

Independent Training & Apprenticeship Program

# Electrical Trainee Institutional Catalog

January 1, 2022 – December 31, 2022



9856 Business Park Drive, Sacramento, CA 95827  
(916) 332-3332 – [www.itap.edu](http://www.itap.edu)

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**Name of the Institution:** Independent Training & Apprenticeship Program (I-TAP)

**Physical Address:** 9856 Business Park Drive  
Sacramento, CA 95827

**Auxiliary Address:** 9912 Business Park Drive, Suite 110  
Sacramento, CA 95827

**Mailing Address:** 9856 Business Park Drive  
Sacramento, CA 95827

**Telephone Number:** (916) 332-3332

**Fax Number:** (916) 332-2191

**Website:** [www.i-tap.com](http://www.i-tap.com)

(CEC §94909(a)(2) and §94897(l)(1)(2))

**Accredited Agencies:** Accrediting Council of Continuing Education and Training (ACCET)  
1722 N Street NW, Washington DC, 20036 ph (202) 955-1113

(CEC §94909(a)(16))

**Approving Agencies:** California Division of Industrial Relations Electrician Certification Unit  
US Department of Labor - Office of Apprenticeship  
Bureau of Private Post-Secondary Education (BPPE)  
P.O. Box 980818 West Sacramento, CA 95798-0818 ph. (916) 431-6959  
*(The institution is a Private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations)*

(CEC §94909(a)(2), §94897(l)(1)(2))

**Mission Statement:**

The primary mission is to provide individuals with the educational tools to obtain and maintain employment as commercial electricians thereby enriching and improving the lives of students and their families.

(5, CCR §70000(q)) §71810(b)(2))

**Institution History:**

I-TAP was incorporated in 2003 as a federally approved apprenticeship program for electricians. During the initial years, I-TAP developed and worked directly with contractors to provide training in the traditional apprenticeship formats. As the training and certification requirements for electricians in California changed, I-TAP underwent changes to become a state approved trainee program. In January 2007 I-TAP received its approval. Originally trainees and apprentices continued to receive the education in the standard apprenticeship format that took 5+ years to complete. In 2012 I-TAP, in an attempt to meet the ever-changing needs of employers, began offering the two program formats, the standard apprenticeship and our 26-week commercial electrician trainee program. The curriculum taught is the same, however with the 26-week format students are able to complete their education more quickly and begin working in the industry at higher wages than their Commercial Electrician Trainee Courses counterpart. The 26-week program also provides more hands-on learning to offset the lack of field experience. In 2016, I-TAP became a private California Mutual Benefit Not for Profit Corporation.

## School Governing Body, Administrators

- Owner  
Independent Training & Apprenticeship Program (Nonprofit California Corporation)
- Board of Directors  
Ms. Carolyn Nutter – President  
Vacant – Treasurer  
Mr. Carl Martinez – Secretary  
Mr. Nicholas Malory – Member  
Mr. Shaun Carter – Member
- Administrative Officials  
Ms. Carolyn Nutter – Training Director/Financial Aid/Veterans Affairs Certifying Official  
Mr. Steven Hildreth – Admissions Recruiter  
Mrs. Tatiana Ochoa – Business Office Administrator/Admin. Assistant  
Ms. Vanessa Perez – Admissions Assistant/Receptionist

## School Faculty

- Instructors: Commercial Electrician  
Mr. Carl Martinez – Chief Instructor, Licensed General Electrician and Credentialed Instructor  
Mr. Kyle Kirk – Instructor, Licensed General Electrician and Credentialed Instructor  
Mr. Tom Hoheisel – Instructor, Licensed General Electrician  
Mr. Randy Watkins – Instructor, Licensed General Electrician  
Mrs. Dorothy Yanke – Instructor, Licensed General Electrician  
Mr. Rich Galvin – Instructor, Licensed General Electrician  
Mr. David Salomon - Lab Instructor, Licensed General Electrician

(CEC §94909(a)(7) and 5, CCR §71720)

## Instructional Facilities

Courses are held at 9856 Business Park Drive, Sacramento CA 95827 and at our auxiliary classroom located at 9912 Business Park Drive, Suite 110, Sacramento, CA 95827. The campus consists of approximately 17,500 square feet of classrooms, labs and offices on one floor specifically designed for our school (approximately 14,000 sq ft at the main campus and 3,500 sq ft at the auxiliary classrooms). There are 6 separate classrooms (one teacher per classroom) with a maximum capacity of 20 students each per instructor (4 classrooms at the main campus and 2 at the auxiliary classroom), and teaching equipment sufficient to meet educational needs. Teaching equipment includes but is not limited to; conduit, conductors, lighting controllers, motor controls, fire alarm panels, benders, hydraulic benders, panels, transformers, and switch gear.

(CEC §94909(a)(4)), (5, CCR §71735 and §71810(b)(9))

## Library

The industry standard books are used as part of the curriculum; however, students will find industry periodicals in the school library. The library is conveniently located in the break room near the student resources board.

(5, CCR §71740 and §71810(b)(10))

## Student Services

The institution provides students with the following services

- Financial Aid
- Entrance exam tutoring
- Counseling
- Resume writing
- Job Placements preparation

The institution does not provide any assistance with housing.

(5, CCR §71810(b)(12))

## General Admissions Requirements

(CEC §94909(a)(8)(A)), (5, CCR §71810(b)(4)) §71810(b)(3)(4)(5) (5, CCR §71810(b)(3))

It is the policy of I-TAP's not to discriminate on the basis of sex, gender identity, race, color, religion, age, national origin, veteran, or qualified disability in educational programs, activities, or admissions. I-TAP will not enroll any student who is knowingly ineligible to obtain licensure or employment in the occupation for which they will be trained.

Applicants must successfully complete the general admission requirements as well as meeting the individual program admissions requirements to be considered for enrollment to the program.

1. Applicants are required to meet with an admissions advisor and tour the campus.
2. Applicants must be at least 17 years of age.
3. Applicant must have/present one of the following prior to enrollment:
  - a. A high school diploma (must show proof or original diploma) or
  - b. Official/Unofficial high school transcripts or
  - c. A general educational development (GED) certificate

\*\* I-TAP does not accept Ability to Benefit Test as a replacement for proof of High school completion.

4. Applicants who have earned a foreign degree must have the degree translated and certified to be equivalent of a U.S. high school diploma by a certified translator and evaluated by a credentialed evaluation service. All costs associated with translation and evaluation are the responsibility of the applicant.
5. Applicant must have/present State issue Identification Card
6. Applicants with Non-U.S. Citizen Status may be admitted with proper documentation; however, I-TAP has no visa services provided for students nor does I-TAP vouch for student status, and associated charges.
7. Pass I-TAP's Math Exam with 70% or better
8. Pass I-Tap's Colorblind Test
9. Applicant must have the ability to read and write English at the level of a graduate of an American High school. To fulfill requirement applicant must have/present original high school diploma, Official or Unofficial transcripts. I-TAP does not offer ESL instructions; all instructions are held in English.
10. All applicants must complete financial arrangements.

11. All applicants must pay a non-refundable processing fee for enrollment.
12. All applicants must pay the Student Tuition Recovery Fund (STRF) fee.
13. All applicants must complete and sign an Enrollment Agreement.

### Admissions Procedures

1. Prospective candidates for enrollment to either the Commercial Electrician Trainee Courses or Vocational (26-week) meets with I-TAP's Admissions Recruiter to learn about and tour the campus;
  - a. At the end of tour and after all questions have been answered, prospective candidate is given the choice to start the enrollment process at that time. If yes, candidate is given a Colorblind test and Math Exam. If the applicant does not pass the Math exam on the first attempt, tutoring sessions can be scheduled, and the applicant can reattempt the exam.
2. After passing both test candidate must submit:
  - a. Proof of original HS Diploma, GED Certificate or any foreign degree that has been translated and certified to be equivalent of a U.S. high school diploma by credentialed evaluation service.
  - b. State issue Identification Card
3. Prospective candidates meet with Financial Aid Advisor to discuss and get an estimate of their financial obligations and available assistance resources. No financial aid can be awarded by the Admissions Recruiter.
4. Once Prospective candidate feels all questions and concerns have been answered the Admissions Recruiter plans candidates start date and has the Prospective candidates sign the Student Enrollment Agreement packet. At this time candidate must pay for:
  - a. non-refundable processing fee for enrollment
    - \$100.00 for Vocational (26-week)
    - \$200.00 for Commercial Electrician Trainee Courses
  - b. the Student Tuition Recovery Fund (STRF) fee
    - \$45.00 for Vocational (26-week)
    - \$ 0.00 - \$2.50 for the Commercial Electrician Trainee Courses STRF fee is by course

### Students with Special Needs

The institution will make every reasonable effort to accommodate students with special needs. If you have a disability and need an academic adjustment, please notify the Training Director as soon as possible so the school can review your request. If you are interested in attending our school and you do not have a high school diploma or high school equivalency diploma, please contact our office for a list of high school equivalency programs located near the school.

### Nondiscrimination Policy

I-TAP admits students of any race, color, sex, gender identity, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

## **Instructional Information**

### Institution Schedule

Training is offered Monday through Friday from 7:00am to 3:30 pm. School is closed for the following holidays: Presidents Day, Independence Day, Memorial Day, Thanksgiving and the Friday after Thanksgiving, and the days including and between Christmas and New Year's. Constitution day is on or around September 17<sup>th</sup> each year.

### Detailed Instructional Schedule per Program

#### Vocational Commercial Electrician Trainee (26-weeks)

- 26 weeks 900 hours;
- Monday through Friday 7:00 am – 3:30 pm.
- 7 hours per day, 35 hours per week for the first 21 weeks. And 8 hours per day
- New cohort begins regularly, contact the institution for the next available start.

#### Commercial Electrician Trainee Courses

- 10 individuals 2-week course. Classes must be taken sequentially, unless otherwise approved by the Training Director.
- Each course receives 80 hours of education towards the annual 150-hour require by the state of California.
- Classes are Tuesday through Monday (2 weeks total) 6:00 am – 2:30 pm
- 8 hours of instruction per day for a total of 40 hours per week
- Contact the institution for the next available start.

### Estimated Schedule of Total Charges

(CEC §94870 and §94909(a)(9))

Tuition is disclosed and agreed to at the time of enrollment. Failure to meet financial obligations to the institution may result in the dismissal/termination. The institution reserves the right to hold a graduate's certificate of completion until the student's account is satisfactory paid.

**Cash Pay Students:** For cash-paying students, tuition and other charges are due and payable on or before the first day of class unless other agreements have been made with Financial Department.

**Financial Aid Students:** Disbursement for loans and grants are made in two payments during the First payment will be disbursed within 31 days from the first day of class or when available to process which ever is sooner. Second payment will be disbursed at midpoint. Prior to second disbursement, enrollment status, attendance, and SAP will be review and student will be required to meet academic benchmarks, please reference Academic Progress Report section.

<b>Vocational Commercial Electrician Program (26-weeks)</b>		
<b>Registration Cost</b>		<b>Fees</b>
Non-Refundable Student Tuition Recovery Fee	<b>Fee must be paid at time of Registration</b> (STRF) assessment rate is two dollars and fifty cents (\$2.50) per one thousand dollars (\$1000) of institutional charges.	\$45.00
Non-Refundable Registration Fee	One-time fee <b>at time of enrollment</b>	\$100.00
<b>Subtotal for Institutional Charges</b>		<b>\$ 145.00</b>
<b>Tuition Cost – Inclusive Materials</b>		<b>Fees</b>
<u>Material to perform Hands on Labs:</u> <ul style="list-style-type: none"> <li>● Wire</li> <li>● Blueprints</li> <li>● Connectors</li> <li>● Conduit</li> <li>● Electrical Panels</li> </ul>		\$17,400.00
<u>Certification fees:</u> <ul style="list-style-type: none"> <li>● CPR/ First Aid</li> <li>● Scissor Lift</li> <li>● Firestop</li> <li>● Power Actuated Tool (PAT)</li> <li>● Forklift/Gradual</li> <li>● Man Lift</li> <li>● Cadweld</li> <li>● OSHA 10</li> </ul>		
<u>Books:</u> <ul style="list-style-type: none"> <li>● NFPA 72 National Fire Alarm and Signaling Code 2019 Edition</li> <li>● NFPA 70 National Electric Code ( NEC) 2017 edition</li> <li>● Understanding the National Electric Code Volume One 2017 Edition</li> <li>● Basic Electricity Second Edition</li> <li>● Basic Math and Pre-Algebra</li> <li>● Benfield Conduit Bending Manual Second Edition</li> <li>● Ugly’s Electrical References 2017 Edition</li> </ul>		
<b>Subtotal for Institutional Charges</b>		<b>\$ 17,400.00</b>
<b>Estimated Total Charges of Attendance</b>		<b>\$17,545.00</b>

<b>Commercial Electrician Trainee Courses</b>		
<b>Registration Cost</b>		<b>Fees</b>
Non-Refundable Student Tuition Recovery Fee	<b>Fee must be included to each individual course</b> (STRF) assessment rate is two dollars and fifty cents (\$2.50) per one thousand dollars (\$1000) of institutional charges.	\$0.00 - \$2.50
Non-Refundable Registration Fee	One-time fee <b>at time of Registration – fee carries forward.</b>	\$200.00
<b>Subtotal estimate for Institutional Charges</b>		<b>\$ 202.50</b>
<b>Notes</b>	<b>Semester</b>	<b>Fees (tax not included)</b>
Textbooks prices fluctuate depending on recent book editions and pricing changes by publishers and state taxes. Students are expected to purchase books through I-TAP prior to the start of class. <b>Book fees are due by semester at or before the first day of class.</b>	1.1	\$368.60
	1.2	\$120.00
	2.1	\$198.76
	2.2	\$100.00
	3.1	\$243.67
	3.2	\$100.00
	4.1	\$145.00
	4.2	\$140.00
	5.1	\$100.00
	5.2	No cost for books
<b>Subtotal for Institutional Charges</b>		<b>\$ 1,530.03</b>
<b>Course</b>		<b>Fees</b>
Commercial Electrician Trainee 1.1	Trainee may pay one lump sum per course/semester. Space will be reserved in the course when the payment is made.	\$725.00
Commercial Electrician Trainee 1.2		\$725.00
Commercial Electrician Trainee 2.1	Trainee may pay monthly, for a total of 6 payments per course. The monthly payments include a 12% finance charge. A reoccurring payment form must be completed.	\$862.50
Commercial Electrician Trainee 2.2		\$862.50
Commercial Electrician Trainee 3.1	Prorated upon withdrawal. Refer to refund policy Section VII within this Agreement.	\$1,000.00
Commercial Electrician Trainee 3.2		\$1,000.00
Commercial Electrician Trainee 4.1	Student may transfer into a course from another program by means of testing at no extra cost.	\$1,150.00
Commercial Electrician Trainee 4.2		\$1,150.00
Commercial Electrician Trainee 5.1	Full semester price for any retake course <b>Total charges for individual courses must be made prior to first day of attendance.</b>	\$1,275.00
Commercial Electrician Trainee 5.2		\$1,275.00
<b>Subtotal for Institutional Charges</b>		<b>\$ 10,025.00</b>
<b>Estimated Total Charges of Attendance</b>		<b>\$11,757.53</b>

### Tools for both Programs

- Students will need have a complete set of tools in order to be successfully employed in the industry as an electrician. Students will be provided a tool list if they have any questions on what is required. Tools are not available for purchase from the institution.

### Payment Methods

- The institution will accept money in the form of Cash, Check, Visa, and Mastercard.
- Money paid to the institution on behalf of the students from outside agencies will be directly applied to the student's balance (ex. WIOA, Department of Rehabilitation, Veterans Affairs)
- Any amount not covered by financial aid via the programs listed above, will be eligible for a monthly payment plan. The payment plan will begin while in the program and will completed prior to the completion of the program.
- The institution is eligible for Title 4 funding, including Pell grants, Direct Subsidized loan, Direct Unsubsidized loan, and Parent Plus loan)
- Students who obtain loans to pay for educational program will be required to pay back the full amount of the loan plus interest, less any applicable refund.
- The institution will not loan any money (except as entitled to by Title 4 funding) for Cost of Attendance needs.
- Students will be notified of delinquent payments via statements mailed or emailed. If students do not reply timely, the account will be turned over to a collection agency.

### Financial Assistance

The following federal (financing available through Title IV Programs under the U.S. Department of Education) and state financial aid programs are available to eligible students at I-TAP subject to individual qualifications:

- PELL – Federal Pell Grant
- PLUS – Federal Parent Loan for Undergraduate Students
- LOAN – Federal Subsidized and Unsubsidized Loan Programs
- WIOA -- The Workforce Innovation and Opportunity Act
- DOR – Department of Rehabilitation
- VETERANS – Veterans Affairs/GI Bill/Post 9-11/VOC Rehabilitation

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

The student is not entitled to a refund if the tuition and fees were paid by a third-party payer.

Any amount in excess of the total charges incurred shall be returned to the third-party payer.

For more detail on refund policy please see pg. 24-27

Schedule an Appointment with the Financial Aid Office prior to enrollment so that eligibility for financial assistance can be determined. This practice enables applicants to evaluate their options for tuition financing.

## Course Objectives

(5, CCR §70000(r)), (CEC §94909(a)(6))

### Commercial Electrician

The objective of the commercial electrician course is to provide students with the education required to be employable as commercial electrician trainees. Upon completion of the curriculum students will have earned an California Electrical Trainee Card, as well as be eligible to take the California General Certification Exam, however they will not be considered “certified” unless they have also completed 8,000 hours of on-the-job experience.

### Commercial Electrician Trainee Courses

The objective of the Commercial Electrician Trainee courses is to provide the individuals already working as electricians with the state mandated schooling. If students take all 10 courses and complete 8,000 hours of on-the-job experience, they will have completed the whole general electrician curriculum as approved by the State of California. Upon completion, they will be eligible to take the California General Certification Exam and be journey level electricians

### California General Certification Exam

All certification exams must be approved and administered by the State of California. I-TAP will assist students apply for the exam, however, have no ability to approve. In order to qualify for the exam an applicant must have either completed 8,000 hours of on-the-job experience, be licensed in another state, or have completed an approved curriculum. Costs associated with the exam are the responsibility of the student and are approximately \$200.00. More information regarding applying for the exam, and fees can be found at <http://www.dir.ca.gov/dlse/ECU/ElectricalTrade.html>.

## Course Requirements

(CEC §94909(a)(5))

### Vocational Commercial Electrician Program

The commercial electrician program is a 26 week, 900 hours and covers all the required topics as outlined by the California Division of Industrial Relations Electrician Certification Unit. Approximately 35% of the time spent in class will be in a lab environment. It is essential to the success of the students that they participate in hands on labs to gain real world experience.

Students will receive Certification preparation during the scheduled course and will complete a simulated exam. If students require additional tutoring, they may schedule additional tutoring with their instructor after they complete the course in preparation for the exam.

### Approximation of Hours per subject covered (in no particular order)

Basic Electrical Theory and Ohm's Law	100
Lighting/Lighting Control	80
Power	80
Motor Control	100
Fire Alarm/Logic Based Systems	40
Low Voltage/Communication	20
Residential Wiring	20
Safety	40
National Electric Code	100
<u>Lab Hours</u>	<u>320</u>
Total Hours	900

## Commercial Electrician Trainee Courses

The Commercial Electrician Trainee Courses cover all the required topics as outlined by the California Division of Industrial Relations Electrician Certification Unit. Approximately 30% of the time spent in class will be in a lab environment. It is essential to the success of the students that they receive a complete hands-on exposure. Students will be required to successfully complete each course in sequential order. Students who do not pass a course will be given the opportunity to repeat the course but will be required to pay the tuition for the repeated course.

Students will receive Certification preparation during Commercial Electrician Trainee 5.1 and will complete a simulated exam. If students require additional tutoring, they may schedule additional tutoring with their instructor after they complete the course in preparation for the exam. Each class is two weeks. A student on average will take approximately 5 years to complete all 10 courses at the standard spacing of approximately one class every 6 months.

Student may transfer into a Commercial Electrician Trainee Course from another school/program by means of testing at no extra cost

## Commercial Electrician Trainee Courses Listing

### **Commercial Electrician Trainee 1.1**

Introduction to the National Electrical Code (NEC), AC/DC Theory, AC parallel series and combination circuits, principles of magnetism and electromagnetism, Ohm's Law. Students will start to explore tools, materials, wiring methods and work ethic. The concepts and mathematics that form the foundational knowledge for electricians to perform calculations involved in working with electrical systems. Course includes Hands on Lab exploring basic electrical circuits, receptacles and Single Pole switching, A/B switches, Four/Three-Way Switches. Intro to hand tools, Conduit bending and Blueprint reading. (80 hours total, approximately 60 hours of lecture and 20 hours of lab.)

### **Commercial Electrician Trainee 1.2**

Continuation to the National Electrical Code (NEC), Electrical symbols, Electrical safety, and hazardous communications Regulations. Course will highlight the importance of workplace safety. Students will learn to identify and draw electrical symbols as part of the initial exposure to Blueprint reading. Students will have exposure to control relays, coil's function, sizing conductors, conduit & junction box fill and service conductors. Course includes Hands on Lab exploring Blueprint reading, Branch/Devices, Advance Conduit Bending, Resistance, Outside Lighting Control. (80 hours total, approximately 60 hours of lecture and 20 hours of lab.)

### **Commercial Electrician Trainee 2.1**

Continues to highlight Electrical Safety. AC Theory and navigating the NEC with an introduction to AC generators and motors. Course will equip students to know how a motor works and understand the differences between A/C and single, three phase systems and their different voltage. Students will reinforce their knowledge of types and functions of various motors, calculating overcurrent protection, and transformers installation. Course will review rules for electrical installation, including calculating conductor size for motors, determine ampacity ratings and size overcurrent and disconnects. Course includes Hands on Lab that dives into understanding Blueprint reading which include Underground Feeder Runs, Specifications, Submittals, Layouts, and Tittle 24. (80 hours total, approximately 60 hours of lecture and 20 hours of lab.)

### **Commercial Electrician Trainee 2.2**

Students will engage in studying of all aspects of AC and DC motors, including functions, types, markings, and other features. Develop a solid understanding of the rules of motor control, including motor circuits, installing controllers, and applying safety rules when wiring in hazardous locations. Course will review basic and electrical mathematics, Ohm's Law and NEC Codes related to installation

of electrical heating, types of conductors, Series, and Parallel Circuits. With a focus on NEC review and understand NECodes pertaining to installation of electrical devices in hazardous areas. Lessons will explore electrical properties of inductance, capacitance, and impedance. Course includes Hands on Lab for Basic Motor Controls, Ladder Diagram, Schematics, and Starter parts. (80 hours total, approximately 60 hours of lecture and 20 hours of lab.)

### **Commercial Electrician Trainee 3.1**

Course focuses on structural and Civil blueprints, identify conflicts between electrical conduit and structural elements and summarize Basic Electricity Safety lists. Understanding and interpreting architectural drawings as related to electrical installations and possible safety concerns. Students will explore properties of single phase and three phase motors and the associated NEC articles, as well as summarize and review grounding and associated NEC articles. Students will continue their understanding of transformers and identify transformer types, as well as begin to draw motor controls and components of motor controls. Course includes Hands on Lab with focus on Blueprint reading. (80 hours total, approximately 60 hours of lecture and 20 hours of lab.)

### **Commercial Electrician Trainee 3.2**

In-depth learning of the fundamentals of motor control, including recognizing and drawing various symbols, timing relays and variances in motor performance. Learn the difference between contactors and relays and be able to identify, draw diagrams, and know where to use them. Obtain solid knowledge of manual and magnetic starter parts, limit switches and pushbuttons, and where different types of these items should be installed. Students will learn about programmable controllers (CPL's) and solid-state sensors, and how to connect a working Motor Control Cabinet (MCC). Course will introduce NEC rules for electrical work in classified locations such as motor fuel dispensing, bulk fuel storage, health care facilities, and Marinas/boatyards; students will learn to apply proper safety rules in hazardous locations by reviewing safety measures. Students will learn about various communications systems, temporary wiring, classification of commercial establishments and electrical systems in various types of residential dwellings. Course includes Hands on Lab with focus on intermediate Grain Elevator, stop start stations, reversing staters, and timing relays(80 hours total, approximately 60 hours of lecture and 20 hours of lab.)

### **Commercial Electrician Trainee 4.1**

Course will review safety and hazcom fundamentals and A/C Theory, NEC codes pertaining to emergencies; identify and classify types of emergency systems and review generators. Student will be expose to the importance of clean room protocol & construction. Learn about different types of power production and their benefits and safety precautions related to earthquakes and how electricity is transmitted and distributed, voltage levels, A/C and D/C transmission and pertinent details, Medium Voltage 60-35KV and review safety precautions. Highlighting the NEC code requirements related to seismic products, when they are required and who is responsible for determining them, codes for elevator requirements, learn the definition of cogeneration and its benefits and drawbacks. Course includes Hands on Lab with focus on instrumentation Drawings. (80 hours total, approximately 60 hours of lecture and 20 hours of lab.)

### **Commercial Electrician Trainee 4.2**

Reinforcing safety in the workplace, cabling requirements for access control systems and be able to identify different types of systems. Become familiar with NEC Fire Alarm articles, the NFPA Fire Alarm Code and ADA requirements. Students will familiarize themselves with Class I, II, and III electrical circuits, addressable and Non-Addressable Fire Alarm Systems; learn the importance of fire requirements of fire caulking and building construction and interaction between HVAC and fire alarm systems, the difference between commercial and residential electrical work and study the pertinent code sections. Further review into Tel/Data facts and study NEC requirements for pools. Course includes Hands on Lab with focus on Fire Alarm zones and addressable systems, and data communication terminations. (80 hours total, approximately 60 hours of lecture and 20 hours of lab.)

### **Commercial Electrician Trainee 5.1**

Course will Review the National Electrical Code in preparation for the State of California's Certified General Electrical Exam using the NFPA 70, National Electric Code 2017. Highly interactive course that focuses on using the NEC book to answer exam questions and reinforcement in electrical fundamentals. Course includes Hands on Lab for advance motor control. (80 hours total, approximately 40 hours of lecture and 40 hours of lab.)

### **Commercial Electrician Trainee 5.2**

Students will gain jobsite leadership, best practices for project management, interpersonal skills, and communications. Student will be expose to foreman training, Project management for Lighting, power, on-line, data, and fire alarm design, load calculations, estimating take off, pricing, and proposal. Course includes Hands on Lab (80 hours total, approximately 40 hours of lecture and 40 hours of lab.)

## **Classroom Instruction Policies**

### Attendance Policy

(CEC §94909(a)(8)(D))

Students are expected to be present and ready to receive instruction from the start of class through the end of class each day. Students who are unable to meet this requirement must notify their instructors prior to the missed time. Instructors will provide their preferred method of notification (i.e.. phone call, text message, or email). Students will receive credit for the hours they are actually in class, if a student is late or leaves early those hours will be deducted from the day when the overall attendance calculation is completed. There is no grace period for tardy, students are only credited for the time they are actually present in the classroom.

Students will sign in and out of class each day. The instructor will verify the time in and out to ensure proper recording.

For the 26-week program attendance will be evaluated monthly. The training director will collect sign in sheets to verify student attendance. If at the end of the first evaluation students have less than 85% attendance they will placed on probation and given an attendance correction plan. This plan, if followed, will ensure they are at 85% by the end of the term. If, at the second evaluation students on an attendance correction plan have not met the expectations they will be removed from the program, unless it is mathematically possible to achieve 85% by the end of the term and the individual is receiving a passing grade in the course, and they are showing signs of improved attendance records, and based upon the recommendation of the instructor that the individual student will be successful in the trade. Only the Training Director has the authority to remove or keep an individual in the program based on attendance. If, at the third and final evaluation students are at less than 85% attendance, they will not receive a certificate of completion and will not graduate the program regardless of their grade in the classroom.

If a student misses more than 5 consecutive school days, the student will automatically be considered withdrawn from the program. If a student chose to re-enter the program, they will be scheduled in the next available class. They will be allowed to pick up where they left of and will not be required to retake the entire course assuming they have received a passing grade up to the point of withdrawal.

## Missed Work and Hours

Students will be allowed to make up missed work for all absences. If the absence is excused students will be graded as normal. If the absence is not excused, they will receive only 50% credit. (For example, if a student received 18/20 on a chapter test, they will only be credited with 9/20.) This work must be completed within one week of the absence. An absence is only considered excused for things such as doctors' appointments and court related appointments. Those absences must be documented, or they will not be counted as an excused absence. Students and family members who cannot provide such documentation will not be allowed to make up the work or missed classroom hours.

## Grading Policy

I-TAP Instructors will award points for homework, class participation and quizzes on a daily basis. The following maximum point range is possible:

- 10 total points possible for each reading quiz
- 20 total points possible for each chapter test.
- 10-20 total points per lab depending on difficulty.
- 120 total points possible for the mid unit test
- 180 total points possible for the unit final exam

Students must maintain an average cumulative grade of 70% or better to receive a certificate of completion. Students are evaluated at the end of every unit (approximately 2-3 weeks). All units are calculated individually and averaged together for the students' grade (A: 90%-100%, B: 80%-89%, C: 70%-79%, D: 60%-69%, F: 59% and below).

If the student's grade does not meet the 70% or better grade students will be given a warning. If student does not show a trend of improvement, they will be placed on probation during which they will be counseled individually to assist them through the course. If after one month probation the student does not show progress they may be terminated from the program. The student can avoid termination if they can show competency in the subject matter by completion of the hands-on lab.

If student feels they are being unfairly graded, they can appeal the decision in writing to the Training Director. The Training Director, with the assistance of a subject matter instructor (not the student's current instructor), will evaluate the students concerns. The decision of the Training Director will be final.

Scoring is calculated as follows:

Scoring System as follows for quizzes, chapter test, and midterm/final:

- For students to receive full credit for the question they must provide both the correct answer and the correct code reference (when applicable).
- Students will receive 50% credit if the answer to the question is correct however, the code reference is not correct.
- If student answers the question incorrectly and they provide the correct complete code reference, they will receive 50% credit
- If the question and the code reference are wrong, students will receive 0 credit for the question.

### Testing Procedure:

- Students will test be given 2.4 minutes per question to be consistent with the California Certification exam time limits
- Students will not be allowed to have anything on their desks aside from a code book, a blank piece of paper, and a calculator (students may not use a cell phone as a calculator).
- Students may ask the instructor questions regarding the terminology during the exam.
- Once student turns in his or her test, there will be no changes made to the students' answers.
- If a question on the exam needs review, a curriculum correction form should be submitted.

### Scoring System for Lab work

- To receive full credit students must correctly complete all of the following with little to no assistance as appropriate to their experience in the industry.
  - Correctly complete a wire diagram prior to the start of work.
  - Correctly complete a plan diagram prior to the start of work.
  - Correctly complete a material list prior to the start of work.
  - Correctly pull ALL lab parts to prevent multiple trips back and forth to the material carts.
  - Correctly wire the lab board.

Grades will only be released to the individual student and/or as required for financial aid purposes, unless otherwise authorized in writing by the student prior to release.

### Student Academic Progress Report Policy

(CEC §94909(a)(8)(C))

I-TAP has two types of Academic Reports

Monthly Academic Progression Report – This report will be monitored the first week of each month for the previous month. To show satisfactory academic progression on this report student must demonstrate the following:

- Students must have a cumulative grade average of 70% or greater.
- Students must have an 85% or greater attendance as defined by the clock hours achieved divided by the clock's hours attempted

When student falls below benchmark on either the qualitative or quantitative evaluation the student will be scheduled for an Informal or Formal Disciplinary Action meeting. Below are the criteria for each action:

- Informal Action:
  - When the student's attendance falls below 90% but not lower than 85%
  - When the student's cumulative grade average falls below 75%, but not lower than 70%
  - When the student's tardiness starts to show a significant negative affect to their overall attendance percentile

For an Informal Action, student will be given the chance to update the institution of any academic struggles with class materials or if outside of school events are preventing their progression. This will help Admin. Staff, teachers, and the student work together in the creation of an adequate plan for improvement. Student will be also reminded of I-Tap's attendance and grading policies and its effects for any future Financial Aid disbursements.

- Formal Action:
  - When the student's attendance falls below 85%
  - When the student's cumulative grade average falls below 70%
  - When the student's Monthly Academic Progression Report is trending worse

For a Formal Action, if the student falls below benchmark on either the qualitative or quantitative evaluation the student will meet with the Chief Instructor or Training Director for review. During this review, the Chief Instructor or Training Director will determine the issue and work to correct with the student.

At this time student will be placed on an Academic Plan Status. A progress plan will be put in place to assist the student back on track.

Students on Academic Plan will have one review cycle to improve their grades and/or attendance, or they may be terminated from the program. If at any time it is determined that the student is unable to achieve an accumulative percentile of 70% or better or an attendance of 85% or better the student will be moved to the next cohort or terminated from the program. If pushing the student to the next cohort will make the program time more than 150% of the original program, the student will be terminated.

Satisfactory Academic Progress (SAP) Report – This report will be monitored once student has crossed over the 450-hour benchmark. To show satisfactory academic progression on this report student must demonstrate the following:

- Students must have a cumulative grade average of 70% or greater.
- Students must have an 85% or greater attendance as defined by the clock hours achieved divided by the clock's hours attempted

If student's grades and attendance fall below the benchmark once the student reaches the 450-hrs mark, student will be placed on a Warning Status, student is still eligible to receive financial aid.

#### Appeal Process

A student can file an appeal with the Training Director. Appeals must be made in writing within 5 business days of the review meeting. Students will be required to provide applicable documentation to prove the attendance or accumulative GPA is incorrect. This can include, but is not limited to, sign in attendance sheets, doctors' notes, tests, quizzes, etc. The Training Director will review the documentation provided and will respond in writing within 5 business days of the receipt of the appeal.

#### Grading System and terminology for Transcript Reading

Grades are on a percentage scale; graduation requirement is a cumulative average of a 70% or greater.

For the purpose of reading transcript on I-TAP's student informational system, see key below:

A+ = 4.0 = 97-100%	B+ = 3.3 = 87-89%	C+ = 2.3 = 77-79%	D+ = 1.3 = 67-69%
A = 4.0 = 93-96%	B = 3.0 = 83-86%	C = 2.0 = 73-76%	D = 1.0 = 60-66%
A- = 3.7 = 90-92%	B- = 2.7 = 80-82%	C- = 1.7 = 70--72%	D- = 0.7 = 57-59%
F= 0.0 = 58% and below			

Students in the Vocational Commercial Electrician Program (26-weeks) overall grade point average is based on the final cumulating average of all units.

Students in the Commercial Electrician Trainee Courses grades are based on each separate individual course.

W - Indicates withdrawal from course

I - Course not completed for reasons accepted by the institution

The grades of P (satisfactory) or NP (unsatisfactory) are used for overall attendance percentage. Grades of P or NP are not assigned numerical value and thus are not averaged with other grades in computing grade point averages.

## Max Time Frame

Students will not receive a certificate of completion if they exceed the maximum time frame. This is 150% of the scheduled program. (Scheduled Program Clock Hours \* 1.5 = Maximum Time Frame). The 26 Week Commercial Electrician Trainee program is 900 hours; therefore, the maximum time frame is 1,350 clock hours.

## Requirements for Certificate of Completion

(5, CCR §71810(b)(8))

- Students must maintain a GPA of 70% or greater.
- Student must prove competency in final practical Tenant Improvement Lab.
- Students must have an attendance percentage of 85% or greater.
- Students must have made all tuition payments or have other financial agreements in place.

## Conduct in Class

Students will at all times conduct themselves in such a manner that is not disruptive or disturbing to others at the school site, the surrounding businesses, or individuals working near the school site. No verbal or physical harassment will be tolerated.

Any student harassing another student, business, or individual at the school site will be dismissed from class and assessed an unexcused absence. Students may return to class the next day and will meet with the Training Director to discuss the reasons surrounding the dismissal from class.

The use of cell phones and other electronic devices shall not be used during instructional time. Students are expected to turn all electronics off and may only take calls if it is an emergency.

The use and possession of illegal substances, marijuana, or alcohol is prohibited, any student suspected of being under the influence of an illegal substance, marijuana, or alcohol will have to immediately submit to a drug/alcohol test. If the test is positive, the student will be expelled from the program unless they agree to a drug/alcohol program at their own expense.

The institution may terminate any student violating the policies with or without previous warning depending on the severity of the offense.

## Plagiarism and Copyright Policy

All rights are reserved. All materials created by I-TAP are copyrighted and may not be recorded, copied, or transcribed in whole or in part without the express written consent of the Training Director. Any materials created by outside publishers are also to be considered copyrighted and shall not be copied or transcribed in whole or in part without the express written consent of the publisher. Your attendance at I-TAP, in class or seminar, or employment at I-TAP constitutes your acknowledgement and agreement with these provisions.

Violators will be punished to the full extent of the law.

## Language of Instruction

(5, CCR §71810(b)(5))

All instruction and instructional materials will be provided only in English. I-TAP does not offer ESL instructions; all instructions are held in English.

## **Student Related Policies**

### Notice Concerning Transferability of Credits and Credentials Earned

(CEC §94909(a)(15)), (5, CCR §71770)

I-TAP will provide transcript documentation to students requesting advance placement at other schools once all monies owed to I-TAP have been paid. The transferability of credits you earn at I-TAP is at the complete discretion of an institution to which you may seek transfer. Acceptance of the Commercial Electrician Trainee Program certificate you earn in the Vocational and Commercial Electrician Trainee Program/Courses is also at the complete discretion of the institution to which you may seek transfer. If the certificate 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 I-TAP to determine if your Commercial Electrician Trainee Program certificate will transfer.

The institution has not entered into an articulation or transfer agreement with any other college or university.

### Transfer Credit from Another School Policy

I-TAP will consider awarding credit for previous education and training that a student received, as it relates to the course(s) of a program in which the student is enrolled. Students with prior experience may request advance placement. All request for placement must be done in writing, within two weeks of registration. No consideration will be given to a request made after a student starts the program.

The institution has not entered into an articulation or transfer agreement with any other college or university.

### Vocational (26-week)

Students must provide an official transcript documenting both hours completed, and grades earned at the previous institution. The institution may request additional documentation as required to properly evaluate previously completed course work (i.e., course outline, syllabi, and or catalog, etc.) No credit will be given for courses that were not passes with a 70.00% or better.

If the previous institution is not approved by the ECCC or if the student cannot provide adequate documentation I-TAP may require student to complete an exam to document student's knowledge. I-TAP will not provide more credits than can be documented by previous course work.

### Commercial Electrician Trainee Courses

Students with prior experience may request advance placement. All request for placement must be done in writing. Student must provide proof of electrical field related worked hours and pass the challenge exam with a 70.00% or better for the previous course the student is trying to transfer into. (i.e., transferring into CE Course 3.1, student must pass challenge exam for CE course 2.2) Electrical field hours can be an official letter by their current/past employers or by an SSA report.

### Advance Placement Fees

I-TAP has no fees for advance placement evaluations, testing or granting transfer of credit.

Advance placement will impact financial aid available to student. Student tuition will be charged at a prorated rate consistent with the credit hours approved.

### Appeal Process for Transfer Credit from Another School

If the student is not satisfied with the decision of the Chief of Instructor, student may appeal the in writing to the Board of Directors within 5 days of the Chief of Instructor ruling. The Board of Directors will rule on the appeal in writing within 30 days. The decision of the Board will be final; decisions by the board are final.

(5, CCR §71810(b)(7) and 5, CCR §71770(c))

### Internal Institutional Transfer Credit Between Program Policy

Currently enrolled students wishing to change the program they are studying may apply for a program transfer - All requests must be done in writing.

Student will be required to complete a new enrollment agreement. Internal transfer credits will only be given for units with a grade of 70.00% or better. Tuition will be Pro Rata.

### Internal Transfer Fees

I-TAP has no fees for Internal transferring.

Internal transferring may not be eligible for Financial Aid, student will need to meet with financial aid advisor.

### Reentry Students

Prior to being reconsidered for reentry, all outstanding tuition and fees must be paid, or satisfactory arrangements must be made with the Financial Aid Director. Students reentering within 180 days will be considered to be in the same payment period he/she was in at the time of withdrawal. Original eligibility for that payment period will remain the same and is treated as though he/she did not cease attendance. Costs for re-entry will reflect the original education's costs. Students re-entering after 180 days will be contracted according to the current tuition costs and will be required to pay any additional fees, if applicable. A new \$100 nonrefundable registration fee will be required.

Readmission is at the sole discretion of I-TAP and may require special conditions. A personal interview with the Training Director or Chief Instructor will be required prior to reentry to determine the likelihood of success. The reentry student will be placed on a 30-day evaluation period. During the 30-day evaluation period the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress. Students who fail to meet the Satisfactory Academic Progress in the first 30-day evaluation period may be terminated.

If after the second re-entry, students will need to wait 6 months prior to re-entry to demonstrate their ability to complete. Students will not be given a fourth opportunity to re-enter.

### Leave of Absence

(CEC §94909(a)(8)(E))

Students can request a leave of absence for military, medical, or personal reasons. Under no circumstances will a leave of absence be approved for vacation or similar reasons. Each request will be evaluated on a case-by-case basis. Students on a leave of absence will be able to return to school

without any negative impact on their grades, attendance, or financial aid. Attempts will be made to allow students to continue with their current cohort, but it is not a guarantee.

Students must request the leave in writing and submit appropriate documentation prior to leave when feasible. If a student is unable to request prior to leaving, and there is no communication for more than 5 consecutive school days, the institution will be forced to process as a drop. However, upon return, with appropriate documentation supporting a leave of absence, a student will be allowed to rejoin a cohort to continue their education.

No leave of absence will be approved for longer than 180 days.

### Probation and Dismissal

(CEC §94909(a)(8)(C))

Student violating the policies within the institutional catalog may be dismissed from the program. Students may appeal the dismissal to the Board of Directors, during which time they will be placed on probation. The decisions of the Board of Directors will be final

### Placement of Graduates

(CEC §94909(a)(13))

The institution will make every effort to assist in placement of graduates, however we do not guarantee employment in the industry. To help facilitate this process we provide resume assistance, and mock interviews to prepare students for their introduction into the industry. The institution often receives calls from contractors looking for trainees, that information of who is hiring is then disseminated to students nearing the end of their program who have met the graduation requirements. Some industry related jobs may include, electrician trainee, service technician, estimating, material handler, warehouse employee, and project management/administration.

The institution prepares students for employment as an electrician in the following SOC codes: 41-2110, 47-3013, or 47-2230.

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement within the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible 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.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

#### Student File Access:

Students must request access to their file in writing to the Training Director. The Training Director will either approve or deny access to the file. Students will be allowed to review their file with appropriate supervision. Some information may be redacted in accordance with State and Federal regulations relating to student files.

#### Student File Retention:

Student files will be retained for a minimum of 5 years following the completion of the student or the date of determination. Portions of the student's files that are electronic such as transcripts, attendance record, and payment records will also be kept permanently. This is compliant with the California Code of regulations title 5 education.

#### General Release of Information

Except under the special conditions described in this policy, a student must provide written consent before a school may disclose personally identifiable information from the student's education records. The written consent must:

- State the purpose of the disclosure,
- Specify the records that may be disclosed,
- Identify the party or class of parties to whom the disclosure may be made, and
- Be signed and dated.

Student does not need to provide written consent to the school to release information to government agencies for purpose of financial aid, or the release of information to accrediting and approving bodies.

## Intoxicants

The possession of illegal drugs, marijuana, or alcohol on the school property is strictly prohibited. Legal authorities will be called to respond to anyone in possession of illegal substances.

Any student suspected of being under the influence of a controlled substance will be required to submit to a drug/alcohol test within two hours and shall not be allowed to return to class that day. The absence will be considered unexcused due to the disruptive influence on the classroom

Any student that tests positive will be given the opportunity to participate, at his/her own expense, in a drug/alcohol rehabilitation program. Any student testing positive will be expelled from the program unless he/she participates in a drug/alcohol rehabilitation program. After enrolling in the program, the student will be suspended until the rehabilitation program is completed. This action is in lieu of expulsion from the training program. The student will be required to show proof of satisfactory completion of the rehabilitation program and must submit to random testing for duration of the program. Expulsion from the program will not relieve the trainee of the tuition responsibility. All tuition will still be due, and no refund will be issued.

If the student feels the test is a false positive, a student can request a retesting of the same sample at his/her own expense.

A student testing negative will be credited with an excused absence for the day. If a discipline problem caused the need to test for controlled substances, the student may be referred to the Disciplinary Committee.

Drug use can have a wide range of short- and long-term effects. Short effects can include change in appetite, wakefulness, heart rate, blood pressure, and/or mood, heart attack, stroke, psychosis, overdose, and death. Long term effects can include heart disease, lung disease, cancer, mental illness, HIV/AIDS, and hepatitis. Addiction is a brain disorder, and can require professional assistance, whether through inpatient rehabilitation or outpatient treatments such as AA or NA.

## Unlawful Discrimination and/or Harassment

The Apprenticeship and Training Committee (ATC) is committed to prohibiting unlawful sexual harassment and other unlawful harassment related to race, religion, creed, color, national origin, ancestry, sexual orientation, disability, medical condition, marital status, age, or other basis protected by federal, state, or local law. This policy applies to all persons involved in this training program, including I-TAP Staff, Supervisors, Instructors, and Students. Unlawful harassment in any form, including verbal, physical, and visual conduct, threats, demands, or retaliation will not be tolerated by the ATC while the trainee is participating in this program.

### Definition of Harassment

Harassment because of sex, race, religion, ancestry, disability, age or any other protected basis includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures
- Physical conduct such as assault (unwanted touching), blocking normal movement, or interfering with schoolwork.

- Threats and demands to submit to sexual requests in order to stay in the program or avoid some other loss, and offers of benefits in return for sexual favors
- Retaliation for having reported or threatened to report harassment
- Harassment that impairs your ability to perform schoolwork or emotional well being while in school violates this policy

### Complaint Procedure for Harassment

If a student believes that they, or someone they know, has been or are being harassed while involved in this program, the student should use the following procedure to register a complaint.

- A student is required to report any incidents of harassment immediately, so the appropriate corrective and remedial action can be taken.
- Please address your complaint to the Training Coordinator in writing and within 24 hours of the occurrence whenever possible. Your complaint should include the details of the incident(s), the name(s) of the individual(s) involved, and the names of all witnesses. The Training Coordinator will investigate and attempt to settle the complaint.
- If you are not satisfied with the result or if you wish to submit a written complaint directly to the ATC Committee, you may do so. The ATC may employ an outside investigator to conduct the investigation and report the findings to the ATC.

If the ATC determines that prohibited harassment or discrimination has occurred, the ATC will take corrective and remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. The ATC will not retaliate against a student for filing a complaint and will not knowingly permit retaliation by others. If you are subjected to retaliation, report the incident in writing immediately to the ATC.

Depending on jurisdiction, the Federal Equal Employment Opportunity Commission and/or the California Department of Fair Employment and Housing may investigate and prosecute complaints of harassment or discrimination. If you believe you have been harassed, discriminated against, or retaliated against, you may file a complaint directly with any of these agencies. The nearest agency office is listed in the telephone directory. The ATC will not retaliate against trainees for filing a complaint with, or otherwise participating in, an investigation or hearing conducted by any of these agencies.

(5, CCR §71810(b)(14))

## Financial Related Policies

### Cancellation and Refund Policy

#### Vocational Commercial Electrician Trainee Program (26-week)

- A student will be considered enrolled until I-TAP receives a request for withdrawal in writing. The student will be considered withdrawn on the date I-TAP receives the written request. If a refund is due, refunds will be made within 45 days of the withdrawal
- If I-TAP cancels class prior to the start of the scheduled class date or if an application is rejected, 100% of tuition and fees collected will be refunded to the student. The refund will be made within 45 days of the planned start date.
- An enrolled student has the right to cancel the enrollment agreement and obtain a refund of the institutional charges, less the non-refundable fees, paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.
- If a student does not show up to the first day of class without communication, the institution will automatically consider the student as cancel enrollment and obtain a refund of the institutional charges paid, less the non-refundable fees. The refund will be made within 45 days of the planned start date.
- If a student is absent for more than 5 consecutive school days, they will be withdrawn from the program. The 6<sup>th</sup> consecutive absent day will be the Date of Determination (DOD) for refund purposes. This means, the refund will be issued within 45 days of the DOD. The Last Day of Attendance (LDA) will be the date used to determine the amount of refund as defined below.
- If an enrolled student cancels after attendance at first class session the refund will be as follows:
  - From attendance at first class session of the program through the first 60% of the program, students will be refunded a pro rata portion of the tuition, calculated by day.
  - After the first 60% of the program, students will receive no refund.

Example:

Number of days attended	<u>40 Days</u>	=	30.8%
Number of days in program	130 Days		
Pro Rata portion completed based on 8 weeks			30.8%
30.8% of tuition (\$17,400)			\$5,359.20
Total Owed to Institution			\$5,359.20
Total to be refunded (if applicable)			\$12,040.80

- If the student obtains a loan to pay for the program; the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

#### Commercial Electrician Trainee Courses

- Students will be considered enrolled until I-TAP receives a request for withdrawal in writing. The student will be considered withdrawn on the date I-TAP receives the written request. If a refund is due, refunds will be made within 45 days of the withdrawal
- If I-TAP cancels class prior to the start of the scheduled class date, 100% of tuition and fees collected will be refunded to the student. The refund will be made within 45 days of the planned start date.
- An enrolled student has the right to cancel the enrollment agreement and obtain a refund of the institutional charges, less the non-refundable fees, paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

- If a student does not show up to the first day of class without communication, the institution will automatically schedule the student for the next available class. If the student misses the second scheduled class without communication, the institution will cancel the student's enrollment in the program and send notification to the state, terminating their trainee status.
- If an enrolled student cancels after attendance at first class session the refund will be as follows:
  - From attendance at first class session of the program through the first 60% of the, students will be refunded a pro rata portion of the tuition, calculated by day.
  - After the first 60% of the class, students will receive no refund.

Example for course 4.1:

Number of days attended	<u>4 Days</u>	=	40%
Number of days in program	10 days		
Pro Rata portion completed based on 2 weeks			40%
40% of tuition (\$1,150)			\$460.00
Total Owed to Institution			\$460.00
Total to be refunded (if applicable)			\$690.00

- If the student obtains a loan to pay for the program; the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

(CEC §94909(a)(8)(B), §94919, §94920, and 5, CCR §71750)

### Federal Return of Title IV Funding

*The school participates in federal financial aid. Please refer to the following refund policy for specific consumer information pursuant to the Federal Financial Aid program.*

- Title IV federal financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period for which funds were awarded. If a financial aid recipient withdraws from school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. The school is required to calculate the amount of Federal Title IV funds to be returned for a student who has withdrawn from all classes. If a student receives SFA (Student Financial Aid) in the form of loans and/or grants, withdraws from school after beginning attendance, the amount of SFA grant or loan assistance earned by the student must be determined.
- For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.
- If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount of the disbursement.
- The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period.
- The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the

percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40% was earned, 60% was unearned).

- The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.
- If a student unofficially or officially withdraws and has received federal loans, the loans will go into repayment once the grace period expires.
  - a. Unofficial withdrawal applies when a student is absent for 5 or more calendar days;
  - b. Official withdrawal applies when a student notifies the school in writing or in person.

In both cases the last day of attendance will be used in the return to Title IV calculation.

- Title IV funds will be returned to the United States Department of Education within 45 days.

The following Title IV refund distribution is used for all financial aid applicants/students due a refund:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Plus Loan
- Federal Pell Grant

### Eligibility of Financial Aid After a Drug Conviction

Student with a conviction of illegal drugs, of any offense, during an enrollment period for which the student is receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C. 1091(r)(1). Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria established under HEA Sec. 484(r)(2) (20U.S.C. 1091 (r)(2)).

### Awarding of Financial Aid

Financial Aid can only be awarded by the Financial Aid Director. All students interested in using federal funding for tuition, must apply for funding at [fafsa.gov](http://fafsa.gov). Once the institution received the ISIR, the financial aid director will contact the student for meeting. Students may be selected for Verification or have C Code on their ISIR, if so, students will be required to provide documentation to satisfy the Department of Education. Once the ISIR is finalized, students will be given an estimated award letter. The estimated financial aid award letter does not negate the student's responsibility for the entire cost of the program. Students who obtain a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If student received federal financial aid to pay for their educational program, they are entitled to a refund of all moneys not paid from federal financial aid funds. Prior to class starting students will need to have completed all steps of financial aid.

### Federal Parent Plus Loan Application

Student agrees that I-TAP does not guarantee the student loan process in any respect. A Federal Parent Plus loan requires a credit check and is based on the parent's credit. Pre-approval for a Parent Plus loan does not guarantee that the parent will receive a Federal Parent Plus loan. It is critical that the parent be able to pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent's credit history. Nor does the school assume any responsibility for mistakes on any Department of Education financial aid forms. It is up to the students to make sure all forms are accurate and complete.

Federal loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servicers and Schools, as authorized.

### Policy for Verification of Title IV Funding

I-TAP has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form so they can collect the necessary information. The school gives the student a 14-day deadline to return the form to the financial offices with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until the verification is completed. If changes are required, the student will log into the FASFA and make necessary adjustments. If changes result in a change of EFC and Title IV aid amounts, students will be given written notice of the change. Student will sign an EFC form to approve the changes. FAS handles our student overpayments and alerts the schools it can make changes to the award packet, which is reported to the Common Origination and Disbursement (COD for the Department of Education). If necessary, students will be referred to the Office of Inspector General (OIG).

(CEC §94909(a)(10)) (CEC §94909(a)(11)) (5, CCR §71810(b)(6))

### Veteran's Assistance/Affairs

I-TAP's Vocational (26-week) and Commercial Electrician Trainee Program/Courses are approved for veterans' enrollment. (Excluding any course repeats) Individuals interested in receiving student assistance from the VA should contact the Veterans Administration Office to determine eligibility for benefits. For Veterans assistance eligibility information call (888)-GIBILL1.

Veterans enrolled into the Vocational (26-week) will be required to pay for registration fee at time of enrollment; however, once student receives VA benefits, a refund for registration fee will be process. Institution does not require veterans to make payment of tuition in advance, while they are awaiting to receive their benefits.

Veterans enrolled into the 10 Individual Commercial Electrician Trainee Courses will receive VA benefits based on OJTP (On the Job Training Program) which is based by hours worked. I-TAP's director will have to certify the hours worked. Student will receive funds directly from Veteran's administration; student will be responsible for tuition payments to I-TAP.

I-TAP does require all incoming students attempting to utilize veteran's benefits to provide a DD214 and to register for enrollment benefits through [www.vets.org](http://www.vets.org). And a Certificate of Eligibility is required for institution to certify veteran enrollment benefits.

### **Institutional Information**

#### Procedures for Processing a Complaint

A complaint must be filed in writing with the Training Director. Complaints must include the following information: name, phone number, and email of the person filing the complaint. It must also include the names and location of the incident and names of all people involved (including witnesses) and a detailed description of the complaint. The Training Director has, at their sole discretion, the right to rule on the decision and will do everything possible to resolve the issue within 10 business days.

If the student is not satisfied with the decision of the Training Director, they can appeal the complaint in writing to the Board of Directors within 5 days of the Training Directors ruling. The Board of Directors at

their discretion may employ an outside investigator if necessary. The Board of Directors will rule on the complaint in writing within 30 days. The decision of the Board will be final.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by call (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](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 the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.

2. The letter of complaint must contain the following information:

- a) Name and location of the ACCET institution;
- b) A detailed description of the alleged problem(s);
- c) The approximate date(s) that the problem(s) occurred;
- d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
- e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
- f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
- g) The status of the complainant with the institution (e.g. current student, former student, etc.).

3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. SEND TO: ACCET CHAIR, COMPLAINT REVIEW COMMITTEE  
1722 N Street,  
NW Washington, DC 20036  
Telephone: (202) 955-1113  
Email: [complaints@accet.org](mailto:complaints@accet.org)  
Website: [www.accet.org](http://www.accet.org)

Note: Complainants will receive an acknowledgement of receipt within 15 days.

(CEC §94909(a)(3)(C)) (5, CCR §71810(b)(14))

## Student Body Diversity

Students will be asked to self-identify gender and racial or ethnic group. This information will not be used in any portion of the selection process. Student Body Diversity will be tracked by year and will be made available at the request of a prospective or registered student.

## Student Right-To-Know Act

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Every institution that participates in any Title IV program and is attended by students receiving athletically related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for the four most recent years, to parents, coaches, and potential student athletes. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov>.

(5, CCR §71810(b)(14))

## Voter Registration

It is important for students to be registered voters. Students will be assisted by all staff and faculty in registering to vote. No persons will attempt to influence the political affiliation of the student. I-TAP will post registration deadlines before all major voting days (i.e. presidential and mid cycle voting).

## Information Security Protection

I-TAP will not knowingly release any personal information, except as required as part of registration and financial aid processing. Student files are kept in a safe location for 5 years. Files are then shredded to ensure student's personal information is secure. I-TAP maintains a relationship with an Information Technology expert to ensure the electronic files are equally secure.

## Vaccination Policy

I-TAP does not require students to be vaccinated.

## Disclosures

Consumer Information Disclosures will be made available to all students prior to registration. Students will be required to acknowledge receipt and understanding of the disclosures in writing.

## Bankruptcy Statement

The institution does not have any pending petition in bankruptcy, and is not operating as a debtor in possession, and has not filed petition within the preceding five years, nor has it had a petition in bankruptcy filed against the institution in the preceding five years that has resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

(CEC §94909(a)(12))

## Housing

(5, CCR §71810(b)(12)) (5, CCR §71810 (b)(13)(A)(B)(C))

The institution does not have dormitory facilities under its control and has no responsibility to find or assist a student in finding housing. Students are able to find located within the greater Sacramento area for wide range of pricing. According to rentcafe.com, the average cost of a 1-bedroom apartment in Sacramento, Ca is \$1,653. The nearest apartments are Windsor Ridge, Quail Pointe Apartments, and Riverside Villas.

## State Tuition Recover Fund

(CEC §94909(a)(14), 5, CCR §76215(a), and §76215(b))

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.

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, 1747 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 significant decline in the quality or value of the program more than 120 days before the closure.
- 4) The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- 5) The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- 6) You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
- 7) You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the 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 taxpayer identification.

### School Performance Fact Sheet

(CEC §94909(a)(3)(B))

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.

### Questions

(CEC §94909(a)(3)(A))

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, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818  
Web site Address:[www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 or (916) 574-8900 or by fax (916) 263-1897