



January 2019 - December 2019

# CATALOG

194 N. Leland Norton Way • San Bernardino CA 92408  
Phone: [909] 382-4141 • Fax: [909] 382-4242  
Email: [info@technicalemploy.org](mailto:info@technicalemploy.org) • Website: [www.technicalemploy.org](http://www.technicalemploy.org)







 **Technical Employment Training, Inc.**  
*Keeping America Great*



# TABLE OF CONTENTS

<b>TITLE PAGE</b> .....	<b>1</b>
<b>TABLE OF CONTENTS</b> .....	<b>3</b>
<b>WELCOME LETTER</b> .....	<b>4</b>
<b>ADVISORY BOARD</b> .....	<b>5</b>
<b>ADMINISTRATION</b> .....	<b>5</b>
<b>LOCATION AND CONTACT INFORMATION</b> .....	<b>5</b>
<b>GENERAL INFORMATION</b> .....	<b>7</b>
<b>ENROLLMENT AND APPLICATION</b> .....	<b>8</b>
<b>STUDENT POLICIES</b> .....	<b>11</b>
<b>STUDENT SUCCESS AND SUPPORT PROGRAMS</b> .....	<b>17</b>
<b>STUDENT CONDUCT POLICIES</b> .....	<b>19</b>
<b>SCHOOL AND INSTRUCTIONAL SCHEDULE</b> .....	<b>21</b>
<b>COURSE REQUIREMENTS</b> .....	<b>22</b>
<b>COST OF PROGRAM</b> .....	<b>23</b>
<b>FACULTY AND STAFF</b> .....	<b>24</b>

# WELCOME LETTER

Dear Applicants and Future Students:

Welcome to Technical Employment Training (TET) in San Bernardino, California.

I am happy to be a part of your future by introducing you to the training facility, equipment, programs and staff that will become a part of your life as you start a new career.

Our classrooms, equipment, technology and faculty will soon become familiar to you as you embark on a program in advance Manufacturing. You will be trained in completing national credentials in either the National Institute for Metalworking Skills (NIMS). Not only will you be trained for the credential exam, but our job development professionals will work hard to place graduates with jobs in demand-sector occupations.

We also take pride in our Employability Skills Training that prepares you to write an effective resume, answer questions for job interviews, and learn how to be a successful and contributing employee.

By enrolling at TET, you are choosing a brighter future to educate yourself with a set of skills that leads to a sought-after career. Our staff is readily available to assist you with information and counseling to help you succeed.

Welcome! I look forward to seeing your progress at TET.

William R. Clarke, Ed.D.  
President, Technical Employment Training



# TECHNICAL EMPLOYMENT TRAINING SCHOOL CATALOG

Let's meet some of the individuals who are dedicated to your success.

## TET BOARD OF DIRECTORS

- Mike Gallo, Chair and CEO
- Dr. Donald F. Averill, Secretary
- Bill Waddingham, Treasurer
- Joey Ferrell, Member-at-large
- Paula Lee, Member-at-large

## ADMINISTRATION

- Dr. William Clarke, President
- Dr. Troy Sheffield, Chief Academic Officer
- Virginia Martinez, Director of Operations
- Kyle Lawson, Operations Supervisor
- Monica Lache, Administrative Coordinator
- Roberta Ortiz, Job Developer

## LOCATION OF TRAINING AND CONTACT INFORMATION

Technical Employment Training, Inc.  
194 N. Leland Norton Way  
San Bernardino, CA 92408

Phone: (909) 382-4141  
Fax: (909) 382-4242  
Email: [info@technicalemploy.org](mailto:info@technicalemploy.org)  
Website: [www.technicalemploy.org](http://www.technicalemploy.org)

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

# TECHNICAL EMPLOYMENT TRAINING SCHOOL CATALOG



# GENERAL INFORMATION



# GENERAL INFORMATION

## VISION

Technical Employment Training, Inc. (TET) will transform how education and technical training are delivered to support a viable and compelling workforce from early education to career, which leads to personal and economic growth within the local community, state and nation.

## MISSION

Technical Employment Training (TET) utilizes technology and academics, in a real work and interactive educational setting, with nationally recognized credentials and certifications. This training will enhance employability and technical job skills, along with career growth for a diverse group of learners who will become better prepared to enter the new workforce of the 21st century.

## HISTORY

Technical Employment Training is a 501(c)3 non-profit officially established in 2009 by Mike Gallo, CEO of Kelly Space and Technology and Dr. William Clarke, a professor at San Bernardino Valley College in San Bernardino, California. TET's main objective was to develop a training program that was more flexible in implementing curriculum—less restricted to the timelines of traditional state and college mandates that normally impede quick-start programs—and directly aimed at addressing supply and demand training in an educational setting.

In 2010, the company leased the former Air Force Exchange of Norton Air Force Base, now known as San Bernardino International Airport. A memorandum of understanding (MOU) with San Bernardino County Schools brought in equipment from local technical school programs that had been closed. TET partnered with the San Bernardino County Regional Occupation Program (ROP) to establish a cooperative between county schools and skilled industry personnel who would provide the training and skills needed for demand sector industries in the region.

In 2010 the school moved into its current facility. The school consists of 10,000 square feet. More space, under the same roof and adjacent to the current facility will be added in the near future. The structure includes a classroom, shop, and administrative offices on one floor specifically designed as an operational machine shop with

a training overlay. The facility is divided into a shop, tool room, break area, and a model HAAS Technical Equipment Center (HTEC). The classroom has a maximum capacity of 35 students with teaching and technology support to meet educational needs.


The following business model objectives were implemented to:

- Provide a comprehensive curriculum geared for up-to-date industry skills.
- Educate and train students for nationally recognized credentials and certifications tailored to industry standards and requirements.
- Co-locate students, instructors and machinists within a real-work learning environment.
- Provide immediate job placement assistance upon program completion.
- Articulate the program with county ROP to ensure teachers are credentialed to meet state guidelines.

TET's success is that the curriculum was developed to offer nationally recognized industry credentials in manufacturing. At the same time, the program facilitated career growth opportunities for individuals who are under-skilled or displaced workers. The 630 hour manufacturing program also does private contract work for local manufacturing companies in order to create a real world learning experience with local companies.

Currently, the school is supported by many local manufacturers. For example, it serves as a HAAS Technical Education Center, sponsored by HAAS Corporation, one of the largest machine builders in the nation.

Required information by BPPE: It should be noted that TET has NO pending petition in bankruptcy or is operating as a debtor in possession. TET has also not filed a petition since its inception or has had a petition in bankruptcy filed against it within the previous five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)



# ENROLLMENT AND APPLICATION

## ENROLLMENT AND APPLICATION

### ADMISSION REQUIREMENTS AND APPLICATION

The ability to read and solve mathematical problems at the 9th grade level is strongly recommended. After a student takes the mathematics exam, an interview with a staff member, knowledgeable in the field, is conducted to confirm the candidate's ability to be successful in meeting instructional and employment objectives. After the February 2019 start class, students without a high school diploma or GED will begin to take the Accuplacer exam to determine their admittance to the program.

TET does not discriminate on the basis of sex, race, ethnic, origin or religion.

### SPECIAL NEEDS ACCOMMODATION

TET does not discriminate against individuals with a disability. Qualified individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. All special needs students must meet the age, and education requirements for enrollment into any program.

Qualified students with reasonable accommodations requests, should contact the administrative office with their request. They can make their request to the Director of Operations. Once they request has been made, the Director will review the request. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the request accommodation. The director will then coordinate a

meet with the student to determine what reasonable accommodation is necessary to allow the student fully participate in the training.

If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision using the TET Grievance's Policy.

### ENROLLMENT AGREEMENT

Students may enroll on any day that school is in session for the subsequent scheduled start date. Class dates are in a separate addendum of this catalog and also online.

Prior to signing the enrollment agreement, students will be given an opportunity to review the catalog and TET Performance Fact Sheet. In addition, the catalog and School Performance Fact Sheet are also reviewed during orientation which occurs on the first day of class. Technical Employment Training is not accredited at this time and students enrolled at TET are not eligible for federal financial aid.

This catalog will be updated on a yearly basis, and printed in December of each year. Any changes after the printing of the catalog will be made be available by a dated addendum included in the catalog or distributed during class. Students will be asked to acknowledge the receipt of changes.

### VETERANS

Students receiving veteran's benefits must have all prior education and training evaluated upon enrollment. Sections of courses may be credited, where applicable, to receive hourly credit for prior education and training. Transcripts and evidence of evaluation will be kept in the student's file. "This institution is approved by the California



State Approving Agency to enroll veterans and other eligible persons.”

## **TRANSCRIPTS**

In addition to veterans, transcripts for previous college work may be submitted for review to determine if a program may be shortened to acknowledge work that has been previously completed. However, due to the nature of the program it is highly unlikely that manufacturing will meet that criteria. A student would have to have attended training in that particular area to do so. Determination on the basis of experience or credits will be the purview of the instructor. A student may have entry-level skills that are assessed by the instructor in order to waive a section of the training. It would be helpful if all students wishing to have some of his/her training waived, to provide all documentation prior to signing the enrollment agreement.

## **“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”**

### **TRANSFERABILITY OF CREDITS**

The transferability of credits and or the certificate you earn at TET is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or credits you earn in manufacturing is also at the complete discretion of the institution to which you seek to transfer. If the certificate, credential, or credits you earn at this institution are 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 TET, to determine if your credits, certificate, or certification transfer. If an institution offers more than one educational program, the education program may be inserted.

Currently, the manufacturing program articulates with San Bernardino Valley College where this program accounts for 9 credits. If you pass the National Institute For Metal Working Skills Certification (NIMS) certification, you are certified in the area of the test you have taken. We do not have an articulated program for construction which means that the credits earned do not transfer.

### **ORIENTATION**

A comprehensive orientation is held the first day of class by staff members and the course instructor. Each student receives a syllabus that details the content for the program, pertinent dates, and important safety information. In addition, students sign their computer user agreement, have an opportunity to review the catalog, School Performance Fact Sheet and their Enrollment

agreement again with staff and ask questions.

### **ADVISEMENT**

Academic advisement is also provided for the students who have questions about the program or in need of intervention strategies. The goal is to see students succeed and address challenges as soon as they occur. Students may make an appointment with the on-site counselor, if needed. The job developer is also available for employability and placement concerns.

### **ASSESSMENT**

All students are assessed during the application process to determine their potential for success in both math and mechanical skills. TET has used a basic math test to determine whether or not a student can succeed in its programs. Beginning in January 2018 students without a high school diploma or GED will also be required to take an ability-to-benefit exam such as Accuplacer\* to determine his/her acceptance into the program.

\*TET is currently exploring whether or not its current exam can be validated and approved for usage.

### **LANGUAGE**

All instruction at TET is in English and there is no ESL accommodation. Students must be proficient in their understanding and ability to communicate in English. There are a number of employees who are Spanish speaking and can assist in this area, but the instruction program is solely in English.

### **STUDENTS FROM OTHER COUNTRIES**

Currently, TET does not accept students from other countries and does not provide visa services.

### **NON-DISCRIMINATION**

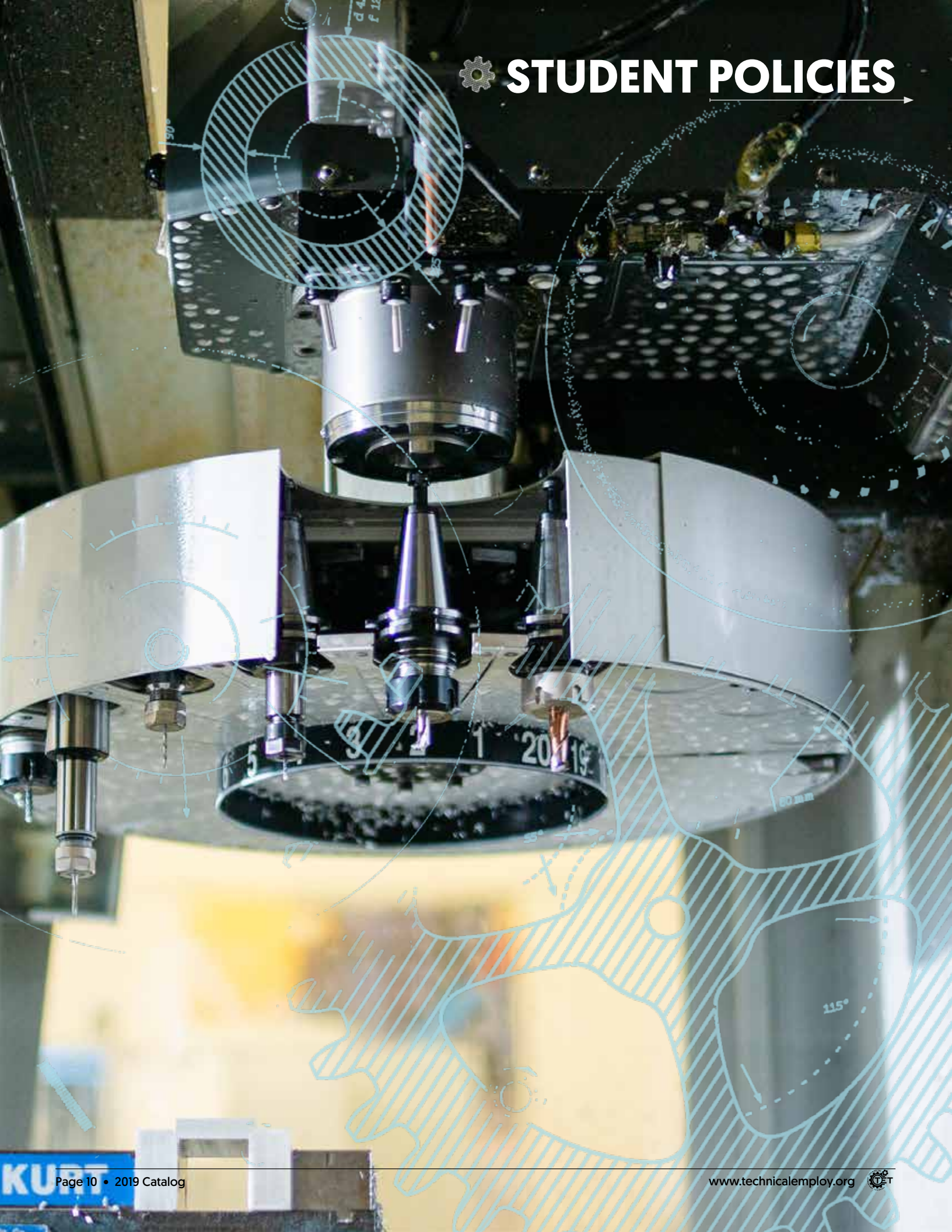
TET is proud of its history in treating all students and staff equally. TET does not discriminate on the basis of race, gender (including gender identity or expression), color, age, religion, disability, or sexual orientation. TET has zero tolerance for any form of discrimination.

### **STATE APPROVAL**

Technical Employment Training is a private non-profit institution and is approved to operate by the Bureau for Private Postsecondary Education. TET is in the process of submitting its self-study for accreditation by a major accrediting agency. Updates will be posted on the TET website.



# STUDENT POLICIES





# STUDENT POLICIES

## COURSEWORK/HOMEWORK

Students will be expected to complete all assigned coursework, projects, ToolingU's, and to pass certification requirements. Homework may be necessary from time to time in order to complete assignments. Computer access is highly recommended. If you do not have access to a computer at home, TET computer lab will be accessible during class or with prior permission for after class hours.

## SAFETY

All students are required to follow ALL safety procedures, without exception. Safety tests will be administered and students must pass these with a 100% score before being allowed to train on the equipment. Safety glasses will be issued to each student at the beginning of class. Safety glasses are to be worn at all times while in the shop, without exception. If a student "forgets" or loses his/her glasses, they may either purchase another pair from TET in order to continue training or they may provide their own "approved" safety glasses.

## INJURIES

While enrolled in the TET program, you are a registered trainee and not an employee. In the event of an injury, TET will not provide "worker's compensation" insurance coverage for injuries that occurred during class. Students are responsible for maintaining their own medical coverage. In case of an accident or serious illness or injury, the administration will follow appropriate procedures and call for medical assistance as needed.

## CLOTHING

You are asked to follow certain dress codes for safety and/or professional reasons.

- Flat, closed-toed shoes
- No dangling jewelry
- No loose articles of clothing
- No clothing that is sexually explicit or advertises drugs, alcohol, tobacco products or other illegal substances.
- Items inappropriate for school and/or distracting to the learning environment or posing a health or safety risk, such as torn clothing, pajamas, etc., are not permitted.

## NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The student has a right to inspect and review the student's education records within 45 days of the day the School receives a request for access. A student should submit to the administrative coordinator a written request that identifies the record(s) the student wishes to inspect. The administrative coordinator will make arrangements for access and notify the student of the time and place where the records may be inspected. Records may not be removed from school grounds for any reason. If a student would like a copy of any of the information contained in their files, or a transcript, a written request may be made to the Administrative Coordinator.

The student has a right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the School to amend a record should write the administrative coordinator, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Personal information, counseling notes or financial information contained in students' files will not be released to any outside party other than the student without a signed release by the student.

A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

The right to file a complaint with the U.S. Department of Education concerning alleged

failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue,  
SW Washington, DC 20202-5901

### **PROBATION**

If, at the end of any month, the student's attendance falls below 80% of the scheduled program hours, the student will be placed on probation for the following month. If, by the end of the probation period the student's overall attendance is not raised to at least 80% of scheduled hours, some agencies such as the Veteran's Administration will be notified and benefits will be interrupted.

### **CLASS ATTENDANCE**

Call 909-382-4141 to report an absence. After two (2) consecutive days of absence, a staff member will call for follow-up. After five (5) consecutive days of absence with no call no show, a student will automatically be considered withdrawn. Class attendance is an important factor in a student's potential for success. Since this is a state funded program for many applicants, attendance is required. As a result, students are counseled when there is a concern. Also, attendance is an important requirement for future employment, industry certifications, and for accountability purposes.

Attendance hours are required for certifying completion of the Manufacturing course with 80% of the 630 hours (504 hours minimum attendance). Attendance is tracked in Praxi Poor attendance and habitual tardiness are unacceptable in school, work and in life. An instructor and counselor will address the tardiness with the student and make every effort to resolve the problem.

### **TARDINESS**

Students are expected to be on time to each class and stay until the class has been dismissed. Punctuality is the responsibility of the individual student and will be encouraged at all times. All students will be required to check in via a biometric time clock.

### **EXCUSED ABSENCE**

Excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences.

### **MAKE-UP WORK**

Makeup work must be comparable to the content, time, and delivery of the classes missed. However, hours of make-up cannot be accepted as hours of class attendance.

Make-up work must be assigned by the module instructor and made up in the module that it was missed.

### **CUTTING CLASS**

Cutting class will be considered as an unexcused absence.

### **CHANGE OF ADDRESS**

Students are required to notify the administration office immediately if their home address, telephone numbers, and/or emergency contacts change.

### **UNSATISFACTORY PROGRESS**

Conditions for interruption for unsatisfactory progress: (a) When the grade average of a student is unsatisfactory for a calendar month (grade falls below C) the student will be placed on probation. The student is encouraged to work with the counselor and/or instructor to rectify any issues that may be causing a problem. If, during the next month, the student's grade average is still unsatisfactory, the student will be interrupted.

### **RE-ENROLLMENT**

Re-enrollment or re-entrance may be approved only after evidence is shown to the site administrator, that conditions that caused the interruption for unsatisfactory progress has been rectified.

### **LEAVE OF ABSENCE**

Student medical or emergency circumstances, requiring absence for the program for an extended period, requires a Leave of Absence (LOA). Leave of Absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family. If granted, a student may be entitled to one LOA per academic year. The student must complete an LOA form in advance of the beginning date of the LOA, unless, unforeseen circumstances prevent the student doing so.

Students may be asked for verification of the request such as evidence of an emergency or a doctor's note before the leave is granted. If the student's LOA is not approved, the student will be counted absent. If the absences are excessive, he/she may be withdrawn from the program. If the LOA is approved, and the student returns during the same program period to resume training, no additional fees will be incurred as a result of the LOA. LOA is limited to a maximum of 90 calendar days.

### **STUDENT TUITION RECOVERY FUND (STRF)**

Payment into the Student Tuition Recovery Fund is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the STRF. Purpose and operation and requirements for filing a claim.



The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.” [Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code].

### REPAYMENT OF AN EDUCATIONAL LOAN

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan, plus interest, and less the amount of any refund.

### REFUND AND CANCELLATION §94909(A)(8)(B)

*CANCELLATION OF ENROLLMENT Ed Code §94911(e)(2) – Accet Doc 31/29.1(12)*

#### CANCELLATION DUE TO:

##### REJECTION OF APPLICANT:

If an applicant is rejected for enrollment by TET, or if a prospective international student has his/her visa application rejected, a full refund of all monies minus the nonrefundable registration fee of two hundred dollars (\$200) paid will be made to the applicant.

##### PROGRAM CANCELLATION:

If TET cancels a program subsequent to a student's enrollment, TET will refund all monies paid by the student.

##### CANCELLATION PRIOR TO THE START OF CLASS OR NO SHOW:

If an applicant accepted by TET cancels prior to the start of scheduled classes or never attends class (no-show), TET will refund all monies paid, less the non-refundable registration fee for the program.

##### CANCELLATION AFTER THE START OF A CLASS

A student who has attended classes may cancel this enrollment agreement on or before the seventh day following the first day of scheduled class. TET will refund any money paid, less the non-refundable registration fee, within 45 calendar days of the notice of cancellation being received.

**The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through**

**attendance at the first class session, or the seventh day after enrollment, whichever is later.**

## WITHDRAW FROM THE COURSE

*Ed code §94911(e)(3) Accet Doc 31 BPPE CEC §94909(a)(8)(B)*

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the seventh day of instruction and prior to completion of up to 60% of the total program hours, TET will provide a prorated tuition refund, less the non-refundable registration fee within 45 calendar days of your withdrawal.

- IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 CALENDAR DAYS OF WITHDRAWAL.
  - IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.
- \*\* Students who attend more than 60% of the total program hours will be charged 100% tuition and fees.**

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- o You notify TET of your withdrawal or the actual date of intent to withdrawal.
  - When you have given notice of cancellation to TET you are to notify the Administrative office of your withdrawal. Or, if sent by mail to the address 194 N. Leland Norton Way, San Bernardino, CA 92408. The notice need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement. Main Phone Number - (909)382-4141.
- o TET terminates your enrollment
  - For failure to attend classes in violation of the TET attendance policy. In this case, the date of withdrawal shall be deemed to be the last day of attendance.

Refund amounts are based on a student's last day of attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining amount will be paid to you.

**\*\* Students who attend 60% of the total program hours will be charged 100% tuition and fees.**

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have

withdrawn from the course when any of the following occurs:

- a. You notify the school of your withdrawal or the actual date of intent to withdrawal.
- b. The school terminates your enrollment.
- c. You fail to attend classes in violation of the school's attendance policy. In this case, the date of withdrawal shall be deemed to be the last day of attendance.

## STUDENT'S RIGHT TO CANCEL

*Ed Code §94911(e)(1)(2)(3) BPPE CEC §94909(a)(8)(B)*

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. You have the right to cancel for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this agreement, if notice of cancellation is made prior to or on the first day of instruction.

Cancellation shall occur when you have given notice of cancellation to TET administrative office. The notice of cancellation, if sent by mail to the address 194 N. Leland Norton Way, San Bernardino, CA 92408. The notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement.

If you cancel this agreement, the school will issue a refund, less any non-refundable within 45 calendar days after your notice of cancellation is received.

## REFUNDS

### CALCULATION OF AMOUNT OF TUITION REFUND

(Per California Private Postsecondary and Vocational Education Reform Act, Section 94720)

The institution shall have and maintain the policy set forth in this article for the refund of the unused portion of tuition and fees and other charges if the student does not register for the period of attendance or withdraws at any time prior to completion of the courses, or otherwise fails to complete the period of enrollment. The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund.

The refund shall be calculated as follows:

1. Deduct a non-refundable registration fee not to exceed \$200 from the total tuition charge.
2. Divide this figure by the number of hours in the program.
3. The quotient is the hourly charge for the program.



4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the non-refundable registration fee specified.

5. The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.

For the purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the school of your withdrawal or the actual date of withdrawal.
- b. The school terminates your enrollment.

### ADDITIONAL COST DISCLOSURE

Per California regulations governing the operation of TET, we are required to disclose to you any additional charges, fees, or expenses that you may incur while attending school that are NOT INCLUDED in the cost of your program:

1. Housing Costs  
TET does not offer housing to any student. You will be responsible for your own housing.
2. Travel Expenses  
TET does not provide transportation services to students. You will be responsible for any travel expenses that will result from traveling to and from school.
3. Incidental school supplies  
TET does not provide incidental supplies as part of the cost of your program. These items include, but are not limited to: writing instruments, notebooks, papers, or any other supplies, equipment or tools necessary to complete assignments or comply with uniform guidelines stated in the School Catalog. You will be responsible for paying for these items separately.

### COMPLAINTS/GRIEVANCES

Complaints may be addressed internally (at TET) or externally with the State of California by any student or a member of the public. In addition, any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution, may be directed to the Bureau of Post-Secondary Education with the contact information at the end of this section.

Complaints/grievances are taken seriously and every effort will be made to rectify a student's complaint. Student complaints/grievances contain a formal and informal process. The purpose of a two-step process is to resolve the complaint at the lowest level before it escalates to a written concern.

Step 1 Informal process: Meet with the Operations Supervisor. The supervisor will attempt to rectify the grievance. If this student disagrees with the solution, he/she may follow step 2.

Step 2 Formal Process: Document the grievance in writing using the "Complaint/Grievance Form" in the Main Office. The form includes the following:

- (1) The approximate date(s) the problem(s) occurred
- (2) The names and titles/positions of all individual(s) involved in the problem(s) such as instructors, staff and/or other students.
- (3) State what was previously done to resolve the complaint.
- (4) Submit complaint to the Director of Operations.
- (5) A copy of the complaint will be retained in the student's file.

Grievances will be addressed in a timely manner. Students should receive a response no later than two weeks after a formal complaint is made. Although time is of the essence, the institution will make every attempt to contact all parties involved very quickly. Extenuating circumstances sometimes occurs in obtaining the necessary information.

Why two weeks? Depending on the severity of the complaint—ranging from a minor offense to arguments or assault for example—determines the amount of investigation needed. Counseling may be suggested, but also the result may be that a student will be dismissed from the program. If a student is a danger to himself/herself or others, he/she will be removed immediately. The incident will be investigated by TET and other applicable agencies to make a determination.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address:  
Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 35833  
P. O. Box 9808181, West Sacramento, CA 95798-0818

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax's:  
(888) 370-7589 or by fax (916) 263-1897  
(916) 431-6959 or by fax (916)263-1897

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (1-888.370-7589) or by completing a complaint form, which can be obtained on the bureau's internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov))."





# STUDENT SUCCESS AND SUPPORT PROGRAMS

## STUDENT SUCCESS AND SUPPORT PROGRAMS

### ARTICULATION

TET and San Bernardino County Superintendent of School Regional Occupational Program (SBCSSROP) have partnered together to offer best training practices. As a student of TET you are also co-enrolled into a SBCSSROP program. SBCSSROP is an articulated training program with San Bernardino Valley College (SBVC) Machine Trades program. Students who successfully pass the TET Manufacturing program with a “B” or higher can obtain 9 college credits in Machine Trades at SBVC. Please see the administrative office for an SBCSSROP form for articulation credit.

### COUNSELING/ADVISEMENT

Students may avail themselves of on-site advisement services to help them deal with educational, personal and employment goals. In addition, the job developer is also available for assistance.

### LIBRARY AND TECHNOLOGY

Most of the library resources are online. ToolingU is the program most widely used at TET for its training program. There are manuals for each of the machines used in the program. These are reference documents and may not be removed from the library.

The Technology Lab is equipped with 35 computers and the latest curriculum in web-based manufacturing, namely Tooling U.

Students have access to the computers during class and as needed. Students sign a computer user agreement during orientation on the first day of class. Students can access computers in the computer lab anytime during TET working hours. A student who would like to access the computer lab outside of classroom instruction may check in the front office for a computer.

### DISABILITY SERVICES

Qualified students with disabilities have equal access to school programs and services. Due to the nature of the programs offered, limitations and accommodations are evaluated through the admission process.

## FOOD SERVICES

A variety of food and beverage services are available in the local area. It is recommended that students bring a lunch since the lunch break is only 30 minutes.

## HOUSING

The City of San Bernardino has many housing opportunities available. It is one of the least expensive counties in the state in which to find housing. TET, however, has no responsibility to find or assist in the housing search for a student. The school does not provide transportation or child-care for students. It does not have dormitory facilities under its control. Depending on the type of housing—renting a room, apartment, condo, or single family home the prices range from \$400 for a single room to \$1500 for a 3 bedroom, 2 bath home.

## PLACEMENT AND EMPLOYABILITY SERVICES

TET is proud of its success in placing students in their field of training. Although, TET does not guarantee employment, the School Performance Fact Sheet attests to a high percentage of students being placed in manufacturing. Not only does the training, equipment and materials meet the level for students to pass his/her certification with industry standards, but the curriculum for employability skills ensures that students have not only the skills of their trade, but soft-skills to make them employable.

The US Department of Labor cites the following job classification in manufacturing that match the training at TET.

## MANUFACTURING

Perform various tasks utilizing TET equipment such as conventional engine lathes and mills. Students will utilize the solid modeling programs to design, generate tool paths to enter into a Computer Numeric Control (CNC) machine. 3axis programing and 5 axis programing will be demonstrated. Hands on-the-job training will be provided on CNC equipment to promote job learning opportunities in CNC Set-Up, CNC Operating and CNC Programming.

- 51-4031 Cutting, Punching, Press Machine Setters, Operators, and Tenders, Metal and Plastic
- 51-4032 Drilling and Boring Machine Tool Setters, Operators and Tenders, Metal and Plastic
- 51-4033 Grinding, Lapping, Polishing and Buffing Machine Tool Setters, Opera-tors, and Tenders, Metal and Plastic
- 51-4034 Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic
- 51-4035 Milling and Planning Machine Setters, Operators, and Tenders, Metal and Plastic

Major Group: 51-0000 Production Occupation.

## RETENTION OF STUDENT RECORDS

Privacy is important in any educational institution in the state. TET maintains files on students that are kept in a safe place with restrictions on how information may be disseminated, both internally and externally. No one, outside of TET, other than the individual student (who is over 18 years of age) or a governmental agency, may request a students' records. Records are kept for a minimum of three years in hard copy at TET and the remaining files are scanned and kept offsite for easy access. After three years the hard copies are also moved to a storage facility.





# STUDENT CONDUCT POLICIES

## STUDENT CONDUCT POLICIES

### PERSONAL PROPERTY

For a safe and professional environment, electronic devices of any type (iPods, MP3 players, radios, cell phones, iPads, headphones etc.) must be on vibration mode during class and in laboratory training. These devices should not be left at TET. Personal property, brought to TET by a student, will be the sole responsibility of that student. TET will not be held liable should the property be damaged and/or stolen..

### PARKING

Parking overnight at the TET facility is not permitted. It is important that your car be locked at all times.

### SMOKING

Smoking is not permitted inside the facility. Smoking is only permitted beyond 20 feet from the building in the designated smoking area. All cigarette butts are to be picked up and placed in the appropriate containers—vapor, e-cigarettes are included in the smoking area.

### DISCIPLINE

It is a privilege to obtain this training. Success is student-driven. Immediate action will occur to resolve any problems should they arise. TET has zero tolerance for any type of unproductive behavior. Students who engage in fights, verbal confrontations, and threats or harassment may be subject to discipline up to and including dismissal from the program.

### HARASSMENT

It is a privilege to obtain this training. Success is student-

driven. Immediate action will occur to resolve any problems should they arise. TET has zero tolerance for any type of unproductive behavior. Students who engage in fights, verbal confrontations, and threats or harassment may be subject to discipline up to and including dismissal from the program.

### COPYRIGHT INFRINGEMENT POLICY

Misuse of computing, networking or information resources may result in the loss of computing and/or network access. Additionally TET may consider prosecution under applicable statutes. Illegal production of software and other intellectual property protected by U.S copyright law is subject to civil damages and criminal punishment including fines and imprisonment

### SATISFACTORY ACADEMIC PROGRESS

[ACCET-Doc18]

Students are required to maintain Satisfactory Academic Progress (SAP) while attending TET.

Satisfactory progress is measured by both qualitative and quantitative measurements calculated at the end of each module and conclusion of the program at the time both the Grade Point Average and the Rate of Progress/Passed Measurement calculated (ROP).

Students must demonstrate Satisfactory Academic Progress by maintaining a minimum cumulative grade point average of 2.00 and progress academically at a rate that allows them to complete the program within 1 ½ times the length of the program. Progress is measured at the end of each module and at the conclusion of the program, at which time both the Grade Point Average and the Rate of Progress/Passed measurement is calculated.

### REQUIRED COMPLETION RATE

Students must progress toward completion of the program at a specified rate and must complete the program within one and one-half times the published program length. For example, if the program consists of three modules the student must complete the program within five attempted modules. To maintain satisfactory academic progress, a student must have sufficient progress in the program to assure that it can be completed within the maximum time frame of 1.5 times the normal program length.

Time taken for an approved leave of absence will not be included in the calculation of a student's maximum time to complete the program.

Students dropped for lack of satisfactory academic progress MAY apply for re-admission after waiting a minimum of 30 days.

### QUANTITATIVE/QUALITATIVE

A student is measured on grade point average and attendance and the completion of attempted module academic progress this is evaluated on a module basis, which is referred to as the evaluation period. To achieve SAP; students are required to maintain a minimum cumulative grade point average of a minimum of 70% or 2.0 and a cumulative 80% attendance.

In order to be assured of making satisfactory progress toward completion of these educational goals, all students must complete their program within 1.5 times the normal length of time. All modules attempted, including repeated courses, will be counted toward the maximum time frame calculation. This includes courses with a grade of "W" or "I".

All students must maintain these minimum standards to be considered as maintaining satisfactory academic progress. Failure to maintain these standards may result in the termination of their enrollment. All students will be evaluated at the end of each module to assure adherence to the Satisfactory Progress Policy requirements and remain eligible.

### QUALITATIVE DESCRIPTION

All students must maintain these minimum standards to be considered as maintaining satisfactory academic progress.

A =	Excellent	90-100
B =	Above Average	80-89
C =	Average (Passing Grade)	70-79
D =	Below Average (Not passing)	60-69
F =	Unsatisfactory	59 or below

All students will be evaluated during their program to assure adherence to the Satisfactory Progress Policy.

## MAKING A COMMITMENT TO SUCCESSFUL STUDENT ACHIEVEMENT

TET's commitment is to provide:

- Orientation to the school's programs and services
- Counseling/advisement to develop a student's skill level and follow-up evaluation of each student's progress in meeting that goal.
- Thorough preparation for certification in the student's chosen field.

The standard for successful student achievement includes:

- Attend class regularly
- Engage in safe practices
- Work diligently to complete course assignments
- Demonstrate an effort to attain an educational goal.
- Grow in the knowledge of not only job skill preparation, but also the personal traits to succeed once a student is hired.
- Demonstrate the ability to be hired by a manufacturing or construction company based on the knowledge in that type of work and the employability skills to work successfully in that environment.
- Pass the NIMS certification in Manufacturing.

### FACILITIES

The school consists of 10,000 square feet. The structure includes a classroom, shop, and administrative offices on one floor specifically designed as an operational machine shop with a training overlay. The facility is divided into a shop, tool room, break area, and a model HAAS Technical Equipment Center (HTEC).

### MANUFACTURING

The manufacturing area consists of 10,000 square feet. It houses the following pieces of materials and equipment; Computer Lab, 3D Printer, Tool Grinder, CNC Simulator, Cut-Off Saw, Horizontal Band Saw, Vertical Band Saw, Surface Grinder, Pedestal Grinder, Radial Drill Master Gauge Arm, Belt/Disc Sander, Vertical Mill, Lathe, CNC Mill and CNC Lathe. The classroom is used by the manufacturing classes at separate times, according to their schedule.



# SCHOOL AND INSTRUCTIONAL SCHEDULE



The TET Office will be closed on the following holidays, however, individual instructors and programs may vary the vacation days that are used. Students are advised to follow the syllabus for the class. Also, updated information can be found on the TET website.

## **HOLIDAYS**

New Year's Day  
 Martin Luther King's Birthday  
 President's Day  
 Washington's Birthday  
 Memorial Day  
 Independence Day  
 Labor Day  
 Veteran's Day  
 Thanksgiving Day  
 Day After Thanksgiving  
 Christmas Eve  
 Christmas Day

Additional days may be added. Information on dates can be found on the website.

## **2019 SCHOOL CALENDAR**

Module 1		
	Start Date	End Date
Class A	January 15, 2018	March 1, 2019
Class B	March 5, 2019	April 26, 2019
Class C	April 30, 2019	June 14, 2019
Class D	June 18, 2019	July 5, 2019
Class E	July 9, 2019	August 23, 2019
Class F	August 27, 2019	October 11, 2019
Class G	October 15, 2019	December 4, 2019

Module 2		
	Start Date	End Date
Class A	March 5, 2019	April 26, 2019
Class B	April 30, 2019	June 14, 2019
Class C	June 18, 2019	July 5, 2019
Class D	July 9, 2019	August 23, 2019
Class E	August 27, 2019	October 11, 2019
Class F	October 15, 2019	December 4, 2019
Class G	December 5, 2019	January 29, 2020

Module 3		
	Start Date	End Date
Class A	April 30, 2019	June 14, 2019
Class B	June 18, 2019	July 5, 2019
Class C	July 9, 2019	August 23, 2019
Class D	August 27, 2019	October 11, 2019
Class E	October 15, 2019	December 4, 2019
Class F	December 5, 2019	January 29, 2020
Class G	January 30, 2020	March 15, 2020

## **MANUFACTURING TECHNOLOGY DAYS AND TIMES**

Monday	No Class	—
Tuesday	Class in Session	8:00am-4:00pm
Wednesday	Class in Session	8:00am-4:00pm
Thursday	Class in Session	8:00am-4:00pm
Friday	Class in Session	8:00am-4:00pm

# COURSE REQUIREMENTS

## MANUFACTURING —COURSE REQUIREMENTS = 630 HOURS

The complete course curriculum consists of the following required classroom, hands-on, and laboratory experiences in the following training modules.

	DESCRIPTION	Hours
TRAINING MODULE 1	<ul style="list-style-type: none"> <li>• Orientation and career opportunities</li> <li>• Workplace safety and personnel wellness</li> <li>• Introduction to Lean Manufacturing</li> <li>• Legal, Ethical and Environmental Considerations</li> <li>• Applied Mathematics and Machinery Hand Book</li> <li>• CAD CAM software</li> </ul>	210 hours
TRAINING MODULE 2	<ul style="list-style-type: none"> <li>• Basic blueprint reading and green manufacturing</li> <li>• Metrology and Inspection</li> <li>• Introduction to various conventional lathe/mills</li> <li>• Introduction to conventional lathe/mills operations</li> <li>• Introduction to Layout and NIMS certification</li> <li>• Preparation for the bench and layout certification</li> <li>• Leader and teams roles in industry</li> <li>• Effective communication</li> </ul>	210 hours
TRAINING MODULE 3	<ul style="list-style-type: none"> <li>• Leader and team roles in advanced manufacturing</li> <li>• Effective communication and safety</li> <li>• Introduction to programming set-up</li> <li>• Basic Toolpath creation from solids and 2D files</li> <li>• Toolpath creation from solids for CNC lathes and mills</li> <li>• CNC lathe programming</li> <li>• CNC mill programming</li> <li>• Process Planning</li> </ul>	210 hours

**In order to become eligible for the TET Completion Ceremony and recognized as a TET completer all 3 Modules must be competed and passed with a passing grade.**

Each module is conducted with a maximum ratio of 30 students to one teacher.

## ELIGIBILITY FOR LICENSURE—CERTIFICATION IN MANUFACTURING

The National Institute of Metalworking Skills Certification (NIMS) is a credential program to certify individual skills with the national standards. A NIMS credential program requires that the candidate meet both performance and theory requirements. These are industry-designed and industry-driven. The manufacturing industry uses the credentials to recruit, hire, place, and promote individual workers. Upon completion of the modules, students qualify to take the following NIMS Certifications.

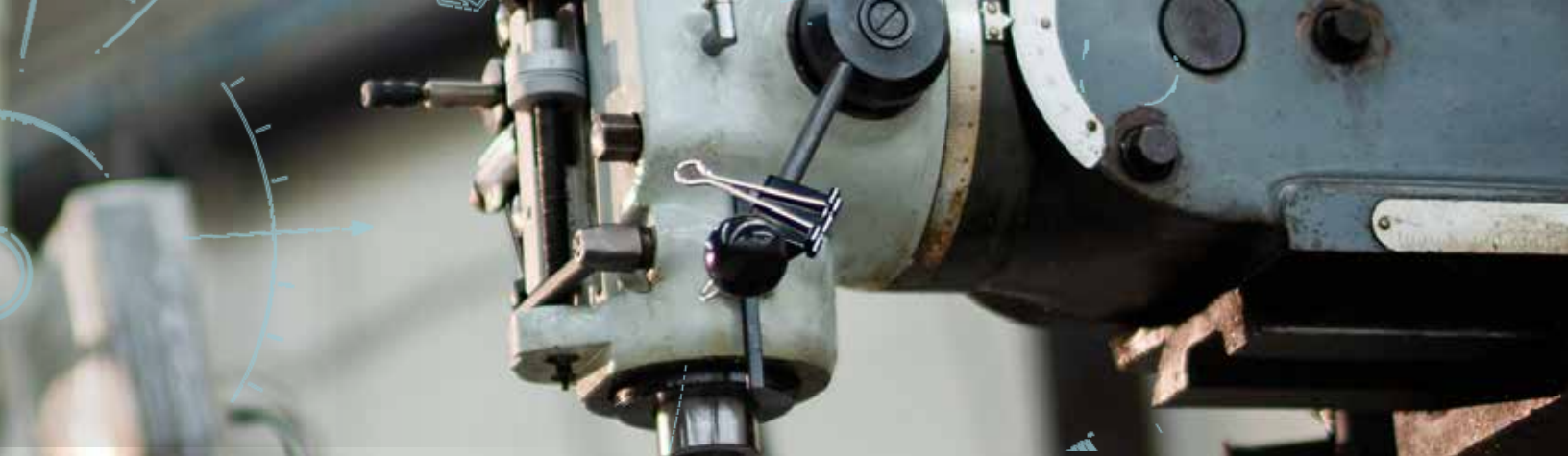
- Certification in Measurement, Materials and Safety Job Planning

Students select one area from the following list. The determination is based on a student's skill set and individual training plan. These are industry-designed and industry piloted.

- CNC Lathe Operations
- CNC Lathe Programming Setup & Operations
- CNC Mill Operations
- CNC Mill Programming Setup & Operations
- Drill Press I
- Grinding I
- Job Planning, Benchwork & Layout
- Measurement, Materials & Safety
- Milling I
- Turning I (Between Centers)
- Turning I (Chucking Skills)

**In order to become eligible for the TET Completion Ceremony and recognized as a TET completer all 3 Modules must be competed and passed with a passing grade in each module.**





A TET completer will receive a certification of completion & NIMS certification in one of the Level 1 NIMS certifications that the student has successfully studied and passed the examination.

### FINAL GRADES AND COMPLETION

A = Excellent	90-100
B = Above Average	80-89
C = Average (Passing Grade)	70-79
D = Below Average (Not passing)	60-69
F = Unsatisfactory	59 or below

### MANUFACTURING—COURSE FEES

Itemization of all institutional charges and fees including, as applicable:

DESCRIPTION	COSTS
Tuition	\$7467.00
Registration fee (non-refundable)	\$200.00
Equipment	N/A
Lab Supplies, tools, or kits	N/A
Textbooks or other learning media	N/A
Uniforms or other special protective clothing	N/A
In-resident housing	N/A
Tutoring	N/A
Assessment Fees for Transfer of credits	N/A
Fees to Transfer Credits	N/A
Student Tuition Recovery Fund Fee (non-refundable)	
Any other institutional charge or fee	
Any Charges paid to an entity other than an institution that is specifically required for participation in the education program	
<b>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:</b>	<b>\$7,667.00</b>
<b>630 hour Manufacturing training program</b>	
<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:</b>	<b>\$7,667.00</b>

### COLLECTION PROCEDURES

TET accepts, check, cashier's check, money order, or all forms of major credit cards for the form of payment. An Installment Contract will be calculated to pay off the balance due by means of monthly payments for the length of the student's enrollment period. No interest charges will be assessed on an Installment Contract during the term of instruction. Students will receive a payment schedule upon execution of the Installment Contract. Monthly statements will be mailed at the end of each month. Tuition payments are due on the 1st day of each month and may be made by cash; check, credit card or money order payable to Technical Employment Training Inc. Please see the office to make a payment.

A late fee of \$10.00 will be charged if payment is not made by the 10th of each month, and an additional \$5.00 will be charged if the payment is not made by the 15th of the month. A service fee of \$25.00 will be assessed on any returned check. If one payment is returned, all future payments must be made by credit card or cashier's check. Any student account that remains past due for over 20 days will be subject to immediate payment in full and collection actions up to and including turning the account over to a private collection agency. Failure to make payments can seriously jeopardize a student's standing and may result in any of the following actions until the account is brought current:

- Withholding of Certificate of Completion
- Denial of transcript requests
- Suspension of Placement services
- Termination from the program

# FACULTY AND STAFF

## ACADEMIC ADMINISTRATION

- Mike Gallo
- Dr. William Clarke
- Dr. Troy Sheffield
- Virginia Martinez

## ACADEMIC CREDENTIALS/INSTRUCTORS

- Richard Perez
- Edward "Skip" Brown

# FACULTY AND STAFF

