 - e. Commercial Plumbing Systems
 - f. Fire Sprinkler Systems
 - g. Fuel Gas Systems
 - h. Well Systems
 - i. Kitchen Sink Systems
 - j. Skills Sets

TESTING AND CERTIFICATE REQUIREMENTS

When you complete the video instruction in the Plumbing Course, you will take an online examination to test your knowledge. Also, for each of the assigned chapters in your Plumbing textbook, you may optionally complete an end-of-chapter quiz. Quizzes are optional study tools to support passing your final exam. Exams are online, not timed, and are open book, open video. Once started, an online exam may be suspended but must be completed within 60 days. When you pass your final exam with a score of 80% or higher, you will receive a Plumbing Theory Certificate.

Locksmithing Course

19 Instruction Hours • 47.5 Study Hours • Self-paced—completed within 1 to 12 Months

No Prerequisites • Certificate in Locksmithing Theory • Distance education—delivered by video instruction with instructor support available by email or phone. Online exam only—no hands-on skills assessment

This comprehensive knowledge-based Locksmithing Course teaches the locksmithing trade in meticulous detail. Receive consistent high-level instruction all aspects of locksmithing. Students will learn from a licensed professional locksmithing instructor everything from antique and collectible locks to cutting keys, re-keying and picking locks, installing commercial and residential lock sets and so much more. Students will see up close views of the instruction so they can quickly learn the fine detail of such precision work as re-pinning and picking locks. Students study and complete the course at a pace they control, with sufficient retention of the knowledge to pass their exams with a score of 80% or higher.

Completion of this Locksmithing Course prepares individuals for entry-level employment as a Locksmith or maintenance positions involving locksmithing such as Maintenance Mechanic, Facilities Maintenance Technician, and General Maintenance and Repair Technician.

- *Certificates of this School do not qualify an individual to work as a registered or licensed Contractor.*
- *Registration and state-issued license may be required for locksmiths in states other than Idaho.*
- *Individuals who have been convicted of any crime will not be issued a registration in some states.*
- *For more occupational information on Locksmithing and General Maintenance and Repair (SOC's 47-9094, 49-9071 and related SOC's) go to: www.bls.gov or www.onetonline.org*

EQUIPMENT AND MATERIALS USED IN THIS COURSE

Equipment and materials used in this course include: An internet-capable computer, internet connection, web browser, video instruction on DVDs requiring a functioning DVD player (or comparable video player on a computer), online examinations and information.

CURRICULUM

Note: This curriculum references only key instructional content and is not inclusive of the entire curriculum. For the complete curriculum, refer to the Course Syllabus.

1. Keys:
 - a. Types of Keys
 - b. Flat Keys
 - c. Bit and Barrel Keys
 - d. Cylinder Keys
 - e. Using the Key Catalogs
 - f. How to Compare Key Blanks
 - g. Using a Key Check Device
 - h. Comparing Flat Key Blanks
 - i. Hand Filing
 - j. Cutting a with a Key Machine
 - k. Working with Barrel Keys
 - l. Cutting a Cylinder Key on a Key Machine
 - m. Cutting Keys on an Automatic Machine
 - n. Code Keys: Decoding and Cutting
 - o. Cutting Wheels Types and Applications
 - p. The Curtis Code Cutter
 - q. ProLok Blue Punch Code

Locksmithing Course (continued)

CURRICULUM (continued)

2. Locksmithing Basics:
 - a. Warded Locks
 - b. Warded Locks Making Keys by Impression
 - c. Picking Warded Locks
 - d. Lever Locks
 - e. Making Keys for Lever Locks
 - f. Impressioning Multiple Lever Locks
 - g. Lever Locks Picking
 - h. Wafer Disc Locks
 - i. Wafer Disc Locks Rekeying
 - j. Wafer Disc Locks Picking
 - k. Wafer Disc Locks Double Bitted and Chicago Lock
 - l. Wafer Disc Clocks Picking Double Bitted Locks
 - m. Introduction to Pin Tumbler Locks
 - n. Pin Tumbler Padlocks
 - o. Rekeyable Pin Tumbler Locks
 - p. Drilling Padlocks
 - q. More Tips and Tricks for Opening Padlocks
 - r. Drilling Padlocks Without a Fixture
 - s. Antique and Collectable Locks
 - t. Miniature Safes and Banks
 - u. Handcuffs and Restraints
 - v. Collector's Guides and Organizations
3. Residential Locksmithing:
 - a. Pin Tumbler Locks
 - b. Kwikset Key-In-Knob Lock
 - c. Kwikset Single-Key Deadbolt Lock
 - d. Kwikset Single-Key Deadbolt Lock
 - e. Kwikset Titan Key-In-Knob Lock
 - f. Kwikset 500 Series Lock
 - g. Defiant Locks
 - h. Schlage Knob Lever Lock
 - i. Schlage Interior Lever Lock
 - j. Schlage Interior Knob Lock
 - k. Schlage Copy Key-In-Knob Lock
 - l. Ace Key-In-Knob Lock
 - m. Weiser Key-In-Knob Lock
 - n. Second Weiser Key-In-Knob Lock
 - o. Schlage Combination Lock
 - p. Kwikset Combination Lock
 - q. Schlage Wafer Lock
 - r. High Security Padlocks
4. Commercial Locksmithing:
 - a. Schlage Lever Lock
 - b. Commercial Schlage Key In-Knob Lock
 - c. Schlage Key In-Knob Special Application Lock
 - d. Commercial Deadbolts
 - e. Removable Core Locks
 - f. More Removable Core Locks Rekeying
 - g. Code Cutting Keys Using a Blue Punch
 - h. Rekeying Another IC Core Lock
 - i. IC Core Disassembly Fixture
 - j. Loading One Pinstack at a Time
 - k. IC Core Drilling Fixture
 - l. Decoding an IC Core Lock
 - m. Decoding with the Tip Pin Method
 - n. Simple Master Key System
 - o. Master Key System for Apartments
 - p. Basic Rules for Master Key Systems
 - q. Setting Up a Master Key System
 - r. Expanding your Usable Key Codes
 - s. Using Different Keyways
 - t. Making an IC Core Master Key System
 - u. Pinning an IC Core for Master Key Setup
 - v. Pinning an IC Core for Master Keys Pinning
 - w. Master Keying Standard Locks
 - x. Master Pinning a Standard Lock
5. Impressing–Picking and Installing Locks

TESTING AND CERTIFICATE REQUIREMENTS

When you complete the video instruction in the Locksmithing Course, you will take an online examination to test your knowledge. The exam is online, not timed, and is open book, open video. Once started, an online exam may be suspended but must be completed within 60 days. When you pass the video instruction exam with a score of 80% or higher, you will receive a Locksmithing Theory Certificate.

Carpentry Course

6 Instruction Hours • 15 Study Hours • Self-paced—completed within 1 to 12 Months

No Prerequisites • Certificate in Carpentry Theory • Distance education—delivered by video instruction with instructor support available by email or phone. Online exam only—no hands-on skills assessment

This knowledge-based Carpentry Course teaches the basics of the rough and finish carpentry trade with many insider tips from licensed contractors with decades of experience in the field. Students will identify many of the tools of the carpentry trade as they learn how to construct floor, wall, ceiling, and roof assemblies, install doors, windows, drywall, trim and kitchen cabinets from the pros. Students study and complete the course at a pace they control, with sufficient retention of the knowledge to pass their exams with a score of 80% or higher.

Completion of this Carpentry Course prepares individuals for entry-level employment in positions involving rough and finish carpentry such as Carpenter's Helper, Drywall Installer, Framing, and Construction Trades Helper and for maintenance positions that involve carpentry such as Maintenance Mechanic, Facilities Maintenance Technician, and General Maintenance and Repair Technician.

- *Certificates of this School do not qualify an individual to work as a registered or licensed Contractor.*
- *No license or registration is required for employees working in carpentry, construction, maintenance or working on their own residence.*
- *All independent contractors are required by Idaho law to be registered with the Idaho Contractors Board, which is a division of the State of Idaho, Bureau of Occupational Licenses (<http://ibol.idaho.gov/IBOL/Home.aspx>). Public works projects will require an additional Contractor's License. For more information, go to <http://dbs.idaho.gov>.*
- *For more occupational information on Carpentry, General Maintenance and Repair and related occupations see SOC's: 47-3012, 47-2031, 47-2081, 47-3019 and 49-9071, (US Department of Labor), go to: www.bls.gov or www.onetonline.org.)*

EQUIPMENT AND MATERIALS USED IN THIS COURSE

Equipment and materials used in this course include: An internet-capable computer, internet connection, web browser, video instruction on DVDs requiring a functioning DVD player (or comparable video player on a computer), textbook, online examinations and information.

CURRICULUM

Note: This curriculum references only key instructional content and is not inclusive of the entire curriculum. For the complete curriculum, refer to the Course Syllabus.

1. Framing Floors:

- | | |
|--------------------------|-------------------------------|
| a. Introduction | g. Framing the Bay |
| b. Check for Square | h. Sheathing |
| c. Sills | i. Deck Boards |
| d. Posts and Girders | j. Joisting Over Longer Spans |
| e. Rim Joists | k. Straight Flight of Stairs |
| f. Joisting and Blocking | l. Summary |

Carpentry Course (continued)

CURRICULUM (continued)

2. Framing Walls:
 - a. Introduction
 - b. Layout
 - c. Rake Wall Layout
 - d. Exterior Wall Plating
 - e. Interior Wall Plating
 - f. Cutting Doors
 - g. Wall Anatomy
 - h. Cutting Wall Parts
 - i. Detailing Plates
 - j. Stud Layout
 - k. Scattering Wall Parts
 - l. Building Walls
 - m. Raising Walls
 - n. Building a Rake Wall
 - o. Nailing the Laps
 - p. Plumbing and Lining
 - q. Summary

3. Framing Roofs:
 - a. Introduction
 - b. Parts of a Roof
 - c. Layout
 - d. Ceiling Joists
 - e. Joisting the Porch
 - f. Marking and Cutting Rafters
 - g. Production Cutting
 - h. Nailing Ridge and Rafters
 - i. Garage Rafters
 - j. Cutting and Nailing Gable Studs
 - k. Lookouts
 - l. Purlins
 - m. Supporting a Cathedral Ceiling
 - n. A Hip Roof
 - o. Barge Rafters and Fascia
 - p. Sheathing
 - q. Summary

4. Thermal and Moisture Protection:
 - a. Introduction
 - b. Thermal Insulation
 - c. Insulation Installation Guidelines
 - d. Moisture Control
 - e. Waterproofing
 - f. Air Infiltration Control

5. Drywall—Hanging and Taping:
 - a. Introduction
 - b. Planning the Job
 - c. Delivery and Handling
 - d. Hanging Ceilings and Cutting Drywall
 - e. Hanging Walls
 - f. Hanging Gable Walls
 - g. Special Installations
 - h. Taping Basics
 - i. Applying Joint Compound
 - j. Taping Corners
 - k. Using Paper Tape
 - l. Taping Ceilings
 - m. Applying the Second Coat
 - n. Sanding
 - o. Third Coat and Final Sanding
 - p. Repairs and Cleanup
 - q. Summary

6. Installing Trim:
 - a. Introduction
 - b. The Three Basic Joints
 - c. Basic Picture-Frame Casing
 - d. Contemporary Stool and Apron
 - e. Butted Head Casing with Stool
 - f. A Sagging Door Jam
 - g. Production Casing
 - h. Installing Jamb Extensions
 - i. Fitting a Traditional Stool
 - j. Single-Piece Base
 - k. Three-Piece Base
 - l. Crown Molding
 - m. Summary

Carpentry Course (continued)

CURRICULUM (continued)

7. Installing Doors and Windows:
 - a. Introduction
 - b. A Manufactured Window
 - c. An Insulated Glass Unit
 - d. A Pre-hung Exterior Door
 - e. Sill and Weatherstripping Options
 - f. Introduction to Interior Doors
 - g. Setting an Interior Jam
 - h. Hinging the Door
 - i. Hanging and Adjusting the Door
 - j. Trimming the Door Bottom
 - k. Scribe-Fitting a Door
 - l. Summary

8. Installing Kitchen Cabinets and Countertops:
 - a. Introduction
 - b. Cabinet Options
 - c. Wall and Cabinet Basics
 - d. Evaluation and Layout
 - e. Installing a Lazy Susan
 - f. Joining Base Cabinets Together
 - g. Hanging the Wall Cabinets
 - h. The Island
 - i. Setting a Corian Countertop
 - j. Making a Plastic-Laminate Countertop
 - k. Installing a Plastic-Laminate Countertop

TESTING AND CERTIFICATE REQUIREMENTS

When you complete the video instruction in the Carpentry Course, you will take an online examination to test your knowledge. Also, for each of the assigned chapters in your Carpentry textbook, you may optionally complete an end-of-chapter quiz. Quizzes are optional study tools to support passing your final exam. All exams are online, not timed, and are open book, open video. Once started, an online exam may be suspended but must be completed within 60 days. When you pass your final exam with a score of 80% or higher, you will receive a Carpentry Theory Certificate.

Masonry Course

10 Instruction Hours • 25 Study Hours • Self-paced—completed within 1 to 12 Months

No Prerequisites • Certificate in Masonry Theory • Distance education—delivered by video instruction with instructor support available by email or phone. Online exam only—no hands-on skills assessment

This knowledge-based Masonry Course teaches the basics of the masonry and tiling trades. Students will learn from a professional brick mason and tile setter currently working in the field, how to build a block wall, a brick wall, brick paving designs, brick walkway and planter box repair; as well as setting tile on floors, countertops and walls. Students study and complete the course at a pace they control, with sufficient retention of the knowledge to pass their exams with a score of 80% or higher.

Completion of this Masonry Course prepares an individual for entry-level employment in the masonry and tiling trade in positions such as Mason's Helper, and Assistant Tile Setter (*SOC 47-3011 Helpers--Brickmasons, Blockmasons, Stonemasons, and Tile and Marble Setters, US Department of Labor*) and for entry-level General Maintenance and Repair Technician. (*SOC 49-9071 US Department of Labor*) positions that involve masonry and tile work such as Maintenance Mechanic, and Facilities Maintenance Technician.

- *Certificates of this School do not qualify an individual to work as a registered or licensed Contractor.*
- *No license or registration is required for employees performing masonry or tiling work.*
- *All independent contractors are required by Idaho law to be registered with the Idaho Contractors Board, which is a division of the State of Idaho, Bureau of Occupational Licenses (<http://ibol.idaho.gov/IBOL/Home.aspx>). Public works projects will require an additional Contractor's License. For more information, go to <http://dbs.idaho.gov>.*
- *For more occupational information on SOC's 47-3011, 47-2021, 47-2044 and 49-9071 (US Department of Labor) and related SOC's go to: www.bls.gov or www.onetonline.org*

EQUIPMENT AND MATERIALS USED IN THIS COURSE

Equipment and materials used in this course include: An internet-capable computer, internet connection, web browser, video instruction on DVDs requiring a functioning DVD player (or comparable video player on a computer), textbook, online examinations and information.

CURRICULUM

Note: This curriculum references only key instructional content and is not inclusive of the entire curriculum. For the complete curriculum, refer to the Course Syllabus.

1. Building Block Walls:
 - a. Introduction
 - b. Tools
 - c. Mortar Mixing
 - d. Preparations
 - e. Getting Started: Building the Lead
 - f. Bond Beam: Every Third Course
 - g. Finishing
2. Building Brick Walls:
 - a. Introduction
 - b. Tools
 - c. Mortar Mixing
 - d. Preparations and Building Wall
 - e. Jointing and Brushing
 - f. Layout
 - g. Laying the Line
 - h. Extra Tips

Masonry Course (continued)

CURRICULUM (continued)

3. Brick Paving Designs:
 - a. Introduction
 - b. Tools
 - c. Mixing Mortar
 - d. Building a Brick Walkway
 - e. Mortar Bag
 - f. Finishing
 - g. Summary

4. Brick Paving Repairs:
 - a. Introduction
 - b. Tools
 - c. Repair Preparations
 - d. Mortar Mixing
 - e. Planter Box Repair
 - f. Brick Porch Repair
 - g. Garden Wall Repair
 - h. Overview

5. Tiling Walls:
 - a. Introduction
 - b. Layout
 - c. Tar Paper Membrane
 - d. A CPE Membrane
 - e. Applying the Reinforcing Mesh
 - f. Mixing Wall Mud
 - g. Floating Mortar Walls
 - h. Mixing Thinset
 - i. Setting the First Courses
 - j. Using the Snap Cutter
 - k. Setting the Field Tile
 - l. Applying Tile Around Windows
 - m. Tiling the Pony/Knee Wall
 - n. Floating and Tiling a Cove
 - o. Trimming the Window
 - p. Setting Trim Tile
 - q. Building Up Mortar Behind Radius Tile to Prevent Cracking
 - r. Grouting
 - s. Summary

6. Tiling Countertops:
 - a. Design Considerations
 - b. Layout
 - c. Cutting and Installing Backer Board
 - d. A Mortar-Bed Substrate
 - e. Mixing Thinset
 - f. Setting Field Tile
 - g. The Snap Cutter
 - h. The Biters
 - i. The Wet Saw
 - j. Detailing and Setting Trim Tile
 - k. Grouting
 - l. Summary

7. Tiling Floors:
 - a. Installing the Moisture Membrane
 - b. Applying the Reinforcing Mesh
 - c. Mixing Deck Mud
 - d. Floating a Mortar Bed Floor
 - e. Beginning the Sloped Shower Pan
 - f. Waterproofing the Sloped Shower Pan
 - g. Using the Wet Saw
 - h. Layout
 - i. Mixing Thinset
 - j. Setting Field Tile
 - k. Using Snap Cutter
 - l. Setting the Border and Cove Tiles
 - m. Grouting

8. Concrete Driveways and Sidewalks:
 - a. Introduction
 - b. Sidewalks
 - c. Driveways

TESTING AND CERTIFICATE REQUIREMENTS

When you complete the video instruction in the Masonry Course, you will take an online examination to test your knowledge. Also, for each of the assigned chapters in your Masonry textbook, you may optionally complete an end-of-chapter quiz. Quizzes are optional study tools to support passing your final exam. Exams are online, not timed, and are open book, open video. Once started, an online exam may be suspended but must be completed within 60 days. When you pass your final exam with a score of 80% or higher, you will receive a Masonry Theory Certificate.

Electrical Course

25 Instruction Hours • 62.5 Study Hours • Self-paced—completed within 1 to 12 Months

No Prerequisites • Certificate in Electrician Theory • Distance education—delivered by video instruction with instructor support available by email or phone. Online exam only—no hands-on skills assessment

This comprehensive, knowledge-based Electrical Course teaches all aspects of the electrical trade. Students will study everything from electrical theory and the National Electrical Code® to blueprint reading, residential wiring, electronic control systems, motors and much more. Foundational principles of electricity, such as electric current, Ohm's Law, and circuits are explained in detail. Students learn the tools of the trade, and critical safety procedures. How to install the residential electrical components are demonstrated in detail, including such items as device boxes, raceways and fittings, fasteners and anchors, conductors and cables and more. The course also includes electrical troubleshooting and repair. Students study and complete the course at a pace they control. Students must study with sufficient retention of the knowledge to pass their exams with a score of 80% or higher.

Completion of this Electrical Course prepares individuals for entry-level electrical trade workers, maintenance employees and do-it-yourself home owners; or to enter employment in such positions as Maintenance Electrician, Electrician Assistance and the electrical work involved in General Maintenance and Repair positions such as Maintenance Mechanic, Facilities Maintenance Technician, and Building Maintenance and Repair Technician.

- ***This course is not intended to lead to becoming a Licensed Electrician.***
- *Certificates of this School do not qualify an individual to work as a licensed Electrician, or as a licensed Contractor.*
- *General Maintenance and Repair (SOC 49-9071 US Department of Labor), is a non-licensure occupational classification as are various trade assistant jobs in electrical (See Standard Occupational Classifications 47-3013, 49-904271, 47-3019 and 49-9799 US Department of Labor.)*
- *For more occupational information on these and related SOC's go to: www.blw.gov or www.onetonline.org.)*
- *Only employees working on their employer's premises, or individuals working on their own residence, may perform electrical work without a Journeyman or Contractor's License. A self-employed individual may not perform any electrical work (except on their own residence) without an Electrical Contractor's License. Additionally, maintenance employees are prohibited from certain types of electrical work without a license (e.g., electrical tasks such as adding new circuits or installing additional switches). Permissible tasks are repairing and replacing of existing electrical systems, operating electrical systems, and working directly with licensed Electrical Journeymen.*
- *In order to become a licensed Electrician, an individual must be at least 16 years of age, register as an apprentice electrician, be employed by a licensed Electrical Contractor, complete work under constant supervision of a licensed Electrician Journeyman or Master employed by the Electrical Contractor, and be enrolled in or have completed a four-year training program at an approved school. In order to become a licensed Journeyman Electrician, an individual must have completed 8,000 hours of qualified electrical work as a registered apprentice under the constant supervision of a licensed Journeyman or Master Electrician, and passed the licensure exam.*
- *For more information, go to <http://dbs.idaho.gov>.*

Electrical Course (continued)

EQUIPMENT AND MATERIALS USED IN THIS COURSE

Equipment and materials used in this course include: An internet-capable computer, internet connection, web browser, video instruction on DVDs requiring a functioning DVD player (or comparable video player on a computer), textbook, online examinations and information.

CURRICULUM

Note: This curriculum references only key instructional content and is not inclusive of the entire curriculum. For the complete curriculum, refer to the Course Syllabus.

UNIT 1

- Safety
- Hand tools
- Power tools
- Specialized tools
- The National Electric Code
- Electrical boxes (device boxes)
- Plastic boxes
- Metal boxes
- Inserting conduit
- Cable clamps
- Bending conduit

UNIT 3

- Raceways
- FMC in NEC
- Liquid Tight Flexible Conduit (LFMC)
- PVC
- LFNC: 356
- Conduits
- Raceways
- Fasteners, anchors , bolts

UNIT 5

- Terminating wire
- Wire bends
- Stripping and Crimping wire
- Splicing wires in a J-box
- Terminating wire and switches
- Ground fault circuit interruptor (GFCI)
- Terminals

UNIT 2

- Cutting pipe
- Offset bends
- Measuring conduit
- Parallel offsets
- Laying out the pipe
- Fabricating saddle bends
- Bending conduit for 3-saddle bend
- More benders
- Cutting conduit
- Threading conduit

UNIT 4

- Installation of conduit, boxes, fittings, wiring
- Conductors:
- Cables
- Conductor selection
- Wire sizes
- Insulation
- Color coding
- Installing wire
- Drilling through studs
- Running wire

UNIT 6

- Atomic Theory
- Bump theory for conductors
- Insulators
- Summary
- General electrical theory
- Ohm's Law
- Series circuits
- Troubleshooting series circuits
- Parallel circuits
- Combination circuits

Electrical Course (continued)

CURRICULUM (continued)

UNIT 7

- Magnetism
- Electro magnets
- Induction
- Magnetic devices
- Electric motor Devices
- Transformers
- A.C. Theory
- Alternator
- AC vs DC
- Converting AC to DC
- Diodes and rectifiers

UNIT 9

- Conductors: sizing wire
- Wire resistance single phase
- Wire resistance three phase
- Taps
- Parallel conductors
- Insulation testing
- Ampacity
- Service Equipment
- NEC requirements for dwelling units
- GFCI receptacles
- Assigning circuits
- Location of installation of service equipment

UNIT 11

- Control systems and fundamental concepts relays
- Motor controller
- Ladder diagram
- Programmable Logic Controller (PLC)
- Electric motors
- DC motors
- Universal motors
- Stepping motors
- Single-phase-AC and 3-phase motors

UNIT 8

- Inductors
- Lenz's Law
- Impedance
- Inductive phase shift
- Capacitors
- RC circuits
- Farads
- Capacitors in series and parallel
- Capacitive reactance
- Voltage and current phase relationship

UNIT 10

- Service panel set up
- Load calculation
- Sizing the wire
- Grounding systems
- Over current devices
- AFCI
- Multi-wire circuits
- Building sequence
- Sizing feeder wire
- Wiring

TESTING AND CERTIFICATE REQUIREMENTS

When you complete the video instruction in the Electrical Course, you will take an online examination to test your knowledge. Also, for each of the assigned chapters in your Electrical textbook, you may optionally complete an end-of-chapter quiz. Quizzes are optional study tools to support passing your final exam. Exams are online, not timed, and are open book, open video. Once started, an online exam may be suspended but must be completed within 60 days. When you pass your final exam with a score of 80% or higher, you will receive an Electrician Theory Certificate.

Welding Course

22 Instruction Hours • 55 Study Hours • Self-paced—completed within 1 to 12 Months

No Prerequisites • Certificate in Welding Theory • Distance education—delivered by video instruction with instructor support available by email or phone. Online exam only—no hands-on skills assessment

This comprehensive knowledge-based Welding Course includes every type of welding from gas welding to ARC and TIG welding. Students learn through demonstration, with up close views of the instruction so they can quickly learn the fine detail of such precision work as how to hold the welding equipment, puddling, cutting and more in virtually every type of welding operation. Also taught are welding safety, tank set up, how to do every type of weld and welding in 2G, 3G and 4G positions. Students study and complete the course at a pace they control, with sufficient retention of the knowledge to pass their exams with a score of 80% or higher.

Completion of this Welding Course prepares individuals for entry-level apprentice employment in the welding trade, in positions classified under Welder (SOC 51-4121 US Department of Labor). Additionally, this course prepares individuals for employment in positions involving entry-level welding work classified as “maintenance” under General Maintenance and Repair (SOC 49-9071 US Department of Labor) in position titles such as Maintenance, Maintenance Mechanic, and Facilities Maintenance Technician.

- *Certificates of this School do not qualify an individual to work as a registered or licensed, independent Contractor, nor do they qualify as welding certification. Individuals who complete the Welding course are not Certified Welders.*
- *Unless required by an employer, no license, certification, or registration is required for employees working in the welding trade in the state of Idaho. Some states may require welders to be certified in the welds they are performing.*
- *All independent contractors are required by Idaho law to be registered with the Idaho Contractors Board, which is a division of the State of Idaho, Bureau of Occupational Licenses (<http://ibol.idaho.gov/IBOL/Home.aspx>). Public works will require an additional Contractor’s License. For more information, go to <http://dbs.idaho.gov>.*
- *After theoretical training and sufficient practical and/or apprenticeship experiences to competently perform a weld type, welders can seek to become certified. There are several types of certification for welders. An individual should determine which type of welding position they would like to pursue, then meet the certification requirements (if any) of that position. Typically, certification through the American Welding Society involves a welding test and a written exam taken every six months to a year, depending on regional requirements, to keep an individual’s certification up to date. Certification allows a welder to take the title “Certified Welder,” opening up a variety of job opportunities. For more information, see <http://www.aws.org/certification/>.*
- *For more occupational information on General Maintenance and Repair and Welding (SOC 49-9071 and 51-4121 US Department of Labor) and related SOC’s, go to: www.bls.gov or www.onetonline.org*

Welding Course (continued)

EQUIPMENT AND MATERIALS USED IN THIS COURSE

Equipment and materials used in this course include: An internet-capable computer, internet connection, web browser, video instruction on DVDs requiring a functioning DVD player (or comparable video player on a computer), textbook, online examinations and information.

CURRICULUM

Note: This curriculum references only key instructional content and is not inclusive of the entire curriculum. For the complete curriculum, refer to the Course Syllabus.

1. Introduction
 - Introduction to Welding
 - Welding Safety

2. Gas Welding:
 - Gas Welding Basics
 - Gas Welding Tanks
 - Gas Welding
 - Gas Welding Joints
 - Gas Welding Out of Position
 - Cutting Tips and Setup
 - Cutting
 - Advanced Cutting
 - Cutting with Alternative Gases, Using Propane
 - Using an Automatic Cutting Guide
 - Cutting with an Electric Crawler
 - Using a Plasma Cutter

3. Arc Welding:
 - Electric Arc Welding
 - MIG Welding Basics
 - MIG Setup and Welding
 - Flux-core Setup and Welding
 - Stick Welding
 - Welding Rods
 - Equipment Setup and Weld Demo
 - Controlling the Puddle
 - Improper Whip-Out
 - Improper Arc Gap
 - More Demos with 7018 and 6011
 - Student Practice
 - Stick Welding Joints

4. TIG Welding:
 - TIG Welding Basics
 - TIG Welding Steel
 - TIG Stainless Steel
 - TIG Welding Aluminum
 - Building up Material

TESTING AND CERTIFICATE REQUIREMENTS

When you complete the video instruction in the Welding Course, you will take an online examination to test your knowledge. Also, for each of the assigned chapters in your Welding textbook, you may optionally complete an end-of-chapter quiz. Quizzes are optional study tools to support passing your final exam. Exams are online, not timed, and are open book, open video. Once started, an online exam may be suspended but must be completed within 60 days. When you pass your final exam with a score of 80% or higher, you will receive a Welding Theory Certificate.

Machine Shop Course

29 Instruction Hours • 72.5 Study Hours • Self-paced—completed within 1 to 12 Months

No Prerequisites • Certificate in Machine Shop Theory • Distance education—delivered by video instruction with instructor support available by email or phone. Online exam only—no hands-on skills assessment

This comprehensive knowledge-based Machine Shop Course comes in 3 modules and covers the A-Z of manual machining, the lathe, vertical milling machine and general machine shop techniques:

Module 1–Lathe: More than 12 hours of detailed instruction on the set-up and operation of the Machine Lathe. Students will learn how to set-up the machine, turn, bore, thread, knurl and taper metal.

Module 2–The Vertical Milling Machine: More than 12 hours of video instruction detailing everything the student needs to know to run a vertical mill including fly cutting, indexing, boring, milling aluminum, steel and plastics, clamping, fixturing, digital read-out and more.

Module 3–General Machine Shop Techniques: More than 5 hours of video. Students learn how to properly operate all the support equipment needed in a shop: belt sanders, bead blasters, grinders and surface grinders, plus learn how to sharpen drill bits, remove broken screws, detailed shop planning and set-up, and advanced equipment and techniques.

Students will learn from a professional currently working in the field with more than 3 decades of experience. Students will see up close views of the instruction so they can quickly learn the fine detail of precision machining. Students study and complete the course at a pace they control, with sufficient retention of the knowledge to pass their exams with a score of 80% or higher.

Completion of this Machine Shop Course prepares an individual for entry-level apprentice employment in the machining trade in positions classified under Machinist (*SOC 51-4041 US Department of Labor*). Additionally, this course prepares individuals for employment in positions involving entry-level machining work classified as “maintenance” under General Maintenance and Repair (*SOC 49-9071 US Department of Labor*), in position titles such as Maintenance, Maintenance Mechanic, and Facilities Maintenance Technician.

- *Certificates of this institute do not qualify an individual to work as a registered or licensed, independent Contractor.*
- *Unless required by a particular employer, no certification, license, or registration is required for most employees working in the machining trade or for machining work performed as part of maintenance jobs. Machinists train in many ways: informally on the job, in apprenticeship programs, at vocational schools, and in community and/or technical colleges. To boost the skill level of machinists, a number of certifications including Journey-level certification programs are also now available from state apprenticeship boards after completing an apprenticeship. Though special educational credentials or certification(s) are not required to do machining work, it can lead to better job opportunities.*
- *For more information on Machining and General Maintenance and Repair (SOC 51-4041 and 49-9071 US Department of Labor) and related SOC’s, go to www.bls.gov or www.onetonline.org*

MACHINE SHOP COURSE (continued)

EQUIPMENT AND MATERIALS USED IN THIS COURSE

Equipment and materials used in this course include: An internet-capable computer, internet connection, web browser, video instruction on DVDs requiring a functioning DVD player (or comparable video player on a computer), textbook materials, online examinations and information.

CURRICULUM

Note: This curriculum references only key instructional content and is not inclusive of the entire curriculum. For the complete curriculum, refer to the Course Syllabus.

1. Lathe:

- Introduction & Safety
- Measuring Tools
- Lathe Setup
- Raw Materials
- Making a Good Cut
- Feed Rates
- Tapers
- Threading
- Internal Threading
- Boring Holes
- Knurling, Reaming, Filing and Polishing
- Advanced Operations
- Lathe Maintenance

2. The Vertical Mill:

- Introduction & Safety
- Cutters and Milling Operation
- Basic Metallurgy, Set-up and Tuning
- Proper Setup for 2nd and 3rd Ops
- Speeds, Feeds and Measuring
- Working with Aluminum
- Working with Steel
- Drilling, Tapping and Reaming
- Boring Holes
- Shaping and Digital Readouts
- Slots
- Production Tooling and Fixtures: General
- Accessories and Tooling Inspection
- Inspection Tools and Fixtures

3. General Machine Shop:

- Introduction & Safety
- The Belt Sander
- The Pedestal Grinder
- Surface Grinders
- Support Equipment and Shop Setup
- The Horizontal Bandsaw
- The Horizontal Mill
- The Drill Press
- The Abrasive Cutoff Saw
- The Engraving Machine
- Sharpening Drills and Endmills
- Making a Bearing Scraper
- Removing Broken Screws
- The Rockwell Hardness Scale
- Heat Treating Furnaces
- Setting Up Your Shop

TESTING AND CERTIFICATE REQUIREMENTS

When you complete the video instruction in the Machine Shop Course, you will take an online examination to test your knowledge. Exams are online, not timed, and are open book, open video. Once started, an online exam may be suspended but must be completed within 60 days. When you pass all video instruction exams with a score of 80% or higher, you will receive a Machine Shop Theory Certificate.

Core Curriculum

(OPTIONAL TEXTBOOK STUDY OF MTT AND FMT COURSES ONLY)

30 Study Hours ♦ No Prerequisites ♦ Completed within 1-12 months ♦ Distance Education only ♦ Optional study and quizzes ♦ Core Curriculum is not a stand-alone, individual course, but a segment of both the Facilities Maintenance Technician and the Multi-Trade Technician courses of study. The 30 hours are part of the total study hours for those courses of study.

This recommended, but *optional*, “bonus” study segment gives students an introduction to core trade skills common to all trades to emphasize topics also in the video instruction. The content includes construction math and drawings, hand and power tools and materials handling, as well as basic safety, communication and employability skills and more. Students can read the instruction with sufficient retention of the knowledge to pass the end-of-chapter exams with a score of 80% or higher in order to demonstrate knowledge; however passing quizzes for this study segment is not required.

EQUIPMENT AND MATERIALS USED IN THIS SEGMENT

Equipment and materials used in this segment include: An internet-capable computer, internet connection, web browser, textbook materials, online examinations and information.

CURRICULUM

Note: This curriculum references only key instructional content and is not inclusive of the entire curriculum. For the complete curriculum, refer to the Syllabus.

- | | |
|--------------------------------------|--|
| 1. Basic Safety | 5. Introduction to Construction Drawings |
| 2. Introduction to Construction Math | 6. Basic Communication Skills |
| 3. Introduction to Hand Tools | 7. Basic Employability Skills |
| 4. Introduction to Power Tools | 8. Introduction to Materials Handling |

NO EXAM REQUIRED FOR THIS OPTIONAL STUDY SEGMENT

Although recommended, completing the Core Curriculum textbook study and/or quizzes are not required. NO exam is required for the Core Curriculum textbook study segment; however, for each of the assigned chapters, you *may optionally* complete an end-of-chapter quiz. All quizzes are online, not timed, and are open book. Once started, an online quiz may be suspended but must be completed within 60 days in order to get your results.

Facilities Maintenance Technician (FMT) Course

61 Instruction Hours; 152.5 Study Hours • Self-paced—completed within 3 to 12 Months No Prerequisites • 4 Certificates awarded upon completion: Plumbing Theory, Carpentry Theory, Electrician Theory and Facilities Maintenance Technician • Distance education—delivered by video instruction with instructor support available by email or phone. Online exam only—no hands-on skills assessment

The comprehensive, knowledge-based Facilities Maintenance Technician Course is an accelerated method of learning multiple trades for the increasing number of maintenance jobs involving skills in more than a single trade. With three complete trade courses in one program of study, the exclusive and broad-based curriculum of the Facilities Maintenance Technician Course enables students to begin their maintenance career; or in entry-level single-trade jobs in, plumbing, carpentry and/or electrical. Three complete courses in one course of study, students complete each trade course at a pace they control. Optionally, students may complete Core Curriculum as part of this training course (see Core Curriculum in this catalog). Students must view the video instruction with sufficient retention of the knowledge to pass all trade exams with a score of 80% or higher in order to receive their Facilities Maintenance Technician Theory Certificate.

COURSE TITLE	INSTRUCTION HOURS	STUDY HOURS	CERTIFICATES AWARDED
Facilities Maintenance Technician (FMT) Course	61	152.5	<ul style="list-style-type: none"> • Plumbing Theory • Carpentry Theory • Electrician Theory • FMT Theory

Completion of the Facilities Maintenance Technician Course prepares an individual for entry-level employment classified as “maintenance” under General Maintenance and Repair (See SOC 49-9071 US Department of Labor) in position titles such as Maintenance, Maintenance Mechanic, and Facilities Maintenance Technician. (For complete information on Individual Trade courses included in the Facilities Maintenance Technician program of study, see individual Course Descriptions and Objectives in this School Catalog, e.g., Plumbing Course.)

- ***This course is not intended to lead to becoming a Licensed Plumber, Electrician and/or Contractor.***
- *Certificates of this School do not qualify an individual to work as a licensed Plumber or Electrician or as a licensed Contractor.*
- *General Maintenance and Repair (See SOC 49-9071 US Department of Labor) is a non-licensure occupational classification; therefore, maintenance workers are not required to take a state licensure exam, nor does one exist.*
- *Only employees working on their employer’s premises, or individuals working on their own residence, may perform plumbing or electrical work without a Journeyman or Contractor’s License in each of those trades. Additionally, maintenance employees are prohibited from certain types of plumbing and electrical work without a license. (See individual trade course descriptions for more information on each trade.) Permissible tasks for maintenance workers involve repairing and replacing of existing plumbing and electrical systems, operating and maintaining plumbing and electrical systems, and working directly with licensed Plumbing and Electrical Journeymen. A self-employed individual may not perform any plumbing or electrical work (except on their own residence) without a Plumbing or Electrical Contractor’s License.*
- *For more information, go to <http://dbs.idaho.gov>.*

Facilities Maintenance Technician Course (FMT) (continued)

COURSE DESCRIPTION (continued)

- *The Facilities Maintenance Technician (FMT) course is intended to prepare students for the "General Maintenance and Repair" (Standard Occupational Classification 49-9071 US Department of Labor). This job classification is defined as the following: "Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs" For more occupational information on these and related SOC's go to www.bls.gov or www.onetonline.org.*

EQUIPMENT AND MATERIALS USED IN THIS COURSE

Equipment and materials used in this course include: An internet-capable computer, internet connection, web browser, video instruction on DVDs requiring a functioning DVD player (or comparable video player on a computer), textbooks, online examinations and information.

CURRICULUM

The three trade courses in the Facilities Maintenance Technician Course are: Plumbing, Carpentry and Electrical, plus students will study the Core Curriculum segment. To view the curriculum of each of the trade courses and Core Curriculum segment included in the Facilities Maintenance Technician Course, refer to the Plumbing, Carpentry and Electrical courses and the Core Curriculum segment included in this catalog.

TESTING AND CERTIFICATE REQUIREMENTS

When you complete each of the video instruction segments in the Facilities Maintenance Technician Course, you will take an online examination to test your knowledge. Also, for each of the assigned chapters in your textbooks, you *may* optionally take an end-of-chapter quiz. Quizzes are optional study tools to support passing your final exam. When you pass your final exam with a score of 80% or higher, you will receive a Certificate for that course within the Facilities Maintenance Technician Course. When you pass all three final exams in the course, you will receive your Facilities Maintenance Technician Certificate. Each of the three individual trade courses included in this course of study requires a final exam; however, no cumulative exam is required for the Facilities Maintenance Technician Course as a whole. Exams are online, not timed, and are open book, open video. Once started, an online exam may be suspended but must be completed within 60 days.

Multi-Trade Technician (MTT) Course

141 Instruction Hours; 352.5 Study Hours • Self-paced—completed within 6 to 12 Months

No Prerequisites • 8 Certificates awarded upon completion: Plumbing Theory, Locksmithing Theory, Carpentry Theory, Masonry Theory, Electrician Theory, Welding Theory, Machine Shop Theory and Multi-Trade Technician Theory • Distance education—delivered by video instruction with instructor support available by email or phone. Online exam only—no hands-on skills assessment

This comprehensive knowledge-based Multi-Trade Technician (MTT) Course is an accelerated method of learning multiple trades for the increasing number of maintenance jobs demanding know-how from multiple construction and mechanical trades. With seven (7) complete trade courses in one program of study, the exclusive and broad-based curriculum of the MTT Course prepares students to begin their maintenance career; or to work in entry-level trade assistant jobs in: plumbing, locksmithing, carpentry, masonry, welding, machine shop and/or electrical. Students complete each trade course at a pace they control. Optionally, students may complete Core Curriculum as part of this training course (see Core Curriculum in this catalog). Students must view the video instruction with sufficient retention of the knowledge to pass all trade exams with a score of 80% or higher in order to receive their Multi-Trade Technician Theory Certificate.

COURSE TITLE	INSTRUCTION HOURS	STUDY HOURS	CERTIFICATES AWARDED
Multi-Trade Technician (MTT) Course	141	352.5	<ul style="list-style-type: none"> • Plumbing Theory • Locksmithing Theory • Carpentry Theory • Masonry Theory • Electrician Theory • Welding Theory • Machine Shop Theory • MTT Theory

Completion of this Multi-Trade Technician Course prepares individuals for entry-level employment classified as “maintenance” under General Maintenance and Repair (*See SOC 49-9071 US Department of Labor*). With four trades more than the Maintenance Technician Course, students are prepared to take advantage of a greater number of employment opportunities in position titles such as Maintenance, Maintenance Mechanic, and Facilities Maintenance Technician because some maintenance positions will require knowledge of more than three trades. (*For complete information on Individual Trade courses included in the Multi-Trade Technician program of study, see individual Course Descriptions and Objectives in this School Catalog, e.g., Plumbing Course.*)

- ***This course is not intended to lead to becoming a Licensed Plumber, Electrician, and/or Contractor, nor is it intended to lead to becoming a Certified Welder.***
- *Certificates of this School do not qualify an individual to work as a licensed Plumber or Electrician, Certified Welder or as a licensed Contractor.*
- *General Maintenance and Repair (SOC 49-9071 US Department of Labor) is a non-licensure occupational classification; therefore, maintenance workers are not required to take a state licensure exam, nor does one exist.*
- *Only employees working on their employer’s premises, or individuals working on their own residence, may perform plumbing or electrical work without a Journeyman or Contractor’s License in each of those trades. Additionally, maintenance employees are prohibited from certain types of plumbing and electrical work without a license. (See individual trade course descriptions for more information on each trade.)*

Multi-Trade Technician (MTT) Course (continued)

COURSE DESCRIPTION (continued)

Permissible tasks for maintenance workers involve repairing and replacing of existing plumbing and electrical systems, operating and maintaining plumbing and electrical systems, and working directly with licensed Plumbing and Electrical Journeymen. A self-employed individual may not perform any plumbing or electrical work (except on their own residence) without a Plumbing or Electrical Contractor's License. For more information, go to <http://dbs.idaho.gov>.

- *The Multi-Trade Technician (MTT) course is intended to prepare students for the "General Maintenance and Repair" Standard Occupational Classification 49-9071 (US Department of Labor). This job classification is defined as the following: "Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs." For more occupational information on General Maintenance and Repair, and related SOC's, go to www.bls.gov or www.onetonline.org.*

CURRICULUM

The seven trade courses in the Multi-Trade Technician Course are: Plumbing, Locksmithing, Carpentry, Masonry, Electrical, Welding and Machine Shop, plus (optionally) students may study the Core Curriculum segment. To view the curriculum of each of the trade courses and Core Curriculum segment included in the Multi-Trade Technician Course, refer to the Plumbing, Locksmithing, Carpentry, Masonry, Electrical, Welding and Machine Shop courses, and the Core Curriculum segment included in this catalog.

EQUIPMENT AND MATERIALS USED IN THIS COURSE

Equipment and materials used in this course include: An internet-capable computer, broadband internet connection (G/N type wireless, if using a wireless connection), web browser enabled with JavaScript and Flash HTML5 ready, video instruction on DVDs requiring a functioning DVD player (or comparable video player on a computer), textbooks, online examinations and information.

TESTING AND CERTIFICATE REQUIREMENTS

When you complete each of the video instruction segments in the Multi-Trade Technician Course, you will take an online examination to test your knowledge. Also, for each of the assigned chapters in your textbooks, you may take an end-of-chapter quiz. Quizzes are optional study tools to support passing your final exam. When you pass your final exam with a score of 80% or higher, you will receive a Certificate for that course within the Multi-Trade Technician Course. When you pass all seven final exams in the course, you will receive your Multi-Trade Technician Theory Certificate. Each of the seven individual trade course included in this course of study requires a final exam; however, no cumulative exam is required for the Multi-Trade Technician Course as a whole. Exams are online, not timed, and are open book, open video. Once started, an online exam may be suspended but must be completed within 60 days.

ADMISSIONS

Admissions Procedures

Admission procedures include speaking with an Enrollment Advisor to review courses offered, school policies and procedures in this School Catalog, results of the Distance-Learning Questionnaire, the School Performance Fact Sheet and the Enrollment Agreement, including graduation requirements, English language proficiency, as well as financial terms (including Tuition, Registration Fee, and all costs of course materials), payment terms, payment plan options, and the cancellation and refund policy.

Each prospective student's request for admission, supporting documentation and admissions interviews are all taken into consideration by School personnel to determine if the prospective student has the skills and competencies to succeed in a distance-learning environment in pursuing their educational objectives.

A prospective student is notified of his or her acceptance into a course when he or she receives a copy of the executed Enrollment Agreement.

Ability to Benefit Students

The Accelerated Technical Training Institute does not accept *Ability-To-Benefit (ATB)* students.

Entrance Examinations

No entrance exams are required. Ability to Benefit (ATB) tests are not required by this School for admission.

English Language Proficiency

English proficiency is required to complete courses of this School. If English is not a student's first language, or if the student is not fluent in English as their secondary language, they should not enroll in the courses of this School. If a student has any concern as to their level of English language proficiency, it is recommended that he or she take an English proficiency exam prior to enrollment.

Distance Education Equipment and System Requirements

- An internet-capable computer, internet connection and web browser
- An email account on file with the School
- A functioning DVD player (or comparable video player on a computer)
- *Optionally, to view the Career Advantage resources (recommended, not required to complete the course):*
 - An internet-capable computer, broadband internet connection (G/N type wireless, if using a wireless connection)
 - An email account on file with the School
 - A web browser enabled with JavaScript and Flash HTML5 ready

ADMISSIONS (continued)

Transferability of Credits from Other Schools Disclosure

This School does not accept credits earned at any other institution or through challenge examinations, achievement tests and experiential learning, and has not entered any agreement with any other institution for such transfers or challenge examinations. This School has not entered into an articulation or transfer agreement with any other college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Accelerated Technical Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your educational course in this Institution is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Accelerated Technical Training Institute to determine if your credits or certificate will transfer.

Application Review and Acceptance

Each prospective student's request for admission, supporting documentation and admissions interview are considered by school personnel to determine if the prospective student has the skills, requirements and competencies to succeed in a distance-education environment in pursuing their education objectives.

A prospective student is notified of their acceptance into a course when he/she receives a copy of the executed Enrollment Agreement via either email or paper copy. This Institution offers distance-educational courses where the instruction is not offered in real time. The Institution shall transmit the first lesson and any materials to any student within seven (7) days after the Institution accepts the student for admission.

ACADEMIC POLICIES

Attendance

Courses of this School are delivered in a “correspondence study”* format, and as such study is self-paced, and lessons are pre-recorded. Students are required to plan their study and examination according to their individual study time needs and preferences in order to complete their course within the suggested number of hours. No attendance is taken as in a conventional classroom setting or real-time distance education format.

**Correspondence study is a type of educational service provided by an institution under which the institution provides instructional materials by mail or electronic transmission, including examinations on the materials, to students who are separated from real-time instructors. Interaction between the instructor and the student is limited, is not regular and substantive and is primarily initiated by the student. Correspondence courses are self-paced with a program end date. All segments must be completed and passed as outlined below within the maximum timeframe for completion.*

Satisfactory Progress

Student progress is evaluated by exams in each course (or individual course within the course of study.) Each examination must be passed with a score of 80% or higher. If a student passes the first attempt with a grade of 80% or higher, the student has satisfactory progress. In the event students do *not* pass the first attempt, they may review their incorrect answers, as well as the corresponding segments within the instruction, to gain knowledge in the areas in which they were deficient, after which they may attempt to pass their exam and successfully complete that course. Prior to additional examination attempts, students may call on faculty when they do not understand specific content and need further instruction. A student will not receive a certificate until they pass their exam for the course. For courses of study involving more than one course/certificate, students must pass the exams in all courses in order to receive their certificate for the total course of study. Students who do not pass their exams within 150% of the recommended self-paced course length indicated on each course description, and/or fail to contact the school to ask for an extension of their course length, are automatically withdrawn from their course. Withdrawn students may reinstate. (See policy *Re-admission after Withdrawal*.)

Grading Policy

At the end of each course within the student’s program of study, examinations are completed (in one or more attempts as necessary) with a chance to review the instruction again in order to demonstrate the factual, conceptual and procedural trade knowledge expected. The expected level of knowledge within each individual trade course is reflected in a score of 80% or higher on all examinations; which means of the total number of questions, 80% or more have been answered correctly. Examinations are scored either manually or electronically at the conclusion of each course. The online examination results are automated and, therefore, immediate. Manual results are provided within 10 days. Certificates to be awarded for passing grades will be mailed within 10 days.

Passing Grade

A passing grade is given to a student who has upon examination received a score of 80% or higher on each of the online examinations in the course.

Failing Grade

A failing grade is given to a student who has upon examination failed to receive a score of 80% or higher on each of the online examinations in the course.

ACADEMIC POLICIES (continued)

Leaves of Absence

This School offers only Distance Learning, self-paced courses, lessons are pre-recorded and no attendance is taken as in a conventional classroom setting, or real-time distance education format. The suggested time to complete each course or course of study allows time for short-term leaves of absence without prior approval from the School. If a student anticipates/requires a long-term leave of absence (i.e., an absence that would render the student unable to complete their course within the School Catalog allotted time), they should contact the School Director so arrangements can be made.

Probation

This School does not use "Academic Probation" as an administrative tool. If a student is experiencing difficulty completing his/her course of study (and/or is not receiving a passing Test grades the student may seek counseling from an Instructor. The Instructor and student will review the student's test scores, identify problematic areas and make recommendations for the student to engage in additional study prior to retaking his/her test for a passing grade. Students will continue to study and re-take their tests until they receive a passing grade.

Dismissal

Distance education-correspondence students of this School are not dismissed. After appropriate academic counseling, students always have the option to withdraw.

Withdrawal

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; and/or failure to meet financial obligations to the School.

Re-Admission after Withdrawal

Students who wish to be re-admitted after having withdrawn may re-enroll in a previously attempted course of study by contacting Admissions. To re-enroll, students must satisfy the following conditions:

- All Tuition and institutional charges must be brought up to date per the original Enrollment Agreement
- Any Refund previously received must be repaid in full. Beginning with the first date of re-enrollment the student must continue all payments per schedule in the original Enrollment Agreement.
- An Admissions Representative will update the student's file and create an Addendum to the original Enrollment Agreement indicating:
 - the date of reinstatement; and,
 - the revised Enrollment Agreement period (based upon the remaining length of the course of study at the date of re-enrollment).
- Student must initial and date the Enrollment Agreement Addendum.
- Student may resume his or her course of study, completing coursework and testing from his or her last incomplete lesson.

ACADEMIC POLICIES (continued)

Graduation

A student will be eligible for graduation and receive their Certificate of Theory upon meeting the following conditions:

- Received a “passing grade” within the maximum allowable time period on all exams required for their course or courses of study; and
- Cleared all financial obligations.

TUITION AND FEES

Schedule of Charges

The following table outlines the schedule of charges for the courses offered through the Accelerated Technical Training Institute.

Schedule of Charges				
Course	Registration (Non-refundable)	Tuition (Refundable)	Shipping and Handling (Non-refundable)	Total Cost (Idaho Residents add 6% sales tax)
Multi-Trade Technician	\$100.00	\$9,997.00	\$97.00	\$10,144.00
Facilities Maintenance Technician	\$100.00	\$5,997.00	\$50.00	\$6,097.00
Plumbing	\$100.00	\$2,497.00	\$50.00	\$2,597.00
Locksmithing	\$100.00	\$2,497.00	\$50.00	\$2,597.00
Masonry	\$100.00	\$2,497.00	\$50.00	\$2,597.00
Carpentry	\$100.00	\$2,497.00	\$50.00	\$2,597.00
Welding	\$100.00	\$2,497.00	\$50.00	\$2,597.00
Electrical	\$100.00	\$2,497.00	\$50.00	\$2,597.00
Machine Shop	\$100.00	\$2,497.00	\$50.00	\$2,597.00

***If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest less the amount of any refund.**

Additional Charges

All students are given the opportunity to attempt to pass their examination twice free of charge. A third test attempt will require a \$20 fee. A charge of \$25 will be made for additional copies of student transcripts.

TUITION AND FEES (continued)

Financial Aid

This School does not participate in any state or federal financial aid programs requiring accreditation such as Title IV. This School accepts students through third-party authorizing agents of Title 38, Chapter 31. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Student's Right to Cancel

An applicant student may cancel his or her enrollment within 72 hours after midnight of the day on which the enrollment agreement is signed and receive a full refund of all monies paid to the school or its representative. The applicant student will receive a minimum of 7 days in which to cancel the Enrollment Agreement and the seller may retain not more than \$50.

Cancellation is effective on the date the written notice of cancellation is sent to this School at 1111 South Orchard, Suite 252, Boise, Idaho, 83705. Refunds will be paid within 45 days of cancellation unless the cancellation occurs after the institution has mailed the first lesson and materials but prior to your receipt of those documents. In such cases the institution shall make the refund within 45 days after receipt of the returned course materials.

This Institution shall transmit all of the lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student but shall not be obligated to pay any refund after all of the lessons and materials are transmitted.

Refund Policy

A student may withdrawal his or her enrollment at any time and receive a full refund for up to one (1) year after enrollment ***if no certificate exams have been passed (and thus received the benefit of that certificate)***. The refund will be less a registration or administration fee not to exceed \$50.00 and less any deduction for books and materials not returned in good condition and will be issued within 45 days of withdrawal.

A student may withdraw his or her enrollment at any time and receive a pro rata refund ***if one or more certificate exams have been passed (and thus received the benefit of those certificates)***. The refund will be less a registration or administration fee not to exceed \$50.00 and less any deduction for books and materials not returned in good condition and will be issued within 45 days of withdrawal.

For the purpose of determining the amount of the refund, the amount owed the student will equal the total charge for the course or courses of study (total institutional charges, minus non-refundable fees), divided by the number of certificate tests in the course, multiplied by the number of certificate tests remaining to be taken, prior to withdrawal.

STUDENT SERVICES

Student Support Services

This School provides telephone and online support to answer student questions and provide services for such needs as how to access and participate in online courses, online testing, tracking shipments, taking retests, contacting faculty or any other questions they may have related to school policy and procedure that are not directly related to the instructional content of their course. For questions on course content, instructors are available for student questions, which will be responded to within 3 business days or less. Evaluation and comment on work submitted by the student will be completed within 10 days or less.

Testing and Certificates

All exams are completed online. Access to online exams will be issued upon enrollment. Students will receive a link by email that will generate their unique username and password, which they should save for accessing their online examinations. Once activated, students will have 24 months before their access expires. Once started, an online exam may be suspended but must be completed within 60 days. Results of any online student testing are provided immediately upon electronic submission, and certificates awarded for passing grades are mailed to the student within 10 days.

Students who need to retake their exams pay a \$20.00 for each test repeat, however, the first repeat is provided at no additional cost. **Enrolled students who do not know their link, username and/or password should contact studentservices@attitradeschools.com**

Library and Other Student Resources

This School does not provide library resources. Students are provided with complete instructional content and reference materials needed to complete their course of study. Students can access the internet or public libraries for additional resources should they want to enhance their educational experience, but additional reference materials are not required to successfully complete their course of study.

Job Placement Disclosure

This School does not and cannot promise or guarantee either employment or level of income or wage rate to any student or graduate and ***does not offer job placement services.***

Student Records

This School shall maintain records of the name, address, email address and telephone number of each student who enrolls in an educational course. This School shall maintain for each student granted a certificate permanent records of the following:

- The certificate granted and the date on which that certificate was granted
- The courses and units on which the certificate was based
- The grades earned by the student in each of those courses

This School will maintain a file for each student who enrolls in the institution, whether or not the student completes the educational service, for a period of five years after the last active date of enrollment.

STUDENT SERVICES (continued)

Student Records (continued)

Student files shall contain all of the following records:

- Written records and transcripts of any formal education or training, testing or experience that are relevant to the student's qualifications for admission to or the award of credit or acceptance of transfer credits including the following:
 - Copies of all documents signed by the student, including contracts.
 - Records of the dates of enrollment and, if applicable, withdrawal from the institution, and graduation.
- A transcript showing all of the following:
 - The courses or other educational programs that were completed, or were attempted but not completed.
 - The dates of completion or withdrawal.
- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.
- Copies of any official advisory notices or warnings regarding the student's progress.
- Complaints received from the student.

Obtaining Copies of Student Transcripts/Certificates Awarded

This School will make available to all students their records upon request. This School maintains student records for a period ending five (5) years after the date of a student's graduation, withdrawal, or termination; with the exception of transcripts and certificates awarded, which are maintained permanently. Students may request a copy of their transcript and certificate by contacting the school. Additional transcript fee is \$25.

Student Rights and Grievance Procedure

Students are encouraged to work through our school's internal grievance process to resolve any school disputes. If a student has a complaint regarding conduct of an instructor or a fellow student, or if a student has a complaint related to the policies of this Institution and/or its courses, a written, signed grievance may be filed with the Director on forms provided by the School. The Director will acknowledge receipt of the grievance within 24 hours. During the grievance investigation the Director or staff may contact the student if he or she has further questions regarding the complaint. A written response to the student will be provided within 2 weeks. The Director is responsible for maintaining the complaint records and informing the student of the resolution.

Student Complaint Forms are available by contacting the school and may be filed by telephone (800-775-5753), mail (1111 South Orchard Street, Suite 252, Boise, ID 83705) or email (studentservcies@attitradeschools.com).

STUDENT SERVICES (continued)

Student Rights and Grievance Procedure (continued)

If after completion of our School's procedure the issues have not been resolved, students may take additional steps to file:

- Complaints regarding the violation of state laws or IDAPA rules related to proprietary schools registration may be made to the Executive Director of the State Board of Education in accordance with the rules set forth under IDAPA 08.01.11.500.
- Complaints alleging unfair competition or deceptive business practices and violation of Idaho consumer protection laws may be made to the office of the Attorney General, Consumer Protection Division, in accordance with the rules set forth under IDAPA 04.02.01.

FACULTY

This School retains instructors who possess academic, experiential and/or professional qualifications to teach, including a minimum of three years of journey-level or greater experience, trade education, training, certifications and/or licensure according to their trade.

Students may interact with the Instructors whenever they have questions related to their course. Students should submit their questions via email to faculty@attitradeschools.com after which they will receive a response and/or a telephone call within 24 hours from the Instructor. The Instructor may also call on the expertise of faculty trade professionals to answer the student's question directly, especially when the question is beyond the scope of the instructional content included in the course, to ensure the student's question is answered accurately and completely.

Gene Karas

Mr. Karas has more than 40 years designing and teaching industrial education in high school blended trade curriculums involving core trade skills in the construction industry, carpentry, electrical, plumbing and other trades. Gene earned a Master's degree in industrial education and is the lead instructor on the Facilities Maintenance Technician and Multi-Trade Technician Courses involving multiple trade courses.

Gene Burch

Mr. Burch is a retired second-generation licensed plumber with more than 52 years' experience in the plumbing, heating and cooling industry and a business now run by his sons. Gene has also been teaching all aspects of the plumbing trade since 1969; and currently also teaches at a high school. He is certified by the National Center for Construction Education and Research (NCCER) to teach plumbing and a blended curriculum in construction technology.

Mark Elola

Mr. Elola has more than 36 years' experience in the electrical trade working as a licensed electrical contractor, college instructor, private consultant, senior electrical project engineer and electrical systems engineer. His passion is teaching the electrical trade. In addition to his electrical degree, Mr. Elola also earned a Bachelor of Science in engineering.

FACULTY (continued)

Darrell Holland

In the gun manufacturing industry, Mr. Holland is a renowned master machinist and innovative gun and gun parts manufacturer (requiring advanced machining techniques) in the industry including a complete line of Remington products featured in Brownell's. Darrell has taught machining for more than 15 years.

Robert Rizzetto

Mr. Rizzetto has more than 37 years' experience in the welding trade and is a credentialed welding instructor and certified welding inspector. He currently teaches postsecondary school and is a certified welding inspector on large public works projects as well as small.

Bill Woolman

Mr. Woolman is currently a postsecondary instructor and licensed and certified professional locksmith with more than 20 years' experience in the trade.

SCHOOL ADMINISTRATIVE OFFICES

The Accelerated Technical Training Institute's administrative offices are located at 1111 South Orchard Street, Suite 252, Boise, Idaho, 83705.

CONTACTING THE SCHOOL

Main Telephone Number	(800) 775-5753 <i>For general inquiries, admissions or student services, individuals may call Monday through Friday, 7 a.m. to 4 p.m. Mountain Time.</i>
Administrative Offices	1111 South Orchard Street, Suite 252, Boise, Idaho, 83705 <i>For general inquiries, admissions or student services, individuals may mail correspondence directly to the school's administrative offices.</i>
General Inquiries	info@attitradeschools.com <i>For all general inquiries.</i>
School Director	director@attitradeschools.com <i>For inquiries such as refund requests or grievances with the school, faculty or another student.</i>
Admissions or Student Services	studentservices@attitradeschools.com <i>For inquiries related to student application, enrollment agreement, changes in enrollment status, cancellations, refunds, tuition payment, course materials, technical issues, change of address/contact information, requesting copies of student records, assistance with passcodes, access to the online career development site, testing procedures, certificates and other needs related to admissions and student services.</i>
Instructors	faculty@attitradeschools.com <i>For inquiries directed to a particular instructor. Please list the trade course and instructor along with question(s).</i>