AIRSTREAMS
Renewables, Inc.

Experts in Renewable Energy Career Training

Main Campus: 13681 Chantico Road

Tehachapi CA 93561

661-822-3963

www.air-streams.com

School Catalog – Volume 1

2021-2022

Airstreams Renewables, Inc.
Corporate Office: 410 West J Street, Suite A
Tehachapi, CA 93561
661-822-3963

Effective February 1, 2021 through December 31, 2022
Catalog updated annually

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School Information

Name of Institution: Airstreams Renewables, Inc.
Website: www.air-streams.com

Main Campus:

School Address Where Classes Held: 13681 Chantico Road
Tehachapi, CA 93561
Telephone Number: (661) 822-3963 **Fax:** (661) 822-6966

Office Hours: 8:00 am – 5:00 pm, Monday through Friday

Corporate Office/Mailing Address: 410 West J Street, Suite A
Tehachapi, CA 93561

Corporate Office Telephone Number: 661-822-5624 **Fax:** 661-822-5670

Branch Campuses:

Joint Base Lewis-McChord (JBLM)
Buildings R9653 and R9656
Fort Lewis, WA 98433
Phone: 253-328-8030
Fax: 253-301-0597

Fort Riley
Building 7175 Apennines Drive
Fort Riley, KS 66442
Phone: 785-530-5080
Fax: 785-530-5081

Camp Lejeune
Building 1413 East Rd.
Camp Lejeune, NC 28547
Phone: 910-939-6290
Fax: 910-939-6291

Fort Irwin
TR 4015 1st Street
Fort Irwin, CA 92310
Phone: 760-383-7100
Fax: 760-383-7102

Fort Hood
4938 Santa Fe Avenue
Fort Hood, TX 76544
Phone: 785-613-1590
Fax: 785-613-1591

Fort Bliss
620 Taylor Road
(aka 620 Doniphan Road)
Fort Bliss, TX 79916
Phone: 915-600-7701
Fax: 915-600-7703

Fort Benning
6500 Dickinson Drive, Bldg. 9063
Fort Benning, GA 31905
Phone: 706-478-3050
Fax: 706-478-3051

Airstreams Renewables, Inc. is a private institution that is approved to operate by the Bureau for Private Postsecondary Education and operates in compliance with the minimum state standards set forth in the California Education Code and 5, California Code of Regulations.

Airstreams is accredited by the Accrediting Council for Continuing Education & Training. ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency.

Airstreams is approved to train Veterans and eligible persons under Title 38 U.S. Code.

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

The information contained in this catalog is true and correct to the best of my knowledge and belief.

Kim Coleman

Kim Coleman, Accreditation Manager, February 1, 2021

Mission

Provide career skills Training, Education, And Mentoring that prepares our students to transition into successful careers and provides our industry partners with safety focused graduates who share our values of Accountability, Respect and Integrity.

Objectives to attain our mission and the educational outcomes of our program include:

- Provide hands on practical training measured with practical evaluation exams.
- Educate on industry safety and technical requirements through quizzes and written final exams.
- Prepare students to transition into successful careers with successful job placement.

Company Overview

Airstreams Renewables, Inc. ("ARI" or the "Company"), is a California Corporation currently based in Tehachapi, California. Mr. David Schulgen, Owner and Founder, is the Chief Executive Officer and Mr. Jeff Duff, Owner and Co-founder, is the Chief Financial Officer.

ARI is a veteran led, for profit post-secondary vocational training company providing compliance driven and industry-specific accelerated safety and hazardous duty technical training for the service and construction branches of the energy and industrial sectors. Its current customer list includes a wide range of industries including Wind Energy, safety equipment manufacturers (OEM's), Utility and Telecommunications sectors. ARI growth is being driven by major industry demand and request for qualified new hires who have successfully completed their training within our program.

ARI does NOT have a pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, and has NOT had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

School Governing Body, Administrators, Staff and Faculty

Airstreams Executive Leadership

CEO/Founder	Dave Schulgen
President/CFO	Jeff Duff
Vice President of EHS and Quality	Mike Messier
Vice President of Business Development	Grant Johnston
Vice President of Operations	Matt Barnes
Vice President of Finance and Administration	Margie Cox

Finance and Administration

Executive Administrative Assistant/HR Specialist *(Primary VA Certifying Official)*	Sharon Hunsaker
Staff Accountant	Sherry Holloway
Accounting Clerk	Carlos Martinez
Funding Advisor *(VA Certifying Official)*	Brandyn Davis
Office Assistant	Kimberly Misiura

Admissions

Director of Admissions	Adrian Cervantes
Admissions Supervisor *(VA Point of Contact)*	Melannie Mosby
Sr. Internal Admissions Advisor *(VA Point of Contact)*	Rebecca Barrett
Internal Admissions Advisor *(VA Point of Contact)*	Courtney Hunsaker
Lead Internal Admissions Advisor *(VA Point of Contact)*	Carolyn Watkins
Internal Admissions Advisor	Brooklyn Pulley
Internal Admissions Advisor	Kasey Gardner
Regional Admissions Representative	Eric Aliste
Regional Admissions Representative	Thomas Blakemore
Regional Admissions Representative	Carl Box
Regional Admissions Representative	Ramon Garcia
Regional Admissions Representative	Michael Lakis
Regional Admissions Representative	Brad Pilkington

Faculty

Regional Director of Operations	Robert Freeman
Training Supervisor	Jake Li
Training Specialist/Instructor	Alex Carmichael
Training Specialist/Instructor	Jerry Curnutt
Lead Training Specialist/Instructor	Jeremy Duff
Training Specialist/Instructor	Norman Ingram
Training Specialist/Instructor	Scott Johnson
Training Specialist/Instructor	Tod Lantz
Lead Training Specialist /Instructor	Bernie Miranda
Training Specialist/Instructor	Marc Ordaz
Training Specialist/Instructor	Phillip Quezada
Training Specialist/Instructor	Jeremy Wolverton
Training Administrative Assistant	Ashley Langston
Training Administrative Assistant	Savannah Miranda
Training Administrative Assistant	Justin Cruz

All instructors possess the academic, experiential, and professional qualifications to teach, including a minimum of three years of experience, education, and training in current practices of the subject area they are teaching, or equivalent qualifications. Instructors maintain their knowledge by completing continuing education. All instructors are in compliance with all state requirements as outlined in section 71720 of Division 7.5 of Title 5 of the CCR.

Career Services

Senior Career Placement Coordinator	Wendy Jorgensen
Career Placement Advisor	Travis Tessandori
Career Placement Advisor	Melissa Meunier

School Governing Body, Administrators, Staff and Faculty cont.

Facilities and Student Services	
Manager of Facilities and Student Services	Robert Beardsley
Student Services Representative	Susie Cooper-Saunders
Kitchen Supervisor	Keandra Morris
Kitchen Assistant II	Jessica Born
Kitchen Assistant I	Justin Tomlin
Housing Supervisor	Elayna Redenius
Housing Attendant	Brenna Stanley
Facilities Specialist	Gregory Brown
EHS and Quality	
Manager of EHS and Quality	Robert Pine
EHS Manager	Mike Cervantes
Accreditation Manager	Kim Coleman
Quality Accreditation Specialist	Jessica Corey
Quality Standards Specialist	Scott Johnson
Quality Advocate Specialist	Jason Stanley

Welcome

From all of our staff, welcome to Airstreams Renewables, Inc. (ARI). We take the decision you made to attend our Renewable Energy and Communications Tower Technician Program seriously and are committed to doing everything we can to assist you in the short time you are with us to prepare you to transition in to a new career.

The Renewable Energy and Communications Tower Technician Program is fast paced and packed with information. Our instructor led program is designed to transfer years of experience our faculty and staff bring from the energy, telecom tower, construction, and education industries while tapping into the experiences you each bring into the program to maximize your success.

ARI's quality and reputation have led to our program becoming a nationally recognized vocational training program. As part of the DoD Skill Bridge program, our program assists transitioning service members gain the valuable certificates our graduates receive which support new career opportunities.

The ARI certificate of completion is recognized throughout industries that hire our graduates and ensures that the holder has consistently met or exceeded the necessary requirements for successful graduation and are prepared for career employment with one of the many of our industry partners. Establishing a focus of safety while attending ARI is a primary objective of our staff and program to prepare you to approach your new career with a culture of safety and not just see it as an event.

Airstreams Renewables, Inc.'s mission is to train, educate and mentor each student with accountability, respect and integrity so that upon graduation you each become part of TEAM ARI.

We are very pleased that you have chosen Airstreams Renewables, Inc. to achieve your career goals!

On behalf of the administration, faculty, and staff, we welcome you to our program.

Instructional Facilities

Main Campus

The school's main campus has moved to 13621 Chantico Road, Tehachapi, California 93561 effective November 2, 2020. The main campus consists of 63,000 total square feet. The two-story building provides classrooms, training labs, a reception area, offices, dorms, and a cafeteria. We have a total of 4 classrooms. 2 on the first floor and 2 on the second floor. Each classroom has the capacity of 24 students. The classrooms are equipped with student tables and chairs, whiteboards, instructor laptops, projectors, and internet. The hands-on lab equipment is located in the bay/shop areas. Our simulated climbing towers are located outside. All indoor areas provide appropriate lighting and heating/cooling systems. Restrooms are located on the first floor near the dorm area, in the reception area, and in the cafeteria. The Faculty/Instructor offices are located on the first floor. The Student Services office is in the reception area. The Career Placement Services Offices are located on the second floor near the second floor classrooms.

There is currently no library located on our campus. Instructors provide supplemental reading materials and/or refer students to resources on the internet on an as-needed basis. There is a public library available in the community of Tehachapi for students interested in enriching their knowledge of subjects covered in the program. All of our instruction is classroom and hands-on based with no requirement of resources outside of the curriculum.

Maximum number of students for each course is as follows:

- **AS1007 – Renewable Energy and Communications Tower Technician Program (30 Days) 24 students**

Student/Teacher Ratios are outlined in the course description (included in this catalog).

Admission Requirements

Standards for Admission:

- Must be at least 18 years of age.
- Must possess a high school diploma (or equivalent). A copy of the diploma or equivalent must be provided upon enrollment. Equivalent documentation may be a copy of a GED, a high school transcript, a military DD Form 214 or written certification by an authority for home-schooled students.

The Airstreams program is taught in English and all student material is written in English. The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma or GED.

Visa services for foreign students are not currently available.

Airstreams does not accept ability-to-benefits students.

In accordance with Title 38, Code of Federal Regulations, students paying for their tuition with their military education benefits, must provide a copy of their military transcript, e.g., Joint Services Transcript (JST).

Students with special needs are asked to contact the Admissions Department to discuss any requests for special accommodations. Individual assistance with enrollment will be provided.

Physical Requirements

Our course includes climbing requirements for which the student must have the physical ability to climb 300-foot towers.

Student weight must not exceed 285 lbs. and must weigh a minimum of 120 lbs. due to equipment limitations.

Physical Exertion Disclaimer: Portions of the training are considered physical in nature and will include climbing and hanging from towers up to 300' in height in all conceivable weather conditions. If a student has limitations or concerns with training in a physically exerting environment, this course is not recommended for them. If any student encounters any physical limitations while attending this institution, they are responsible for notifying an instructor or staff member immediately and it is the student's responsibility to cease any activity or activities that could cause themselves to become injured or sick.

Enrollment Policy

Students must complete an enrollment agreement. Students may enroll during Airstreams business hours, Monday through Friday, 8:00 am to 5:00 pm Pacific Time. Students will be contacted via phone or e-mail and receive a letter confirming enrollment upon successfully completing registration requirements.

There will be a $100.00 nonrefundable application fee for our course. For students using Veterans Administration benefits, the non-refundable application fee is $10.00.

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.

Payment in full shall be received before or on the first day of training or as agreed upon by Airstreams Renewables, Inc.

Non-Discrimination Policy

Airstreams Renewables, Inc. does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or marital status. In compliance with the Americans with Disabilities Act of 1990, as amended, Airstreams Renewables, Inc. provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

Student Disability Services and Accommodations

Airstreams Renewables, Inc. provides equal educational opportunities for qualified students with disabilities in accordance with applicable state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Applicants or students with disabilities that wish to request disability accommodations must make a request to Admissions and provide documentation of a diagnosed disability which required accommodations and adequate information on the functional impact of the disability so that the appropriate actions can be identified. Students with disabilities that request disability accommodations will receive a written response to their request. Accommodation determinations may be appealed via the "Student Grievance and Appeal Process". A copy of the grievance and appeal process can be obtained from the Student Services Office.

Program Description and Fees

The course is designed to address specific vocational needs. The course outline and description is as follows:

Renewable Energy and Communications Tower Technician Program

Course Number: AS1007
Duration of course: 30 days (8 hours each)
Ratio: Classroom-24 students to 1 instructor;
Lab-8 students to 1 instructor

Hours of Instruction: 8 hours per day, 5 days per week, 40 hours per week, 6 weeks, for a total training period of 240 clock hours.

This course is recommended for anyone interested in an entry-level position in any energy or industrial sector including, but not limited to, wind and communication towers. SOC codes include:
49-2021 Radio, Cellular, and Tower Equipment Installers and Repairers
49-2022 Telecommunications Equipment Installers and Repairers, Except Line Installers
49-9051 Electrical Power-Line Installers and Repairers
49-9081 Wind Turbine Service Technicians
49-9052 Telecommunications Line Installers and Repairers
49-2094.00 Electrical & Electronics Repairers, Commercial & Industrial Equipment

Synopsis of course:

This course offers a complete complement of safety and technical modules designed to prepare each student for an entry-level position in the wind, communication tower and many other industrial focused industries. Emphasis will be placed on working safely in all aspects of the technician job and the basic technical skills required when working with electricity and hydraulics. Students will be able to explain, identify, and demonstrate the safe troubleshooting and maintenance procedures utilized in the wind, cellular communication tower and other industrial based industries.

Tuition: $14,500.00
Non-Refundable Application Fee: $100.00
Non-Refundable STRF Fee: $7.50
Student course material, books, and supplies: All student materials and personal protective equipment required for class are provided by Airstreams and included in the total charge for the program. There is no additional charge for books and supplies.
Total Charge for period of attendance and for the entire educational program is $14,500.00.

Admission requirements: 18 years of age. High School diploma or equivalent. Must be capable of climbing and working at heights of up to 300 feet. Student weight must not exceed 285 lbs. and must weigh a minimum of 120 lbs. due to equipment limitations.

Certificates/Completion Cards received upon successful graduation: Authorized Climber and Rescue Certificate and ID Card; Electrical Safety Certificate; Fasteners, Torque and Tension Certificate; OSHA 10 Hour Construction Safety Card; American Red Cross First Aid/CPR/AED Card; Level 1 Crane Rigging Certificate; Signalperson Certificate; Capstan Hoist Certificate; CADWELD Certificate; ARI Renewable Energy and Communications Tower Technician Program Certificate

Required clothing/gear: Sturdy work/hiking boots (composite or steel toed preferred, but not required) steel or fiberglass shank with a defined heal. Cotton pants, (jeans are acceptable), cotton long and short sleeve shirts. Form fitting, durable work gloves (Examples: CLC Handyman, Mechanix Wear, Iron Clad). Cold weather gear (Examples: Wind resistant lined work jackets, hooded sweatshirt, balaclava, insulated overalls or coveralls, natural fiber upper/lower “long johns”). If you have a class 4 hard hat and your own personal safety glasses, it is acceptable to bring them for your use. Otherwise, hard hats and safety glasses PPE will be provided.

Attendance: Students are expected to attend each day class is in session. If a student must miss a day due to illness or an emergency, it is the student's responsibility to make arrangements with the instructor to make-up the necessary work.

Grading plan: In order to successfully graduate from the program, students must pass all final exams with 80% accuracy for safety related lessons and 70% for the technical related lessons. Practical evaluations must be completed at a "pass" rating; these evaluations are pass or fail. For subjects that include both a practical evaluation and a written final exam, both assessments must be completed satisfactorily to pass that subject. 90% attendance is also required.

Weekly assessment gates are noted throughout the course outline given to you in your syllabus. Written quizzes relate to current topics and are presented upon completion of the topics. The quizzes will be remediated to 100% and serve as a study tool for the written final exams. In addition, practical evaluation lab assessments and occur after the appropriate instruction is given. Students will have 3 attempts to successfully complete the practical evaluations.

The planned program of activities is controlled by Airstreams Renewables, Inc.

Program Outline

Subject #	Subject Title	Lecture	Lab	Total Hours
G1	Gate 1	36	5	41
G2	Gate 2	9	31	40
G3	Gate 3	24	20.5	44.5
G4	Gate 4	24.5	23	47.5
G5	Gate 5	13	24	37
G6	Gate 6	6	24	30
	Total	112.5	127.5	**240**

The Renewable Energy and Communications Tower Technician program is delivered in modules called Gates. Final assessments are presented in the form of written exams and practical evaluations as applicable within each gate. Students must complete each Gate in order to progress through the program.

G1- Gate 1

Subject: Student Orientation
Subject Hours: 1.5 Hours (1.5 Lecture/0.0 lab)
Prerequisites: None
Subject Description: Distribution of syllabus and loaned tablet for access to student materials. Introduction to the course, academic and conduct policies, Airstreams Renewables, Inc. company, and staff and faculty members.

Subject: Intro to Wind and Communication Tower Industries
Subject Hours: 1.5 Hours (1.5 lecture/0.0 lab)
Prerequisites: None
Subject Description: At the end of this lesson, in a group verbal review, the student will be able to:

- Give a basic explanation of a wind turbine and a cell tower
- Explain advantages of wind energy
- Explain disadvantages of wind energy
- Explain the types of employment opportunities within the industrial sectors.

G1- Gate 1 Continued

Subject: Resume and Cover Letter Workshop
Subject Hours: 1.5 Hours (1.5 lecture/0.0 lab)
Prerequisites: None
Subject Description: Upon completion of this workshop, students will be able to demonstrate the skills to draft a new or revised resume that will effectively sell skills and experience to a future employer.

Subject: Interview Workshop
Subject Hours: 1.0 Hour (1.0 lecture/0.0 lab)
Prerequisites: None
Subject Description: Upon completion of this workshop, given a mock interview in both a one on one and group interview environment, students will be able to:

- Demonstrate how to make the right first impression
- Demonstrate how to handle difficult interview questions
- Dress for interview success
- Determine their personal interviewing style
- Communicate effectively
- Demonstrate how to effectively close the interview
- Exhibit interview questioning skills

Subject: Safety in the Industries
Subject Hours: 2.0 Hours (2.0 lecture/0.0 lab)
Prerequisites: None
Subject Description: At the end of this lesson the student will:

- Describe what and why an injury and illness prevention program is in place
- Define employer responsibilities
- Define employee responsibilities.
- Identify dangers found within the wind and communication tower industries
- Describe common safety programs

Subject: CPR/First Aid/AED
Subject Hours: 8.0 Hours (6.0 lecture/2.0 lab)
Prerequisites: None
Subject Description: At the end of this American Red Cross program students will:

- Define, recognize and demonstrate care for a variety of first aid emergencies, such as burns, cuts and scrapes, sudden illnesses, head, neck and back injuries, and heat and cold emergencies
- Define CPR and care for breathing and cardiac emergencies in adults
- Explain and Demonstrate how to use automatic external defibrillators

Subject: OSHA 10 Hour Construction Safety
Subject Hours: 10 Hours (10.0 lecture/0.0 lab)
Prerequisites: None
Subject Description: At the end of this lesson the student will accurately explain and describe:

- What OSHA is
- What OSHA does
- Hazards addressed in OSHA standards
- Fall, electrical, struck by, and caught in or between hazards
- PPE, health and hazardous materials
- Material handling, tools and excavations

G1- Gate 1 Continued

Subject: Signalperson
Subject Hours: 7.5 Hours (6.0 lecture/1.5 lab)
Prerequisites: None
Subject Description: Upon completion of this course, the student will be assessed on the ability to accurately:

- Identify basic crane terminology and definitions
- Explain boom deflection, center of gravity, and how to compensate for it
- Identify the hazards and safety concerns associated with overhead lifting
- Recognize the applicable OSHA and ASME standards.
- Demonstrate hand signals per ASME B30.5 and B30.3.
- Demonstrate voice communication and recognize safety concerns when using them
- Explain the pre-lift planning process

Subject: Level 1 Crane Rigging
Subject Hours: 8.0 Hours (6.5 lecture/1.5 lab)
Prerequisites: None
Subject Description: Upon completion of this course, the student will be able to accurately:

- Define responsibilities and safety rules for rigging and hoisting loads
- Accurately inspect, select, maintain, and reject rigging equipment and hardware
- Identify rigging hardware and slings along with defining their limitations
- Identify load ratings, safety factors, and stresses imposed by hoisting
- Calculate material load weights
- Identify capacities of rigging and attach the appropriate rigging with the correct hitch configuration

G2- Gate 2

Subject: Authorized Climber and Rescue
Subject Hours: 40 Hours (9.0 lecture/31.0 lab)
Prerequisites: None
Subject Description: Upon completion of this lesson, the student will be able to accurately:

- Identify and/or define the health and safety governing body regulations for fall protection
- Define your responsibilities and those of your employer
- Define and identify the risks involved when working at heights on various tower structures
- Define and demonstrate how to perform an inspection of Personal Fall Protection Equipment (PFPE)
- Properly don and use a full body harness
- Demonstrate the mechanics and performance of each piece of PFPE you are required to use on the job
- Define common hazards for PFPE
- Demonstrate how to properly tie and use knots
- Demonstrate safe and proper climbing techniques on both wind and cell towers
- Demonstrate safe and proper rescue techniques on various tower structures

G3 Gate 3

Subject: Basic Electrical Theory
Subject Hours: 8.5 Hours (8.5 lecture/0.0 lab)
Prerequisites: None
Subject Description: At the end of this lesson, the student will be able to accurately:

1. Define electricity or electrical current.
2. Explain the two things that occur when current flows.
   - Heat is created.
   - A magnetic field is created
3. Describe the three properties of electricity, their units of measure and relationship with each other.
   - Voltage
   - Current
   - Power
4. Identify various electrical terms by their letter abbreviations.
5. Explain the two kinds of current flow.
   - Direct Current (DC)
   - Alternating Current (AC)
6. Explain the basics of electromagnetic induction.
7. Identify common values of voltage used in industrial electrical circuits.
8. Identify various electrical terms by their letter abbreviations.
9. Describe conductors and insulators.
10. Describe the three properties of circuits and components and their units of measure.
    - Resistance
    - Capacitance
    - Inductance
11. Identify basic electrical components and describe their schematic symbols, their basic uses, and how to check them.
    - Batteries
    - Fuses
    - Resistors
    - Capacitors
    - Inductors
    - Diodes
12. Identify various electrical terms by their letter abbreviations.
13. Explain the three parts of electrical circuits, and their purposes.
    - Source
    - Load
    - Complete conductive path
14. Explain the three categories of electrical sources and their characteristics.
    - Storage devices
    - Generation devices
    - Isolation devices
15. Explain the two circuit arrangements and their effect on the relationship of voltage current.
    - Series
    - Parallel
16. Identify various electrical terms by their letter abbreviations.

G3 Gate 3 Continued

Subject: Voltage Test Procedures 50 Volts or Higher
Subject Hours: 3.0 Hours (3.0 lecture/0.0 lab)
Subject Description: At the end of this lesson the student will accurately:

- Define volts, amps, ohms
- Explain the causes of high voltage Arc Flash
- List the current thresholds that can harm the human body
- List the types of Arc Flash PPE required to work on circuits of 50 volts or higher
- List the types of burns associated with electrocution and arc flash
- List the various safety electrical boundaries
- Explain use of insulated electrical tools and how to identify them

Subject: Electrical Measurement Safety
Subject Hours: 3.0 Hours (3.0 lecture/0.0 lab)
Prerequisites: Voltage Test Procedures 50 Volts or Higher
Subject Description: Upon completion of this lesson, the student will be able to:

- Describe the IEC 61010 category ratings and how they affect the end user
- Describe the safety specifications for DMMs and testers

Subject: Multimeters
Subject Hours: 3.0 Hours (3.0 lecture/0.0 labs)
Prerequisites: Voltage Test Procedures 50 Volts or Higher, Electrical Measurement Safety
Subject Description: At the end of this lesson, the student will accurately define:

- Types of multimeters (analog and digital)
- Basic multimeter safety
- Basic multimeter functionality
- Multimeter symbols and their meaning

Subject: Amp Clamps
Subject Hours: 2.0 Hours (2.0 lecture/0.0 lab)
Prerequisites: Voltage Test Procedures 50 Volts or Higher, Electrical Measurement Safety
Subject Description: At the end of this lesson, the student will accurately define:

- Define what an Amp Clamp is
- Define the symbols on an Amp Clamp

Subject: Megohmmeters
Subject Hours: 2.0 Hours (2.0 lecture/0.0 labs)
Prerequisites: Voltage Test Procedures 50 Volts or Higher, Electrical Measurement Safety
Subject Description: At the end of this lesson, the student will accurately define:

- Basic Megger / Hipot safety

G3 Gate 3 Continued

Subject: Infrared Testers
Subject Hours: 1.0 Hour (1.0 lecture/0.0 lab)
Prerequisites: Voltage Test Procedures 50 Volts or Higher, Electrical Measurement Safety
Subject Description: At the end of this lesson, the student will accurately define:

- The features of an IR tester
- The distance to spot ratio
- Field of view
- Emissivity
- Safe use of an Infrared (IR) tester

Subject: Phase Rotation Meter
Subject Hours: .5 Hour (0.5 lecture/0.0 lab)
Prerequisites: Voltage Test Procedures 50 Volts or Higher, Electrical Measurement Safety
Subject Description: At the end of this lesson, the student will accurately define:

- What a Phase Rotation Meter is and what it does
- The symbols on a Phase Rotation Meters
- Safe use of the Phase Rotation Meter

Subject: Tic Tracers
Subject Hours: 1.0 Hour (1.0 lecture/0.0 lab)
Prerequisites: Voltage Test Procedures 50 Volts or Higher, Electrical Measurement Safety
Subject Description: Upon completion of this lesson, the student will be able to accurately define:

- Tic Tracer functionality
- Safe and accurate Tic Tracer usage

Subject: Electrical Meter Labs
Subject Hours: 20.5 Hours (0.0 lecture/ 20.5 lab)
Prerequisites: Voltage Test Procedures 50 Volts or Higher, Electrical Measurement Safety, Multimeters, Amp Clamps, Megohmmeters, Infrared Testers, Phase Rotation Meter, and Tic Tracers
Subject Description: Upon completion of the lab/practical evaluations, the student will be able to demonstrate:

- The ability to safely use and care for the metering equipment covered in this gate
- The ability to minimize and avoid electrical measurement hazards
- Multimeter care and maintenance
- Safe and accurate multimeter usage
- Safe use of an Amp Clamp
- Megger usage
- Hot Cold Hot procedure

G4-Gate 4

Subject: Intermediate Electrical Theory
Subject Hours: 9.5 Hours (9.5 lecture/0.0 lab)
Prerequisites: None
Subject Description: At the end of this lesson the student will be able to accurately:

1. Define the IEC definition of 'Low Voltage'.
2. Explain what frequency of an AC sine wave is.
3. List the two most common frequencies used in AC power transmission.
4. Explain what property of electricity affects the size of electrical conductors.
5. Explain what a Bridge Rectifier is, the schematic symbol, and what function a Bridge Rectifier serves.
6. Explain the difference between Neutral and Ground.
7. Explain basic steps of troubleshooting.
8. Explain the properties of voltage, current and resistance and how they interact with each other.
9. Explain Watt's Law and the three formulas associated with it, and use the formulas to make calculations for power, voltage, and current.
10. Explain Ohm's Law and the three formulas associated with it, and use the formulas to make calculations for voltage, current, and resistance.
11. Explain the relationship between voltage, current and resistance in series and parallel arrangements.
12. Explain the two most relevant Principles of Electromagnetism:
    - Current flow through a conductor produces a magnetic field.
    - Relative motion between a conductor and a magnetic field will induce current in the conductor.
13. List various electrical components that utilize electromagnetic Induction to operate.
14. Explain the purpose of transformers and how they work.
15. Explain the basic differences between single-phase and 3-phase AC power systems.
16. Explain the two different 3-phase sequences.
    - Right-Hand rotation
    - Left-Hand rotation
17. Explain the two different phase configurations for 3-phase components:
    - Delta
    - Wye
18. Explain the two basic parts of motors and generators:
    - Stator
    - Rotor
19. Define a Motor.
20. Explain the basic concept of how motors work.
21. Explain how an electrical circuit reverses the direction of a 3-phase motor.
22. List uses for motors on Wind Turbines.
23. Define a Generator.
24. Explain the basic concept of how generators produce electrical energy.
25. Explain the basic difference between synchronous and asynchronous generators.
26. Explain the basic purpose of a Frequency Converter.
27. Explain how some components can function as either a source and/or a load; give three examples:
    - Rechargeable Batteries
    - Capacitors
    - Transformers
28. List two electrical components that retain voltage and the hazards associated with them:
    - Batteries
    - Capacitors

G4-Gate 4 Continued

Subject: Intermediate Electrical Theory continued

Subject Description:

29. Explain the effects that capacitance and inductance have on AC circuits:
    - Capacitance
    - Inductance
30. Define impedance and how it affects AC circuits.
31. Explain the term phase-shift and the result of phase-shift.
32. Define True Power, Apparent Power and Reactive Power.
33. Explain what Power Factor is and ideal Power Factor of a WTG.

Subject: Virtual Wind Turbine Tour
Subject Hours: 1.5 Hours (1.5 lecture/0.0 lab)
Prerequisites: None
Subject Description: This interactive wind turbine tour video will provide and identify the various parts and components on a wind turbine.

Subject: Drivetrain Gearboxes
Subject Hours: 2.5 Hours (2.5 lecture/0.0 lab)
Prerequisites: None
Subject Description: Upon completion of this lesson, the student will be able to:

- List the drive train components
- Describe the function of the drive train components
- Explain the gearbox functions

Subject: Yaw Systems
Subject Hours: 1.0 Hours (1.0 lecture/0.0)
Prerequisites: None
Subject Description: Upon completion of this lesson, the student will be able to identify and describe:

- Yaw purpose / operation
- Wind tracking data and devices
- Component descriptions
- Cable untwist function
- Yaw system control
- Yaw system faults

Subject: Maintenance Practices
Subject Hours: 2.0 Hours (2.0 lecture/0.0 lab)
Prerequisites: Electrical Systems, Components, and Schematics
Subject Description: Upon completion of this lesson, the student will be able to:

- Explain reasons, methods and importance of following maintenance procedures consistently
- Explain hazards associated when performing maintenance procedures
- Identify the consequences of not following proper maintenance procedures

G4-Gate 4 Continued

Subject: Electrical Systems, Components, and Schematics
Subject Hours: 8.0 Hours (8.0 lecture/0.0 lab)
Prerequisites: Basic and Intermediate Electrical Theory
Subject Description: At the end of this lesson the student will be able to accurately:

- List the 2 common electrical schematic methods
- Identify various schematic symbols and labeling
- Identify potential energy sources on a schematic diagram
- Identify the elements of:
  - Safety-chain/loop,
  - Latching,
  - Lock-out
  - PLC to Motor-Control
  - Reversing sub-circuits
- Follow an electrical schematic diagram to trace a circuit from source to load

Subject: Electrical Simulator Labs/Practical Evaluations, PLC and SCADA Demo
Subject Hours: 23.0 Hours (0.0 lecture/23.0 lab)
Prerequisites: OSHA, Basic and Intermediate Electrical Theories, Voltage Test Procedures 50 Volts or Higher, Electrical Measurement Safety. Electrical Systems, Components, and Schematics, Multimeter, Amp Clamps, and Megohmmeters
Subject Description: Upon completion of this lesson of instruction, the student will be able to demonstrate how to accurately and safely:

- Follow LOTO procedures
- Perform pre-power up checks and follow all electrical safety precautions including Hot Cold Hot Checks
- Follow the schematics to build, operate and troubleshoot motor control circuits
- Troubleshoot motor control circuits, components and devices to identify faults

G5-Gate 5

Subject: Fasteners, Torque and Tension
Subject Hours: 32.5 Hours (8.5 lecture/ 24.0 lab)
Prerequisites: None
Subject Description: At the end of all lessons in this course of instruction, the student will be able to explain the basic dynamics of fasteners and demonstrate how to safely use hand-held and hydraulic torque and tension equipment.

Subject: Basic Hydraulics
Subject Hours: 4.5 Hours (4.5 Lecture/ 0.0 lab)
Prerequisites: None
Subject Description: Upon completion of this lesson, the student will be able to:

- Describe hydraulics and what they are used for
- Read a hydraulic schematic
- Explain a basic hydraulic system
- Describe an accumulator

G6-Gate 6

Subject: Cell Site Basics
Subject Hours: 2.0 Hours (2.0 lecture/ 0.0 lab)
Prerequisites: None
Subject Description: Upon completion of this lesson, the student will be able to accurately identify and/or define:

- Different types of cell towers
- Ground components and structures
- Tower components and appurtenances

Subject: Capstan Hoist
Subject Hours: 1.0 Hours (1.0 lecture/0.0 lab)
Prerequisites: Cell Site Basics
Subject Description: Upon completion of this lesson, the student will:

- Define a capstan hoist and its features
- Define anchorages, blocks, ropes, and how to use and inspect them

Subject: Radio Frequency Awareness
Subject Hours: 0.5 Hours (0.5 lecture/0.0 lab)
Prerequisites: Cell Site Basics
Subject Description: Upon completion of this lesson of instruction, the student will be able to accurately:

- Define Radio Frequency (RF)
- Define what makes RF dangerous
- Explain how RF works
- Identify the hazards when working around RF
- Identify how to avoid RF hazards
- Recognize RF signage and their implication/s

Subject: Lines and Antennas
Subject Hours: 1.5 Hours (1.5 lecture/0.0 lab)
Prerequisites: Cell Site Basics, Radio Frequency Awareness
Subject Description: Upon completion of this lesson, the student will be able to safely and accurately:
Define and explain line and antenna procedures

Subject: CADWELDING
Subject Hours: 1.0 Hours (1.0 lecture/0.0 lab)
Prerequisites: OSHA
Subject Description: Upon completion of this lesson, the student will:

- Define the CADWELD process
- Explain safety measures when using CADWELD

G6-Gate 6 Continued

Subject:	Lines and Antennas, Capstan Hoist and CADWELD Labs/Practical Evaluations
Subject Hours:	24.0 Hours (0.0 lecture/ 24.0 lab)
Prerequisites:	Authorized Climber and Rescue, Cell Site Basics, Lines and Antennas, Capstan Hoist, and CADWELDING
Subject Description:	Upon completion of this lesson, the student will: • Safely and accurately perform a lift using a capstan hoist • Hang and remove an antenna from a tower • Demonstrate rigging techniques • Perform weatherproofing • Perform grounding for coax line • Determine and demonstrate color coding • Safely and accurately perform a CADWELD

Course Schedule 2021 through 2022

All course dates/schedule is subject to change. In observance of the following holidays, classes will not be offered on:

- New Year's Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday, Day after Thanksgiving
- Christmas Day

AS1007 Renewable Energy and Communications Tower Technician Program 30 Days (6 weeks/240 Hours)
(*Make up days/Saturdays for no school holidays are to be determined based on class progress)

All scheduled dates are subject to change.

2021

1. January 18 – February 26
2. February 1 – March 12
3. February 8 – March 19
4. March 1 – April 9
5. March 15 – April 23
6. March 22 – April 30
7. April 12 – May 21
8. April 26 – June 4
9. May 3 – June 11 (No school May 31)
10. May 24 – July 2 (No school May 31)
11. June 7 – July 16 (No school July 5)
12. June 14 – July 23 (No school July 5)
13. July 6 – August 13
14. July 19 – August 27
15. July 26 – September 3
16. August 16 – September 24 (No school September 6)
17. August 30 – October 8 (No school September 6)
18. September 7 – October 15
19. September 27 – November 5
20. October 11 – November 19 (No school November 11)
21. October 18 – December 3 (No school November 11, 22-26)
22. November 8 – December 31 (No school November 11, 22-26; December 20-24, 31)
23. November 29 – January 14, 2022 (No school December 20-24, 31)
24. December 6 – January 21, 2022 (No school December 20-24, 31)

2022

1. January 3 – February 11
2. January 17 – February 25
3. January 24 – March 4
4. February 14 – March 25
5. February 28 – April 8
6. March 7 – April 15
7. March 28 – May 6
8. April 11 – May 20
9. April 18 – May 27
10. May 9 – June 17 (No school May 30)
11. May 23 – July 1 (No school May 30)
12. May 31 – July 8 (No school July 4)
13. June 20 – July 29 (No school July 4)
14. July 5 – August 12 (No school July 4)
15. July 11 – August 19
16. August 1 – September 9 (No school September 5)
17. August 15 – September 23 (No school September 5)
18. August 22 – September 30 (No school September 5)
19. September 12 – October 21
20. September 26 – November 4
21. October 3 – November 10 (No school November 11)
22. October 24 – December 9 (No school November 11, 21-25)
23. November 7 – December 23 (No school November 11, 21-25)
24. November 14 – January 6 (No school November 11, 21-25; December 26-30)
25. December 12 – January 27 (No school December 26 – 30)

Instructional Schedule

Training hours are Monday through Friday. Class periods typically meet on the following schedule:

Instruction	8:00-10:00
Break	10:00-10:15
Instruction	10:15-12:00
Lunch	12:00-1:00
Instruction	1:00-3:00
Break	3:00- 3:15
Instruction	3:15-5:00

Some days of instruction may last up to nine hours, on an as-needed basis (e.g., the Authorized Climber and Rescue lesson may require slightly longer days of instruction due to student climbing activities).

Exception to lunch schedule: Students will be notified of exceptions to the scheduled lunch break as far in advance as possible. Potential reason for lunch schedule exceptions: Lunch may be taken slightly earlier or slightly later or extended by 30 minutes.

Instructional Delivery

Airstreams currently administers courses primarily in instructor-led, classroom and lab based format. These courses are designed to be delivered at the Airstreams Campus. The Airstreams program is taught in English and all student material is written in English. Any assessments/assignments that require instructor review will be processed and returned with scores within 5 days.

Portions of some lessons are taught out in the field, as the authentic experience is necessary to facilitate the required learning. In these cases, all sites and equipment used are inspected to ensure the safety of the location/equipment and students are provided all necessary Personal Protective Equipment, as well as training on how to properly use it.

All equipment utilized in our course is comparable to equipment generally used in all energy related industries. Equipment is inspected monthly and is in good working condition. The equipment used for instructional purposes provides the student with the necessary experience and skills to prepare each student for an entry-level position in the wind, communication tower and other industrial focused industries and to perform the tasks associated with those positions.

Airstreams utilizes a Process and Guidelines for Training Development that provides a thorough method for planning, implementing, and evaluating coursework and learning events. Learning events are promoted as an important investment because education is essential to sustaining growth and competitiveness. Airstreams is committed to providing quality education that responds to an identified need and results in on-job performance.

Required Dress

No shorts, sleeveless shirts, or sandals allowed. Sturdy work/hiking boots (composite or steel toed preferred, but not required) steel or fiberglass shank with a defined heal. Cotton pants, (jeans are acceptable), cotton long and short sleeve shirts. Form fitting, durable work gloves (Examples: CLC Handyman, Mechanix Wear, Iron Clad). Cold weather gear (Examples: Wind resistant lined work jackets, hooded sweatshirt, balaclava, insulated overalls or coveralls, natural fiber upper/lower “long johns”). If you have a class 4 hard

hat and your own personal safety glasses, it is acceptable to bring them for your use. Otherwise, hard hats and safety glasses PPE will be provided.

Attendance Policy

At the beginning of each course, students are required to sign in on the appropriate course roster during registration. The instructor keeps a daily attendance record.

Daily attendance is required. One of the most significant factors that contribute to success in a course is class attendance. Failure to attend not only hurts you, but also places an extra burden on the instructor and detracts from the overall quality of the course. Consider attendance at Airstreams as a job interview. Employers will be looking for graduates with perfect (or near-perfect) attendance records. Students must attend at least 90% of the scheduled class hours on a cumulative basis. You are expected to call the Tehachapi front office (661) 822-3963 if you will be absent.

Absence

If a student misses a class, it is the student's responsibility to work with the instructor or Training Supervisor to make-up the missed instruction in both content and time, e.g. hours or days missed, lesson, exam, or practical evaluation missed. If a student misses class (up to10%), the Training Supervisor will evaluate, on a case-by-case basis, whether or not the missed instruction can be made-up. Make-up hours must be prearranged with the instructor and/or Training Supervisor, must not interfere with other scheduled class hours/activities, and must be completed by the end of the course or within the maximum timeframe of 150% of the class time. If the missed instruction cannot be made-up or if a student misses more than 10% of the instruction and falls below the 90% attendance requirement, the student will not be a graduate of the course. Any student who is absent from class for three consecutive days without contacting the instructor or school and without a valid excuse will be considered automatically withdrawn from the course.

Airstreams does not offer a leave of absence program.

Tardiness/Early Departure

Students are expected to be in their seats at the scheduled times, ready for instruction at the beginning of class and following any lunches or breaks. Tardiness is a disruption to the learning environment and is not acceptable. A tardy is a late arrival for any scheduled start time.

In addition, early departure from class (leaving before the instructor releases the class) is counted as a tardy.

Tardiness and early departures will be counted toward the 90% attendance policy as follows:

- 3 tardies or early departures = written/documented counseling.
- 4 tardies or early departures = one-half (1/2) day of absence.
- Tardiness or early departures in conjunction with absence will count cumulatively toward the 90% attendance rule which could result in academic probation.

Progress Policies

Learning outcomes are established for each ARI course. All learning outcomes state the performance expected of each student and under which condition the behavior is performed. All learning outcome statements meet the following criteria:

1. States the expected performance in measurable terms.

2. Specifies the condition under which the learner is to perform.
3. Specifies the criteria for acceptable performance.
4. Is directly related to the subject matter and content.

It is ARI's goal to ensure that each of our students meet all established learning outcomes within our program. Our instructors closely monitor student progress and adjust instruction as needed. Instructors will work with you and are here to help, so please be sure to communicate with them if you are struggling.

Grading Plan

In order to successfully graduate from the program, students must pass all final exams with 80% accuracy for safety related lessons and 70% for the technical related lessons. Practical evaluations must be completed at a "pass" rating; these evaluations are pass or fail. For subjects that include both a practical evaluation and a written final exam, both assessments must be completed satisfactorily to pass that subject. 90% attendance is also required.

Weekly assessment gates are noted throughout the course outline given to you in your syllabus. Written quizzes relate to current topics and are presented upon completion of the topics. The quizzes will be remediated to 100% and serve as a study tool for the written final exams. In addition, practical lab assessments and field tests occur after the appropriate instruction is given. Students will have 3 attempts to successfully complete the practical evaluations.

Satisfactory Academic Progress

Satisfactory academic progress is evaluated at least weekly throughout the program.

The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis. The student's academic average is reviewed to determine qualitative progress. The minimum required is 80% at the conclusion of each evaluation period for the safety assessments and 70% for the technical assessments. Incomplete grades are not given, and students must repeat any assessment in which they earn less than an 80% average or 70% average accordingly. Work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to ARI.

Probation

Students who are making unsatisfactory progress (less than 90% attendance and/or less than 80% or 70% accordingly on weekly assessments) will be contacted by the Training Supervisor to offer support and assistance along with being placed on academic probation at that time. Students will be notified in writing when they are placed on probation and the steps necessary to be removed from probationary status. This can include retaking an assessment within one week of the failure or demonstrating sustained academic progress toward program completion. These discussions will be documented via a Student Progress Report.

If after receiving additional support, the student continues to not be successful with the initial retake of the exam or practical evaluation, an additional conference will be held between the Training Supervisor and the Student to evaluate the student's continuance in the program and to determine the best course of action.

Students will be allowed two attempts to retake any assessment required. If unsuccessful after a total of two retakes, the student will be notified of termination verbally and in writing.

In the case of a termination due to unsatisfactory academic progress and the student notifies ARI that they wish to re-enroll (which must be in writing), the student will be placed on a waiting list and re-enrolled in another administration of the same course, as space is available. Re-enrollment or re-entrance will be approved only after evidence is shown to the Vice President of Operations satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified. Upon return, the student will be placed on an academic plan.

Appeal Process

The student may submit a written appeal of his/her termination within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the Vice President of Operations. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic or attendance progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Airstreams will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of ARI's receipt of the appeal. The decision of the Vice President of Operations is final.

Students reinstated upon appeal are on a probationary status with a written academic plan for the next evaluation period, during which time they must meet the terms and conditions set out in the letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained.

Maximum Time Frame

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length, as measured in calendar time. The Renewable Energy and Communications Tower Technician (AS1007) Program, 6 weeks in length, must be completed within 9 calendar weeks.

Students exceeding the maximum time frame will be administratively withdrawn.

For VA Students only: All VA students are required to finish their program requirements within the allotted timeframe for the course contract offered.

Tuition Funding Options/Assistance

Payment arrangements for courses must occur before or on the first day of instruction. Payment may be made by cash, check, money order or credit card (Visa, MasterCard or American Express).

Workforce Innovation and Opportunity Act: You may be eligible for funding to assist with the cost of training if you are unemployed and/or a "dislocated" worker (such as those who lose their jobs because of permanent layoffs or plant closings). Airstreams is an approved Eligible Training Provider (authorized to accept the WIOA funding) in the several states. We encourage you to contact us to find out if Airstreams is approved in your state. You may contact our Admissions Department at 661-822-3963. For further information on the WIOA program, contact your local One-Stop Career Center through this link:

http://www.servicelocator.org/ Once approved, Airstreams finance staff completes all of the necessary paperwork to secure the student's funding prior to enrollment.

Military Education Benefits: Airstreams is approved by the California State Approving Agency for Veterans Education to enroll Veterans and other eligible persons in our program. If you are a Veteran and/or a survivor or dependent, you may have access to benefits to assist you in furthering your education. Our VA School Certifying Officials work with Veterans and assist with the procedure to obtain the benefits. Once a Veteran student is approved, Airstreams processes the necessary paperwork with the VA to get the Veteran all of his or her benefits.

Grants: Airstreams accepts grants for students who qualify. Our Admissions Department acts as a liaison between the grant providers and potential students to verify which students qualify for each grant. Once a prospective student is matched with a grant provider, Airstreams finance staff completes the necessary paperwork to assist the student in receiving the grant.

Airstreams Monthly Payment Plan: Airstreams offers students the option to pay for a portion of their tuition and expenses using a payment plan. Students interested in applying for this option should contact the ARI Funding Office for more information.

Airstreams does not participate in federal and/or state financial aid programs.

If you have obtained a loan or a payment plan to pay for this educational program you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. While placement assistance is provided, there is no guarantee of employment upon completion of the training. If you have received federal student financing funds, you are entitled to a refund of moneys not paid from federal aid program funds.

The information regarding the 1098-T below is not intended as legal or tax advice. Tax scenarios may vary by each individual. The Institution highly recommends each student consult with a tax practitioner about personal tax situations.

The 1098-T form is used by eligible educational institutions to report tuition and educational related expenses to the Internal Revenue Services ("IRS") and to the students as required by the Internal Revenue Code.

Currently, the Institution is not required by the IRS to furnish the 1098-T to any student. If this should change, the student will be notified immediately.

State of California Student Tuition Recovery Fund

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. The STRF fee is $.50 per $1000.00 of tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

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. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1717 N. Market Blvd. Ste 225, Sacramento. CA 95834, (916) 431-6959 or (888) 370-7589.

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 non-collection 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."

Cancellation and Refund Policies

Each student who drops will be given a comparison of drop calculations from ALL regulatory bodies that Airstreams is approved through which includes BPPE (http://www.bppe.ca.gov/**), ACCET (**https://accet.org/**), and the California State Approving Agency for Veterans Education (**https://www.calvet.ca.gov/CSAAVE**). For Texas residents, Texas Workforce Commission Career Schools and Colleges (**https://twc.texas.gov/**) For Kentucky residents, Kentucky Commission on**

Proprietary Education (http://www.kcpe.ky.gov/) Airstreams will always use the drop calculation for refund that is most favorable for the student.

A student must contact Admissions Department or the Training Supervisor to cancel or withdraw. Per the California Private Postsecondary Education Act, (http://www.bppe.ca.gov/lawsregs/index.shtml), a notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

BPPE

Student's Right to Cancel: You have 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. Airstreams shall refund 100 percent of the amount paid for institutional charges, less a $100.00 application, if applicable, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Withdrawal: The withdrawal period is in effect after the cancellation period listed above. Any student canceling an enrollment agreement or withdrawing from the program after it begins, will be refunded a pro-rata amount, through the first 60% of the course. Any student dropping after 60% of the course has been completed will not be refunded any portion of the course tuition.

The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

ACCET

Cancellations

If an applicant is rejected for enrollment by Airstreams, a full refund of all monies paid must be made to the applicant, less a maximum application/registration fee of $100.00 if such charges are clearly itemized in the enrollment agreement as non-refundable.

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

If an applicant accepted by Airstreams cancels prior to the start of scheduled classes or never attends class (no-show), Airstreams must refund all monies paid, less a maximum application/registration fee of $100.00 if such charges are clearly itemized in the enrollment agreement as being non-refundable, and any actual housing costs (if applicable) incurred by the institution.

Withdrawal or Termination After the Start of Class and after the Cancellation Period

Refund amounts will be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, Airstreams may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of $1,000.

After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of $1,000.

After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

When calculating a refund, the percentage of tuition retained by the institution must be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped not the tuition charged for the entire program listed on the enrollment agreement.

Refund Due Dates

If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

For an enrolled student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

Definitions

- Cancellation: A student who never attends classes at the institution after enrolling and informs the institution.
- No Show: A student who never attends class at the institution after enrolling and does not inform the institution. Note that the ACCET policy treats no shows identical to cancellations.
- Withdrawal: A student who attends at least one class at the institution, but does not complete his/her program.
- Termination: A type of withdrawal initiated by the institution due to failure to meet one or more institutional policies.
- Period of Financial Obligation: The portion of the program for which the student is legally obligated to pay, which may be less than the full program and may not, under any circumstances, exceed a period of 12 months.
- Last Date of Attendance (LDA): The final date the student attends class.
- Date of Determination (DOD): The date the student notifies the school of his or her withdrawal, or the date the institution terminates or administratively withdraws the student.

Texas Workforce Commission – For Texas Residents Attending the Tehachapi Campus

Cancellation Policy: A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the

enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund Policy:

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. School holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
    a. the date of termination, if the student is terminated by the school;
    b. the date of receipt of written notice from the student;
    c. ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than $100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
    a. an enrollee is not accepted by the school;
    b. if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
    c. if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refund Policy for Texas Residents Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    1. satisfactorily completed at least 90 percent of the required coursework for the program; and
    2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

Kentucky Commission on Proprietary Education for Kentucky Residents Attending the Tehachapi Campus

Filing a Complaint with the Kentucky Commission on Proprietary Education

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records.

The form must be mailed to the following address:

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601

Forms may be located at http://www.kcpe.ky.gov/

Existence of the Kentucky Student Protection Fund

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Kentucky Student Protection Fund

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38 and provide the requested information to the following address:

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601

Forms may be located at http://www.kcpe.ky.gov/

Veteran Cancellation/Refund Policy (VA Regulation 21.4255)

The student must contact Admissions or the Training Supervisor to drop or cancel. The $10.00 registration fee, if assessed, is non-refundable. Students who withdraw will be refunded their tuition on a pro rata basis using the following formula:

(# of days of instruction remaining) ÷ (# of instructional days in the course) X (tuition charged)

In the event that the veteran/VA student fails to enter the course or withdraws or is discontinued at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded. The unused portion of the tuition fees and other charges paid by the VA for the individual will be refunded promptly within forty (40) calendar days of notification of a student's change of status. Airstreams pays any refund directly to the VA on behalf of the student.

VA students will not be required to apply for this refund; it will be made when the school becomes aware of the individual's failure to enter the course, withdrawal or other discontinuance there from.

Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-800-827-1000.

Delinquent Tuition Collection Policy

It is the responsibility of the student account holder (a) to provide Airstreams Renewables, Inc. with a current address and phone number and (b) to contact the Finance Office if he or she will have difficulty meeting any payment deadlines. The student account holder is responsible for all interest, fines, penalties, and collection costs associated with a past due or delinquent student account. The student account holder is responsible for the amount owed, even if the student no longer receives bills from Airstreams Renewables, Inc. If a student fails to make payment to a monthly payment plan in accordance to the agreement, the account will be determined to be delinquent. Once the account is determined to be delinquent, Airstreams Renewables Inc., Finance Department will send a formal letter to request payment and remind the student that failure to make payment will result in the account being sent to an outside collection agency. The student may lose access to services related to their certifications including access to: additional course registration, transcripts, graduation, and certifications. If the student fails to respond within 30 days, the account will be sent to an outside collection agency.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Benefits (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment
- Assess a late penalty fee
- Require student secure alternative or additional funding
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

Credit Evaluation Policy

Upon request, Airstreams will review any student's previous education and training for evaluation of transfer credit. Transcripts, course descriptions, and/or certifications will be evaluated and credit will be granted as appropriate, up to a maximum of 50% of a course. Any course/training submitted for evaluation must have been passed with at least a C/70%. Courses/certifications that will be considered are any that can be verified as offering the **same wind and communication tower specific content and rigor as ARI courses**. Because of the nature of our accelerated training, transferability of credit is extremely limited. Course fees will be adjusted accordingly (approximately $300 per day of training for which transfer credit is accepted). Please contact the Funding Advisor to request credit evaluation. The result of the credit evaluation will be communicated to any student, as well as being included in the student's written record. If you would like to appeal a transfer of credit determination, please contact the Manager of Admissions.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Airstreams Renewables, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificates you earn in the Renewable Energy and Communications Tower Technician Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that 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 Airstreams Renewables, Inc. to determine if your certificates will transfer.

ARI will assist with providing a transcript, course descriptions, and certificates you have earned. Airstreams does not have an articulation agreement with any institution.

Copyright Policy

All student material issued to students by ARI, printed or electronic, is the copyrighted property of Airstreams Renewables, Inc. Airstreams Renewables, Inc. strictly enforces its policy for copyright violations and complies with all copyright applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, in any form, is subject to discipline by the school and copyright violation liabilities per U.S. Copyright laws, for each separate act of infringement. Copyright infringement may also be subject to criminal prosecution.

No Tolerance Conduct Policy

ARI reserves the right to remove any student who is disruptive to the learning environment. Students shall conduct themselves in an orderly and considerate manner and shall appear for classes in an alert and receptive condition. Violation of this condition is just cause for dismissal from the program.

ARI does not allow firearms or explosives of any kind on campus or at any training activity. Violation of this policy will result in immediate expulsion.

ARI facilities are violence free and any altercations resulting in verbal threats or physical violence of any kind will result in termination.

No Tolerance Alcohol and Drug Policy

We proudly welcome each of our students to ARI and commit to producing a healthy and safe environment for each of the students who attend our school, as well as the instructors and faculty who work at our institution. Airstreams maintains a drug-free environment. In compliance with the Drug Free Schools and Campuses Act of 1989, ARI prohibits the illegal use, purchase, sale, distribution, manufacture, or possession of drugs and alcohol on its campus or during any training activity. This policy applies to all employees and students. Due to the dangers involved in the course (heights, electrical hazards, etc.) we reserve the right to remove any student from class immediately if we suspect alcohol abuse, use of illegal substances, or abuse of legal drugs.

Smoking Policy

There is a non-smoking policy within the classrooms, offices, vehicles, and company shops. Smoking is prohibited within 30 feet of an entrance to any of the school buildings. There is no smoking in or around turbines, transformers or any equipment used for training purposes.

FERPA-Records Policy

In addition to permanently retaining a transcript, Airstreams maintains student records, electronically and paper, that includes registration information, course title, date, instructor name, transcripts, and location of training. Records also include quiz, final exam and practical evaluations results, certificates, and cards of completion issued, and all other required documentation (pursuant to Article 3, Section 71920 of CCR Title 5). Upon successful completion of a course, the student’s information is recorded in the individual student’s paper file and in the electronic file. Records are maintained in the state of California for a period of 5 years from the student’s date of completion or withdrawal. Students have a right to review their records at any time. Please contact the Student Services Office to arrange for access.

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of a student's records. As a student of Airstreams Renewables, Inc. (ARI), you are entitled, in compliance with the Federal Family Education Rights and Privacy Act of 1974 (FERPA), to have all information concerning your educational records (e.g., academic, student financing, billing data) kept confidential. This information cannot be discussed with anyone (parent, spouse, relative, sponsor, organization, etc.). Schools must have written permission from the student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Airstreams may disclose, without consent, "directory" information. Airstreams policy is to only release student's name, dates of attendance and degrees, honors and awards. You may request that the school not disclose directory information about you in writing.

Please be aware that if anyone contacts Airstreams on your behalf, staff will be limited to providing directory information that would not generally be considered harmful or an invasion of privacy if disclosed unless written permission from you is on file. If you would like to grant permission for someone to have access to your records (e.g., potential employers), please complete a Release of Information Form and return to Admissions on the first day of class.

This policy is adhered to without exception.

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

1. The right to inspect and review the student's education records within 45 days after the day Airstreams Renewables, Inc. receives a request for access. A student should submit a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request an 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.
3. The right to provide written consent before Airstreams Renewables, Inc. discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Airstreams Renewables, Inc. 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

Transcripts

The student will receive the first copy of their official transcript for free. For any additional copies of a transcript, there will be a $5.00 charge each. Contact the main office 661-822-3963 for a Transcript Request Form.

Personalized Flash Drive

Upon completion of the program, students receive a personalized USB flash drive which includes:

- Program curriculum
- Student's updated Resume and a sample Cover Letter
- Reference material
- Copies of earned certificates
- Transcript

If a replacement USB flash drive is required, there is a $15.00 replacement fee. Please contact the Main office at 661-822-3963 if a replacement flash drive is needed.

Certificate Distribution

All certificates will be mailed to the certificate mailing address the student has on their Certificate Mailing Form. Certificate Mailing Forms will be distributed prior to the last day of the scheduled program. If not distributed at graduation, certificates will be mailed approximately 7 business days after the graduation date. All certificates are mailed via the U.S. Postal Service.

NOTE: Students with a financial hold for tuition or housing will not receive their certificates until the hold is released. Students who have unsatisfactory completion grade levels, attendance below 90%, withdrawal or termination for any reason will not be considered for certificates.

Certificate Replacement

All applicable course certificates are issued to the student upon graduation. If a replacement certificate is required, there is a $25.00 replacement fee per certificate and accompanying ID card as applicable. Please contact the main office at 661-822-3963 if replacement certificates are needed.

Audio and Video

No videotaping of class instruction by students is allowed. Audio taping is permitted during instruction. Students must notify instructors when a student intends to audio record instruction.

Pets/Service Animals

Students are not permitted to bring pets to the Airstreams campus. Service animals, defined by the American Disabilities Act (ADA) are allowed. Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. If you fall into this category, please speak with the Admissions Department.

Course and Instructor Evaluations

Students complete an End of Course Questionnaire which includes evaluation of the overall experience at Airstreams. The results of the questionnaires are summarized and put into a report format. These reports are reviewed and discussed by staff, and changes/improvements are made accordingly.

Student Services

Student Lodging

Securing lodging or housing is the responsibility of the student. There are several hotels and motels in the Tehachapi area as well as some apartment complexes who offer monthly rates. When contacting them, mention you are attending the Airstreams class as some offer discount rates. Approximate cost to purchase a home is $300,000.00 and to rent a one bedroom home is approximately $900.00 – $1400.00.

Airstreams contracts with a local lodging contractor who provides resident dormitory facilities on site at our main campus for students who need housing while attending training and are looking for a safe, affordable place to stay. Dormitory room assignment for all incoming students will be assigned to a double occupancy room with a mandatory meal plan and student will reside in on-campus housing for the full program length. Each student will have their own bed. Services provided include:

- Bed linens, pillows (Fresh Linens shall be provided on a weekly basis)
- Lockable cabinet
- Cafeteria style meals for breakfast, lunch, and dinner Monday – Friday
- Recreational areas with TV access
- Internet throughout the lodging and recreational areas
- Dormitory style showers and bathrooms
- Onsite washers and dryers including laundry soap

For more information regarding on campus housing, please contact our Student Services Representative, Susie Cooper-Saunders, at 661-822-3963.

Payment for student lodging will be paid directly to DJM Jameson Properties, LLC. through the Airstreams Funding Advisor. Preferred method of payment is debit/credit: MasterCard, Visa, American Express. Other payment methods: Cash, Money Order, Certified Check or personal check. Ensure that checks are made payable to *DJM Jameson Properties, LLC.* For questions pertaining to finance, contact the Accounting Department at 661-822-5624.

Student Mail

If a student needs to receive mail while attending our Tehachapi campus, it must be sent as follows:

Airstreams Renewables, Inc.
Attn: “Student Name”
410 West J Street, Suite B
Tehachapi, CA 93561

No mail will be delivered to the lodging address on Chantico Road.

Airports/Transportation

Arrangements for travel/transportation are the responsibility of the student. The following airports are within travel distance to our main campus in Tehachapi, CA:

Meadows Field-Bakersfield, CA (BFL)	40 miles from Tehachapi
Bob Hope Airport-Burbank, CA (BUR)	65 miles from Tehachapi
Los Angeles International-Los Angeles, CA (LAX)	82 miles from Tehachapi

New Student Orientation

Students will receive an orientation presentation on the first day of class. The orientation introduces students to the Airstreams team of employees and what their specific functions are to help students. The orientation also provides a list of rules and expectations for new students and allows them to better understand what to expect and what they will gain from their studies at Airstreams.

Student Counseling

Student Services management provides counseling services for any student who is struggling in specific areas. This counseling may include discussions pertaining to obstacles which may be preventing students from focusing in class, concerns with necessary accommodations, including hidden disabilities.

On Campus Computers

Airstreams Student Services offers access to computers for students who do not have a laptop or other computer access.

Graduation Ceremony Luncheon

Student Services conducts a formal graduation ceremony at which students receive a class photo and a celebration luncheon.

Career Placement Services

Airstreams Renewables, Inc. cannot guarantee job placement after graduation, but we do assist students in a variety of ways. The first step in assisting our students is the training they receive on resume writing, cover letter writing, and interviewing skills which includes mock interviews. Our Career Placement Services department provides all students career opportunity listings via the student job board, email, and text, both during the time students are in class and after graduation. Hiring company contact information is included and we assist, as needed with application submission. Students are also provided with links to pertinent job boards and encouraged to post their resumes. ARI has dedicated staff members who work closely with dozens of companies to fill their open positions and career placement assistance doesn't end at graduation. We maintain career profiles for each student to ensure they receive the most current job listings available.

Student's Rights/Complaint Policy

Students have the right to receive a quality education and fair, supportive treatment from our staff. If you have any difficulties or problems while attending our programs, we encourage you to communicate with the ARI staff to resolve any issue of concern. If, in working with our other staff, you do not find a resolution, then please contact the Vice President of Operations. The complaint will be investigated and a written response will be provided upon request.

Students may request a copy of the Airstreams policy, "Student Grievance and Appeal Process" from any Student Services staff member.

Airstreams suggests that students follow the internal grievance process first, but it is not required and you may contact the Bureau for Private Postsecondary Education at any time.

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: 1717 N. Market Blvd. Ste 225, Sacramento. CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Website: http://www.bppe.ca.gov/
Telephone and Fax #'s (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 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 888-370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website http://www.bppe.ca.gov/.

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and Airstreams to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution. However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to contact ACCET as follows: ACCET, Chair, Complaint Review Committee, 1722 N Street, NW Washington, DC 20036. Telephone 202-955-1133, Fax 202-955-1118, email complaints@accet.org, website www.accet.org.

For Texas Residents: This school has a Certificate of Approval from the Texas Workforce Commission (TWC). Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management. Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable. Direct unresolved grievances to: Texas Workforce Commission, Career Schools and Colleges, Room 226T, 101 East 15th Street, Austin, Texas 78778-0001 Phone: 512-936-3100 https://twc.texas.gov/jobseekers/career-schools-colleges-students.

School Catalog Acknowledgement

I acknowledge that I have received, read, understood and will comply with the information and policies contained in this School Catalog.

Student's Name (Print)

Student Signature Date

Addendum 1

The Renewable Energy and Communications Tower Technician Program-IDL hybrid program is in effect as of April 6, 2020 due to the COVID-19 pandemic. The new program is to protect the health and safety of students and faculty at Airstreams Renewables, Inc. (ARI)

Admissions Requirements for Interactive Distance Learning (IDL) Hybrid Program:

Standards for Admission:

- Must be at least 18 years of age.
- Must possess a high school diploma (or equivalent). A copy of the diploma or equivalent must be provided upon enrollment. Equivalent documentation may be a copy of a GED, a high school transcript, a military DD Form 214 or written certification by an authority for home-schooled students.

Interactive Distance Learning (IDL) Applicants

1. Must meet the standard admissions requirements listed above.
2. Must have strong internet connection.
3. Must have laptop, tablet or request to check out a Chrome Book on loan from Airstreams.
4. Must be committed to participating in online instruction Monday through Friday from 8 am to 5 pm Pacific Standard time for 3 weeks.
5. Ability to use video conference application.
6. Ability to follow through with the 3 weeks of resident training on campus following the IDL training.

The Airstreams program is taught in English and all student material is written in English. The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma or GED.

Visa services for foreign students are not currently available.

Airstreams does not accept ability-to-benefits students.

In accordance with Title 38, Code of Federal Regulations, students paying for their tuition with their military education benefits, must provide a copy of their military transcript, e.g. Joint Services Transcript (JST).

Students with special needs are asked to contact the Admissions Department to discuss any requests for special accommodations. Individual assistance with enrollment will be provided.

Physical Requirements

Our IDL hybrid program includes climbing requirements for which the student must have the physical ability to climb 300-foot towers.

Student weight must not exceed 285 lbs. and must weigh a minimum of 120 lbs. due to equipment limitations.

Physical Exertion Disclaimer: Portions of the training are considered physical in nature and will include climbing and hanging from towers up to 300' in height in all conceivable weather conditions. If a student has limitations or concerns with training in a physically exerting environment, this course is not recommended for them. If any student encounters any physical limitations while attending this institution, they are responsible for notifying an instructor or staff member immediately and it is the student's responsibility to cease any activity or activities that could cause themselves to become injured or sick.

Attendance Policy

At the beginning of the program, students are required to sign the appropriate sign in form during registration. The instructor keeps a daily attendance record for both IDL and Resident classes.

Daily attendance is required. One of the most significant factors that contribute to success in a course is class attendance. Failure to attend not only hurts you, but also places an extra burden on the instructor and detracts from the overall quality of the course. Consider attendance at Airstreams as a job interview. Employers will be looking for graduates with perfect (or near-perfect) attendance records. Students must attend at least 90% of the scheduled class hours on a cumulative basis. You are expected to call the Tehachapi front office (661) 822-3963 or contact your instructor if you will be absent.

Attendance for IDL class is defined by keeping the webcam on except during breaks and lunches. Failure to keep the webcam on can result in an absence or tardy on the student record.

Absence

If a student misses class, whether IDL or Resident, it is the student's responsibility to work with the instructor or Training Supervisor to make-up the missed instruction in both content and time, e.g. hours or days missed, lesson, exam, or practical evaluation missed. If a student misses class (up to10%), the Training Supervisor will evaluate, on a case-by-case basis, whether or not the missed instruction can be made-up. Make-up hours must be prearranged with the instructor and/or Training Supervisor, must not interfere with other scheduled class hours/activities, and must be completed by the end of the course or within the maximum timeframe of 150% of the class time. If the missed instruction cannot be made-up or if a student misses more than 10% of the instruction and falls below the 90% attendance requirement, the student will not be a graduate of the course. Any student who is absent from class for three consecutive days without contacting the instructor or school and without a valid excuse will be considered automatically withdrawn from the course.

Airstreams does not offer a leave of absence program.

Tardiness/Early Departure

Students are expected to be in their seats or have their webcams on for IDL at the scheduled times, ready for instruction at the beginning of class and following any lunches or breaks. Tardiness is a disruption to the learning environment and is not acceptable. A tardy is a late arrival for any scheduled start time.

In addition, early departure from class (leaving before the instructor releases the class) is counted as a tardy.

Tardiness and early departures will be counted toward the 90% attendance policy as follows:

- 3 tardies or early departures = written/documented counseling.
- 4 tardies or early departures = one-half (1/2) day of absence.
- Tardiness or early departures in conjunction with absence will count cumulatively toward the 90% attendance rule which could result in academic probation.

IDL Hybrid Program Description and Fees

The program is designed to address specific vocational needs. The course outline and description are as follows:

Renewable Energy and Communications Tower Technician Program-IDL
Course Number: AS1007-IDL
Duration of course: 30 days (8 hours each)
Ratio: Classroom-24 students to 1 instructor; Lab-8 students to 1 instructor
Hours of Instruction: 8 hours per day, 5 days per week, 40 hours per week, 6 weeks, first 3 weeks Interactive Distance Learning (IDL), second 3 weeks resident learning at campus location, for a total training period of 240 clock hours.
Tuition: $14,500.00
Non-Refundable Application Fee: $100.00
Student course material, books, and supplies: All student materials required for the IDL portion of the program and personal protective equipment required for on-site practical evaluations are provided by Airstreams and included in the total charge for the program. There is no additional charge for books and supplies.
Total Charge for period of attendance and for the entire educational program is $14,500.00.

This program is recommended for anyone interested in an entry-level position in any energy or industrial sector including, but not limited to, wind and communication towers. SOC codes include:
49-2021 Radio, Cellular, and Tower Equipment Installers and Repairers
49-2022 Telecommunications Equipment Installers and Repairers, Except Line Installers
49-9051 Electrical Power-Line Installers and Repairers
49-9081 Wind Turbine Service Technicians
49-9052 Telecommunications Line Installers and Repairers
49-2094.00 Electrical & Electronics Repairers, Commercial & Industrial Equipment

Synopsis of course:

The **Renewable Energy and Communications Tower Technician Program-IDL is taught in a hybrid delivery modality.** The program offers a complete complement of safety and technical modules designed to prepare each student for an entry-level position in the wind, communication tower and many other industrial focused industries. Emphasis will be placed on working safely in all aspects of the technician job and the basic technical skills required when working with electricity and hydraulics. Students will be able to explain, identify, and demonstrate the safe troubleshooting and maintenance procedures utilized in the wind, cellular communication tower and other industrial based industries.

- All materials will be provided to each student through a student login. The Rigging Handbook used in Gate 1 will be shipped to the student.
- Instructor led classroom theory for lessons, quizzes, and Gate exams will be delivered via synchronous IDL. Additional hands-on practical evaluations will be conducted on site at the main campus in Tehachapi, CA.
- Instructors delivering the lessons via Zoom conduct the remote session from the approved ARI classroom location utilizing existing camera, training aids and audio capabilities.

- Lesson quizzes and Gate exams will be administered electronically in the Canvas Learning Management System utilizing the ARI assigned login.
- Hands on practical lab/evaluations that cannot be conducted virtually for Gates 1, 2, 3, 4, 5, and 6 will be conducted on campus in Tehachapi under strict adherence to CDC COVID-19 guidelines.

IDL Grading Plan: In order to successfully graduate from the program, students must pass all final exams with 80% accuracy for safety related lessons and 70% for the technical related lessons. Practical evaluations must be completed at a "pass" rating; these evaluations are pass or fail. For subjects that include both a practical evaluation and a written final exam, both assessments must be completed satisfactorily to pass that subject. 90% attendance is also required.

Certificates/Completion Cards received upon successful graduation: Authorized Climber and Rescue Certificate and ID Card; Electrical Safety Certificate; Fasteners, Torque and Tension Certificate; OSHA 10 Hour Construction Safety Card; American Red Cross First Aid/CPR/AED Card; Level 1 Crane Rigging Certificate; Signalperson Certificate; Capstan Hoist Certificate; CADWELD Certificate; ARI Renewable Energy and Communications Tower Technician Program Certificate

Program IDL and Resident Outline

The Renewable Energy and Communications Tower Technician Program-IDL is delivered in modules called Gates. Final written exams are conducted using the Canvas Learning Management System. Practical evaluation assessments, as applicable within each gate, are hands on during resident training unless otherwise noted. Students must complete each Gate in order to progress through the program.

Subject #	Subject Title	IDL	Resident	Lecture	Lab	Total Hours
G1	Gate 1	40	8	35.5	12.5	48
G2	Gate 2	0	40	9	31	40
G3	Gate 3	24	8	24	8	32
G4	Gate 4	40	32	40	32	72
G5	Gate 5	16	8	16	8	24
G6	Gate 6	0	24	5.5	18.5	24
	Total	**120**	**120**	**130**	**110**	**240**

Note: The order of lessons is subject to change.

Interactive Distance Learning Instruction

G1- Gate 1 – IDL

Subject: Student Orientation
Subject Hours: 1.5 Hours (1.5 Lecture-IDL/0.0 lab)
Prerequisites: None
Subject Description: Introduction to the course, academic and conduct policies, Airstreams Renewables, Inc. company, and staff and faculty members. Distribution of syllabus, Zoom-IDL and Canvas training.

Subject: Intro to Wind and Communication Tower Industries
Subject Hours: 1.5 Hours (1.5 lecture-IDL/0.0 lab)
Prerequisites: None
Subject Description: At the end of this lesson, in a group verbal review, the student will be able to:

- Give a basic explanation of a wind turbine and a cell tower
- Explain advantages of wind energy
- Explain disadvantages of wind energy
- Explain the types of employment opportunities within the industrial sectors.

Subject: Safety in the Industries
Subject Hours: 1.5 Hours (1.5 lecture-IDL/0.0 lab)
Prerequisites: None
Subject Description: At the end of this lesson the student will:

- Describe what and why an injury and illness prevention program is in place
- Define employer responsibilities
- Define employee responsibilities.
- Identify dangers found within the wind and communication tower industries
- Describe common safety programs

G1- Gate 1 – IDL continued

Subject: Resume and Cover Letter Workshop
Subject Hours: 1.5 Hours (1.5 lecture-IDL/0.0 lab)
Prerequisites: None
Subject Description: Upon completion of this workshop, students will be able to demonstrate the skills to draft a new or revised resume that will effectively sell skills and experience to a future employer.

Subject: Interview Workshop
Subject Hours: 1.5 Hours (1.5 lecture-IDL/0.0 lab)
Prerequisites: None
Subject Description: Upon completion of this workshop, given a mock interview in both a one on one and group interview environment, students will be able to:

- Demonstrate how to make the right first impression
- Demonstrate how to handle difficult interview questions
- Dress for interview success
- Determine their personal interviewing style
- Communicate effectively
- Demonstrate how to effectively close the interview
- Exhibit interview questioning skills

Subject: CPR/First Aid/AED
Subject Hours: 5.5 Hours (5.5 lecture-IDL/0.0 lab)
Prerequisites: None
Subject Description: At the end of this American Red Cross program students will:

- Define, recognize and demonstrate care for a variety of first aid emergencies, such as burns, cuts and scrapes, sudden illnesses, head, neck and back injuries, and heat and cold emergencies
- Define CPR and care for breathing and cardiac emergencies in adults
- Explain and Demonstrate how to use automatic external defibrillators

Subject: OSHA 10 Hour Construction Safety
Subject Hours: 10 Hours (10.0 lecture-IDL/0.0 lab)
Prerequisites: None
Subject Description: At the end of this lesson the student will accurately explain and describe:

- What OSHA is
- What OSHA does
- Hazards addressed in OSHA standards
- Fall, electrical, struck by, and caught in or between hazards
- PPE, health and hazardous materials
- Material handling, tools and excavations

G1- Gate 1 – IDL continued

Subject: Signalperson
Subject Hours: 8.0 Hours (6.0 lecture-IDL/2.0 lab-IDL)
Prerequisites: None
Subject Description: Upon completion of this course, the student will be assessed on the ability to accurately:

- Identify basic crane terminology and definitions
- Explain boom deflection, center of gravity, and how to compensate for it
- Identify the hazards and safety concerns associated with overhead lifting
- Recognize the applicable OSHA and ASME standards.
- Demonstrate hand signals per ASME B30.5 and B30.3.
- Demonstrate voice communication and recognize safety concerns when using them
- Explain the pre-lift planning process

Subject: Level 1 Crane Rigging
Subject Hours: 9.0 Hours (6.5 lecture-IDL/2.5 lab-IDL)
Prerequisites: None
Subject Description: Upon completion of this course, the student will be able to accurately:

- Define responsibilities and safety rules for rigging and hoisting loads
- Accurately inspect, select, maintain, and reject rigging equipment and hardware
- Identify rigging hardware and slings along with defining their limitations
- Identify load ratings, safety factors, and stresses imposed by hoisting
- Calculate material load weights
- Identify capacities of rigging and attach the appropriate rigging with the correct hitch configuration

G5-Gate 5 – IDL

Subject: Fasteners, Torque and Tension
Subject Hours: 8.5 Hours (8.5 lecture-IDL)
Prerequisites: None
Subject Description: At the end of all lessons in this course of instruction, the student will be able to explain the basic dynamics of fasteners and demonstrate how to safely use hand-held and hydraulic torque and tension equipment.

Subject: Basic Hydraulics
Subject Hours: 7.5 Hours (7.5 Lecture/0.0 lab)
Prerequisites: None
Subject Description: Upon completion of this lesson, the student will be able to:

- Describe hydraulics and what they are used for
- Read a hydraulic schematic
- Explain a basic hydraulic system
- Describe an accumulator

G3 Gate 3 – IDL

Subject: Basic Electrical Theory
Subject Hours: 8.5 Hours (8.5 lecture-IDL/0.0 lab)
Prerequisites: None
Subject Description: At the end of this lesson, the student will be able to accurately:

1. Define electricity or electrical current.
2. Explain the two things that occur when current flows.
   - Heat is created.
   - A magnetic field is created
3. Describe the three properties of electricity, their units of measure and relationship with each other.
   - Voltage
   - Current
   - Power
4. Identify various electrical terms by their letter abbreviations.
5. Explain the two kinds of current flow.
   - Direct Current (DC)
   - Alternating Current (AC)
6. Explain the basics of electromagnetic induction.
7. Identify common values of voltage used in industrial electrical circuits.
8. Identify various electrical terms by their letter abbreviations.
9. Describe conductors and insulators.
10. Describe the three properties of circuits and components and their units of measure.
    - Resistance
    - Capacitance
    - Inductance
11. Identify basic electrical components and describe their schematic symbols, their basic uses, and how to check them.
    - Batteries
    - Fuses
    - Resistors
    - Capacitors
    - Inductors
    - Diodes
12. Identify various electrical terms by their letter abbreviations.
13. Explain the three parts of electrical circuits, and their purposes.
    - Source
    - Load
    - Complete conductive path
14. Explain the three categories of electrical sources and their characteristics.
    - Storage devices
    - Generation devices
    - Isolation devices
15. Explain the two circuit arrangements and their effect on the relationship of voltage current.
    - Series
    - Parallel
16. Identify various electrical terms by their letter abbreviations.

G3 Gate 3 – IDL continued

Subject: Voltage Test Procedures 50 Volts or Higher
Subject Hours: 6.0 Hours (6.0 lecture-IDL/0.0 lab)
Subject Description: At the end of this lesson the student will accurately:

- Define volts, amps, ohms
- Explain the causes of high voltage Arc Flash
- List the current thresholds that can harm the human body
- List the types of Arc Flash PPE required to work on circuits of 50 volts or higher
- List the types of burns associated with electrocution and arc flash
- List the various safety electrical boundaries
- Explain use of insulated electrical tools and how to identify them

Subject: Electrical Measurement Safety
Subject Hours: 3.0 Hours (3.0 lecture-IDL/0.0 lab)
Prerequisites: Voltage Test Procedures 50 Volts or Higher
Subject Description: Upon completion of this lesson, the student will be able to:

- Describe the IEC 61010 category ratings and how they affect the end user
- Describe the safety specifications for DMMs and testers

Subject: Multimeters
Subject Hours: 3.0 Hours (3.0 lecture-IDL/0.0 labs)
Prerequisites: Voltage Test Procedures 50 Volts or Higher, Electrical Measurement Safety
Subject Description: At the end of this lesson, the student will accurately define:

- Types of multimeters (analog and digital)
- Basic multimeter safety
- Basic multimeter functionality
- Multimeter symbols and their meaning

Subject: Amp Clamps
Subject Hours: 2.0 Hours (2.0 lecture-IDL/0.0 lab)
Prerequisites: Voltage Test Procedures 50 Volts or Higher, Electrical Measurement Safety
Subject Description: At the end of this lesson, the student will accurately define:

- Define what an Amp Clamp is
- Define the symbols on an Amp Clamp

Subject: Megohmmeters
Subject Hours: 2.0 Hours (2.0 lecture-IDL/0.0 labs)
Prerequisites: Voltage Test Procedures 50 Volts or Higher, Electrical Measurement Safety
Subject Description: At the end of this lesson, the student will accurately define:

- Basic Megger / Hipot safety

G3 Gate 3 – IDL continued

Subject: Infrared Testers
Subject Hours: 1.0 Hour (1.0 lecture-IDL/0.0 lab)
Prerequisites: Voltage Test Procedures 50 Volts or Higher, Electrical Measurement Safety
Subject Description: At the end of this lesson, the student will accurately define:

- The features of an IR tester
- The distance to spot ratio
- Field of view
- Emissivity
- Safe use of an Infrared (IR) tester

Subject: Phase Rotation Meter
Subject Hours: 0.5 Hour (0.5 lecture-IDL/0.0 lab)
Prerequisites: Voltage Test Procedures 50 Volts or Higher, Electrical Measurement Safety
Subject Description: At the end of this lesson, the student will accurately define:

- What a Phase Rotation Meter is and what it does
- The symbols on a Phase Rotation Meters
- Safe use of the Phase Rotation Meter

Subject: Tic Tracers
Subject Hours: 1.0 Hour (1.0 lecture-IDL/0.0 lab)
Prerequisites: Voltage Test Procedures 50 Volts or Higher, Electrical Measurement Safety
Subject Description: Upon completion of this lesson, the student will be able to accurately define:

- Tic Tracer functionality
- Safe and accurate Tic Tracer usage

G4-Gate 4 – IDL

Subject: Intermediate Electrical Theory
Subject Hours: 14 Hours (14 lecture-IDL/0.0 lab)
Prerequisites: None
Subject Description: At the end of this lesson the student will be able to accurately:

1. Define the IEC definition of 'Low Voltage'.
2. Explain what frequency of an AC sine wave is.
3. List the two most common frequencies used in AC power transmission.
4. Explain what property of electricity affects the size of electrical conductors.
5. Explain what a Bridge Rectifier is, the schematic symbol, and what function a Bridge Rectifier serves.
6. Explain the difference between Neutral and Ground.
7. Explain basic steps of troubleshooting.
8. Explain the properties of voltage, current and resistance and how they interact with each other.
9. Explain Watt's Law and the three formulas associated with it, and use the formulas to make calculations for power, voltage, and current.
10. Explain Ohm's Law and the three formulas associated with it, and use the formulas to make calculations for voltage, current, and resistance.
11. Explain the relationship between voltage, current and resistance in series and parallel arrangements.
12. Explain the two most relevant Principles of Electromagnetism:
    - Current flow through a conductor produces a magnetic field.
    - Relative motion between a conductor and a magnetic field will induce current in the conductor.
13. List various electrical components that utilize electromagnetic Induction to operate.
14. Explain the purpose of transformers and how they work.
15. Explain the basic differences between single-phase and 3-phase AC power systems.
16. Explain the two different 3-phase sequences.
    - Right-Hand rotation
    - Left-Hand rotation
17. Explain the two different phase configurations for 3-phase components:
    - Delta
    - Wye
18. Explain the two basic parts of motors and generators:
    - Stator
    - Rotor
19. Define a Motor.
20. Explain the basic concept of how motors work.
21. Explain how an electrical circuit reverses the direction of a 3-phase motor.
22. List uses for motors on Wind Turbines.
23. Define a Generator.
24. Explain the basic concept of how generators produce electrical energy.
25. Explain the basic difference between synchronous and asynchronous generators.
26. Explain the basic purpose of a Frequency Converter.

G4-Gate 4 – IDL continued

Subject: Intermediate Electrical Theory continued
Subject Description:
27. Explain how some components can function as either a source and/or a load; give three examples:
    - Rechargeable Batteries
    - Capacitors
    - Transformers
28. List two electrical components that retain voltage and the hazards associated with them:
    - Batteries
    - Capacitors
29. Explain the effects that capacitance and inductance have on AC circuits:
    - Capacitance
    - Inductance
30. Define impedance and how it affects AC circuits.
31. Explain the term phase-shift and the result of phase-shift.
32. Define True Power, Apparent Power and Reactive Power.
33. Explain what Power Factor is and ideal Power Factor of a WTG.

Subject: Virtual Wind Turbine Tour
Subject Hours: 1.5 Hours (1.5 lecture-IDL/0.0 lab)
Prerequisites: None
Subject Description: This interactive wind turbine tour video will provide and identify the various parts and components on a wind turbine.

Subject: Drivetrain Gearboxes
Subject Hours: 2.5 Hours (2.5 lecture-IDL/0.0 lab)
Prerequisites: None
Subject Description: Upon completion of this lesson, the student will be able to:
- List the drive train components
- Describe the function of the drive train components
- Explain the gearbox functions

Subject: Yaw Systems
Subject Hours: 1.5 Hours (1.5 lecture-IDL/0.0)
Prerequisites: None
Subject Description: Upon completion of this lesson, the student will be able to identify and describe:
- Yaw purpose / operation
- Wind tracking data and devices
- Component descriptions
- Cable untwist function
- Yaw system control
- Yaw system faults

G4-Gate 4 – IDL continued

Subject:	Maintenance Practices
Subject Hours:	2.5 Hours (2.5 lecture-IDL/0.0 lab)
Prerequisites:	None
Subject Description:	Upon completion of this lesson, the student will be able to: • Explain reasons, methods and importance of following maintenance procedures consistently • Explain hazards associated when performing maintenance procedures • Identify the consequences of not following proper maintenance procedures

Subject:	Electrical Systems, Components, and Schematics
Subject Hours:	8.0 Hours (8.0 lecture-IDL/0.0 lab)
Prerequisites:	Direct and Alternating Current Theories

Subject Description:	At the end of this lesson the student will be able to accurately:
	• List the 2 common electrical schematic methods
	• Identify various schematic symbols and labeling
	• Identify potential energy sources on a schematic diagram
	• Identify the elements of:
	  ○ Safety-chain/loop,
	  ○ Latching,
	  ○ Lock-out
	  ○ PLC to Motor-Control
	  ○ Reversing sub-circuits
	• Follow an electrical schematic diagram to trace a circuit from source to load

Subject:	PLC, SCADA Demo, Reading and Interpreting Schematics
Subject Hours:	7.0 Hours (7.0 lecture-IDL/0.0 lab)
Prerequisites:	
Subject Description:	Instructor will demonstrate the basic functions of the Programmable Logic Computer (PLC) and the Supervisory Control And Data Acquisition (SCADA) system. Instructor will engage students in reading and interpreting industrial electrical schematics.

Resident On Campus Instruction and Practical Evaluations

G1- Gate 1 – Resident

Subject: CPR/First Aid/AED
Subject Hours: 8.0 Hours (0 lecture/8.0 lab - Resident)
Prerequisites: None
Subject Description: At the end of this American Red Cross program students will:

- Define, recognize and demonstrate care for a variety of first aid emergencies, such as burns, cuts and scrapes, sudden illnesses, head, neck and back injuries, and heat and cold emergencies
- Define CPR and care for breathing and cardiac emergencies in adults
- Explain and Demonstrate how to use automatic external defibrillators

G2- Gate 2 - Resident

Subject: Authorized Climber and Rescue
Subject Hours: 40 Hours (9.0 lecture - Resident/31.0 lab - Resident)
Prerequisites: None
Subject Description: Upon completion of this lesson, the student will be able to accurately:

- Identify and/or define the health and safety governing body regulations for fall protection
- Define your responsibilities and those of your employer
- Define and identify the risks involved when working at heights on various tower structures
- Define and demonstrate how to perform an inspection of Personal Fall Protection Equipment (PFPE)
- Properly don and use a full body harness
- Demonstrate the mechanics and performance of each piece of PFPE you are required to use on the job
- Define common hazards for PFPE
- Demonstrate how to properly tie and use knots
- Demonstrate safe and proper climbing techniques on both wind and cell towers
- Demonstrate safe and proper rescue techniques on various tower structures

G6-Gate 6 – Resident

Subject: Cell Site Basics
Subject Hours: 1.5 Hours (1.5 lecture - Resident/0.0 lab)
Prerequisites: None
Subject Description: Upon completion of this lesson, the student will be able to accurately identify and/or define:

- Different types of cell towers
- Ground components and structures
- Tower components and appurtenances

G6-Gate 6 continued – Resident

Subject:	Radio Frequency Awareness
Subject Hours:	0.5 Hours (0.5 lecture - Resident/0.0 lab)
Prerequisites:	Cell Site Basics
Subject Description:	Upon completion of this lesson of instruction, the student will be able to accurately: • Define Radio Frequency (RF) • Define what makes RF dangerous • Explain how RF works • Identify the hazards when working around RF • Identify how to avoid RF hazards • Recognize RF signage and their implication/s

Subject:	Lines and Antennas
Subject Hours:	1.5 Hours (1.5 lecture - Resident/0.0 lab)
Prerequisites:	Cell Site Basics, Radio Frequency Awareness
Subject Description:	Upon completion of this lesson, the student will be able to safely and accurately: Define and explain line and antenna procedures

Subject:	Capstan Hoist
Subject Hours:	1.0 Hour (1.0 lecture - Resident/0.0 lab)
Prerequisites:	Cell Site Basics
Subject Description:	Upon completion of this lesson, the student will: • Define a capstan hoist and its features • Define anchorages, blocks, ropes, and how to use and inspect them

Subject:	CADWELDING
Subject Hours:	1.0 Hour (1.0 lecture - Resident/0.0 lab)
Prerequisites:	OSHA
Subject Description:	Upon completion of this lesson, the student will: • Define the CADWELD process • Explain safety measures when using CADWELD

Subject:	Lines and Antennas, Capstan Hoist and CADWELD Labs/Practical Evaluations
Subject Hours:	18.5 Hours (0.0 lecture/18.5 lab - Resident)
Prerequisites:	Authorized Climber and Rescue, Cell Site Basics, Lines and Antennas, Capstan Hoist, and CADWELDING
Subject Description:	Upon completion of this lesson, the student will: • Safely and accurately perform a lift using a capstan hoist • Hang and remove an antenna from a tower • Demonstrate rigging techniques • Perform weatherproofing • Perform grounding for coax line • Determine and demonstrate color coding • Safely and accurately perform a CADWELD

G6-Gate 3 – Resident

Subject: Electrical Safety, Meter Labs/Practical Evaluations,

Subject Hours: 8.0 Hours (0.0 lecture/8.0 lab - Resident)

Prerequisites: OSHA, Basic and Intermediate Electrical Theories, Voltage Test Procedures 50 Volts or Higher, Electrical Measurement Safety. Electrical Systems, Components, and Schematics, Multimeter, Amp Clamps, and Megohmmeters

Subject Description: Upon completion of this lesson the student will be able to:

- Demonstrate the ability to safely use and care for the metering equipment
- Describe the safety specifications for DMMs and testers
- Demonstrate the ability to minimize and avoid electrical measurement hazards

Multimeters: Upon completion of this lesson, given a hands-on practical evaluation the student will be able to demonstrate:

- Types of multimeters (analog and digital)
- Basic multimeter safety
- Basic multimeter functionality
- Multimeter symbols and their meaning
- Multimeter care and maintenance
- Safe and accurate multimeter usage

Amp Clamps: Upon completion of this lesson, given a hands-on practical evaluation the student will be able to demonstrate:

- Types of multimeters (analog and digital)
- Basic multimeter safety
- Basic multimeter functionality
- Multimeter symbols and their meaning
- Multimeter care and maintenance
- Safe and accurate multimeter usage

Megohmmeters: Upon completion of this lesson, given a hands-on practical evaluation the student will be able to demonstrate:

- Basic Megger / Hipot safety
- Megger usage
- Demonstrate understanding and safe use of Megohmmeters

G5-Gate 5 - Resident

Subject: Fasteners, Torque and Tension Practical Evaluations
Subject Hours: 8.0 Hours (0 lecture/ 8.0 lab - Resident)
Prerequisites: Fasteners, Torque and Tension Lecture
Subject Description: Upon completion of the lab session, the student will be able to demonstrate the ability to:

1. General Disposition
   - 1.1. Be attentive and engaged during instruction and activities.
   - 1.2. Work effectively as a team member to accomplish industrial bolting tasks and goals.
2. Manual Torqueing
   - 2.1. Set manual torque wrench properly (accounting for torque multiplier).
   - 2.2. Properly use manual torque wrench and torque multiplier to achieve assigned torque.
   - 2.3. Remove torque from torqued bolt using manual tools and torque multiplier.
3. Hydraulic Torqueing – Square Drive Tool
   - 3.1. Determine pump output pressure for assigned torque value.
   - 3.2. Connect and use hydraulic square-drive tool and pump to achieve desired torque.
   - 3.3. Reverse direction to remove torque from fastener.
4. Hydraulic Torqueing – Narrow Clearance Tool
   - 4.1. Determine pump output pressure for assigned torque value.
   - 4.2. Connect and use hydraulic narrow-clearance tool and pump to achieve desired torque.
   - 4.3. Reverse direction to remove torque from fastener.
5. Hydraulic Tensioning
   - 5.1. Determine proper pressure for assigned tension (load).
   - 5.2. Properly connect hoses to hydraulic tensioning tool and manual hydraulic pump.
   - 5.3. Properly operate the tensioning tool achieve the assigned tension (load).
   - 5.4. Remove tension from tensioned bolt using hydraulic tensioning tool and manual pump.
6. General Bolting Safety Awareness
   - 6.1. Accurately set pressure in the electric-powered hydraulic pump.
   - 6.2. Use the “all clear” communication practice and ensure safety of others.
   - 6.3. Properly use back-up wrench.
   - 6.4. Correct or mitigate tool failures such as torque-lock, loose hoses, etc. (if applicable).
   - 6.5. Know when and how to wear PPE.

G4-Gate 4 Resident

Subject: Electrical Troubleshooting Practical Evaluations
Subject Hours: 32.0 Hours (0 lecture/ 32.0 lab - Resident)
Prerequisites: Gate 3 and Intermediate Electrical Theory
Subject Description: By completion of this lesson of interactive and hands-on activities on electrical trainers, the student will be able to:

1. Safety Procedures:
   - 1.1. Consistently adhere to electrical safety boundaries.
   - 1.2. Consistently use 4-Way communication to energize/de-energize circuit.
   - 1.3. Consistently achieve an ESWC:
     - 1.3.1. De-Energize circuit using 4-Way communication.
     - 1.3.2. Apply LOTO (Lock-Out-Tag-Out) device(s).
     - 1.3.3. Properly perform Hot-Cold-Hot.
   - 1.4. Consistently and properly inspects and uses all required PPE.
   - 1.5. Consistently demonstrate safe use of ETE (Electrical Test Equipment).
2. Basic Electrical and Troubleshooting Skills:
   - 2.1. Demonstrate ability to follow schematics to build and troubleshoot circuits.
   - 2.2. Demonstrate comprehension of electrical components and circuits in operation.
   - 2.3. Identify Source Faults (Minimum of 2):
     - 2.3.1. Faulted Transformer Primary winding
     - 2.3.2. Faulted Transformer Secondary winding Faulted Phase of 3-Phase Supply (Lockout Module, AC Power Supply, etc.)
   - 2.4. Faulted DC Power Supply
   - 2.5. Identify Load Faults (Minimum of 2):
     - 2.5.1. Faulted Coil of Relay/Contactor (AC or DC)
     - 2.5.2. Faulted Light Bulb (AC or DC)
     - 2.5.3. Faulted Motor or Motor Phase
   - 2.6. Identify Conductive Path Faults (Minimum of 4):
     - 2.6.1. Faulted Latching Circuit path
     - 2.6.2. Faulted Lockout Circuit path
     - 2.6.3. Faulted Common/Neutral/Return path
     - 2.6.4. Faulted Overload Relay, Circuit Breaker, or 3∅ Manual Starter
     - 2.6.5. Faulted Contact of Relay/Contactor
     - 2.6.6. Faulted Switch/Pushbutton/Emergency Stop Button
     - 2.6.7. Faulted Wire/Connection