CENTER for EMPLOYMENT TRAINING

Student Catalog • Catálogo Estudiantil

ACADEMIC YEAR 2023-2024

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Accreditation

The Center for Employment Training (CET) is a private postsecondary institution and is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org.

State License

The Center for Employment Training (CET) is currently licensed to operate by the Bureau for Private Postsecondary Education (BPPE) in accordance with the BPPE Act of 2009.

Acreditación

El *Center for Employment Training* (CET) es una institución postsecundaria privada, y está acreditada por la Comisión del *Council on Occupational Education* (COE). COE está ubicado en el 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, teléfono: 770-396-3898 / FAX: 770-396-3790, www.council.org.

Licencia Estatal

El *Center for Employment Training* (CET) está autorizado para operar por el *Bureau for Private Postsecondary Education (BPPE)* en conformidad con el Acta del 2009 de BPPE.

The Student Catalog

The Student Catalog is a comprehensive guide to the institutional policies and services CET students have a right to receive. Part of the Student Catalog is the supplement handbook titled "Catalog Addenda," which provides distinctive information on the occupational programs, tuition, textbooks, faculty qualifications, and facility description pertaining to each CET campus. *CET reserves the right to update or modify the Student Catalog, Catalog Addenda, or any section thereof, at any time as needed during the academic year.*

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.

Any question 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 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov., toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution 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 Web site addres: www.bppe.ca.gov.

While the Student Catalog is offered in bilingual English & Spanish translated format, the official institutional policies will be the English version for all legal, regulatory compliance, and other interpretive purposes.

El Catálogo Estudiantil

El Catálogo Estudiantil se publica anualmente y contiene las normas y servicios institucionales que los estudiante de CET tienen el derecho de recibir. El suplemento titulado "Catálogo Suplementario," es parte del Catálogo Estudiantil y contiene información específica sobre los programas educacionales, la matrícula, la facultad, los textos de uso, y la descripción de cada Sucursal de CET. *CET se reserva del derecho de actualizar o modificar el Catálogo Estudiantil, el Catálogo Suplementario, o cualquiera de sus secciones sin previo aviso cada vez que sea necesario durante el año escolar.*

Como futuro estudiante, se le recomienda que revise este catálogo antes de firmar el acuerdo de inscripción. También se le recomenda que revise el informe del rendimiento escolar, que debe recibir antes de firmar el acuerdo de inscripción.

Cualquier pregunta que el estudiante tenga acerca de este catálogo que no haya sido contestada a su satisfacción por esta institución, debe dirigirse al Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov., número telefónico gratis (888) 370-7589 o por facsímile (916) 263-1897.

Cualquier estudiante o persona puede someter una queja sobra esta institución al Bureau for Private Postsecondary Education, llamando gratuitamente al (888) 370-7589; o completando el formulario de quejas, el cual se puede obtener en el sitio de internet de BPPE: www.bppe.ca.gov.

Este Catálogo Estudiantil se ofrece en un formato bilingüe traducido al inglés y al español pero las políticas institucionales oficiales serán la versión en inglés para todos los fines legales, normativos y otros propósitos interpretativos.

CET History, Philosophy, & Mission

CET History

The Center for Employment Training is a community-based non-profit organization that specializes in providing integrated job training, remedial education, vocational English instruction, and human development training. Established in San Jose, California in 1967, CET has become a large network of training centers throughout California, Texas, and Virginia – all utilizing a common design. Since CET opened its doors, over 150,000 people have been trained and placed in unsubsidized jobs.

Founded by Father Anthony Soto and Russell Tershy, the first CET training center was opened in the barrio "Sal Si Puedes" ("Get Out if You Can") in San Jose's east side. The staff of this small training program provided trainees with the skills needed to gain employment as machinists and placed them into jobs.

Anthony Soto served on CET's Board of Directors until his death in 1997. For thirty-two years, until his retirement in 1999, Russell Tershy served as CET's Executive Director. Today, Hermelinda Sapien, who served as Deputy Director for twelve years, is the President/CEO of CET.

Philosophy

CET exists expressly for the purpose of helping those who want to help themselves. CET believes in the dignity of the individual and that each individual has a right to a job that will pay enough to fulfill basic human needs. CET's continuing education program is designed to serve those most in need. Each student is treated as an individual with unique aspirations, needs and abilities. All of CET's training is to-the-point, short-term, and intensive. Most adults cannot spend several years gaining job skills; therefore, CET provides comprehensive, intensive, integrated short-term training programs.

Mission

The mission of CET, an economic and community development corporation, is to promote human development and education by providing people with marketable skills training and supportive services that contribute to self-sufficiency.

Historia, Filosofía, y Misión de CET

La Historia de CET

El *Center for Employment Training* (CET) es una corporación comunitaria no lucrativa que ofrece un programa de capacitación vocacional al que integra un conjunto de aptitudes de educación básica, inglés vocacional y desarrollo social. Fundado en 1967 en San Jose, California, CET se ha convertido en una gran red de centros de capacitación en los estados de California, Texas, y Virginia—todos utilizando un diseño común. Desde su apertura, el CET ha capacitado y colocado en empleos no subsidiados a más de 150,000 mil personas.

CET fué fundado por el Padre Antonio Soto y Russell Tershy y abrió sus puertas en el barrio "Sal Si Puedes" en el este de la ciudad de San Jose. Fué ahí donde empezó el gran proyecto de desarrollar las aptitudes necesarias de trabajo y la ayuda indispensable de colocación de empleos.

Antonio Soto sirvió en la Mesa Directiva de CET hasta su fallecimiento en 1997. Russel Tershy fué el Director Ejecutivo de CET por treinta y dos años hasta su jubilación en 1999. Hermelinda Sapién, quién desempeñó el puesto de Sub-Directora por doce años, es la actual Directora Ejecutiva de CET.

La Filosofía

CET existe expresamente con el fin de ayudar a aquellos que desean ayudarse a sí mismos. CET cree en la dignidad de cada individuo y que cada individuo tiene derecho a un trabajo que le pague lo suficiente para satisfacer sus necesidades económicas básicas. Cada estudiante es un individuo con aspiraciones, necesidades y habilidades únicas. El programa de CET está diseñado para servir a quienes más preparación necesitan. Debido a que muchos adultos no disponen de años para adquirir aptitudes de trabajo, CET ofrece capacitación técnica y educación básica a corto plazo y de manera intensiva.

La Misión

La misión de CET, una corporación para el desarrollo económico de la comunidad, es de promover la educación y el crecimiento social de la gente por medio de capacitación técnica y recursos de apoyo que contribuyen a la autosuficiencia.

Institutional Student Services

Holistic Approach

Since inception, CET's fundamental purpose was to develop and implement an effective method for training a diverse and needy population. The program therefore is designed as holistic, comprehensive, individualized, and adaptable to each person's needs.

Technical Skill Training

CET offers its students an open-entry, open-exit, competency-based employment training program. All instruction is in English. The program is individualized and covers the learning necessary for the desired occupational goals. A student advances along his/her own individual training plan, moving through academic and technical competencies, as he/she demonstrates the required mastery. The training includes a strong hands-on component using tools and equipment similar to those found in industry.

CET promotes good work habits through simulation of a business environment. Attendance and punctuality are always are required in recognition of their importance on the job.

Each of CET's programs prepares the students for occupations that are in demand in the local labor market. The programs are designed in close cooperation with local employers to ensure that CET graduates fill industry needs. Because job conditions change quickly, CET continually checks job requirements and updates curricula and classroom equipment to meet industry needs.

Language of Instruction

Instruction in all programs offered by the institution is in the English language.

Integrated Basic Skills

CET ofers contextual academic instruction to all students. Vocational English and basic education skills are integrated into the skill training and are taught in the context of the specific occupational program in which the student is enrolled.

GED Preparation

Some CET Centers offer GED preparation classes to individuals who do not have a High School Diploma or a GED Certificate. Refer to the Catalog Addenda for specific information about this service, if applicable.

Human Development

Students' work habits, behavioral patterns, and communication skills often have as much impact on job success as does technical knowledge. In order to prepare students for the demands of the world of work, CET provides a Human Development component. Students receive instruction in life skills, communication strategies, situations on the job, informational sessions by professionals on topics such as general health, parenting, budgeting, etc.

Job Placement Assistance

CET job developers work with students to prepare them to ob-

Servicios Estudiantiles Institucionales

Enfoque Total

Desde el principio, el propósito fundamental de CET fué desarrollar e implementar un programa efectivo de capacitación técnica. Ante una comunidad diversa y falta de capacitación, el enfoque del programa es integral, individualizado, y adaptable a las necesidades de cada estudiante.

Capacitación Técnica de Trabajo

CET ofrece un programa de capacitación técnica de trabajo que se distingue por su ciclo contínuo de inscripciones y graduaciones abiertas, y cursos de competencias técnicas. Toda la enseñanza es en Ingles. El programa es individualizado y el estudiante aprende competencias academicas y técnicas de acuerdo a su plan de aprendizaje individual. El programa incluye projectos prácticos manuales que requieren el uso de herramientas y maquinaria comparables a las que se usan la industria.

CET promueve una ética de trabajo positiva que imita las exigencias del ambiente laboral; se requiere la asistencia y la puntualidad a clases como lo exige la ética laboral.

CET ofrece capacitación en oficios que tienen gran demanda en el campo laboral local. Los programas están diseñados con la participación de la industria para garantizar que los graduados de CET esten preparados de acuerdo a las necesidades laborales. Puesto que las condiciones de la industria cambian constantemente, CET actualiza contínuamente el currículo de cada programa para suplir las necesidades del campo laboral.

Lenguage de Instrucción

Toda la instrucción en todos los programas ofrecidos por la escuela se llevan a acabo en el idioma inglés.

Educación Básica Integrada

CET ofrece instrucción académica contextual a todos los estudiantes. El inglés vocacional y clases de educación básica se integran en la capacitación técnica y se enseñan en el contexto del programa ocupacional específico en el que está inscrito el estudiante.

Preparación para el GED (Equivalencia de High School)

En algunos Centros, se ofrecen servicios de preparación para el GED. Refiérase al Suplemento del Catálogo para datos especificos sobre este servicio.

Aptitudes de Desarrollo Social

Los hábitos de trabajo del estudiante, los patrones de su comportamiento y sus habilidades de comunicación, a menudo tienen un impacto sobre el éxito del trabajo al igual que los conocimientos técnicos. Con el fin de preparar a los estudiantes para las demandas del mundo del trabajo, el CET proporciona un componente de desarrollo humano. Los estudiantes reciben instrucción en las habilidades de la vida, las estrategias de comunicación, situaciones en el trabajo, sesiones informativas por profesionales sobre temas como la salud general, la crianza de los hijos, elaboración de presupuestos, etc.

tain jobs through the preparation of resumes, applications, and mock interviews. Job developers work with local industry to match CET trainees to available jobs. CET does not guarantee job placement, but does actively help job-ready individuals to find training-related jobs, follows up on students who leave the program and continues to offer additional placement assistance to those in need. In addition, CET prepares students to identify job opportunities and to compete in the job market on their own.

Instructional Unit Team

At the core of the CET training design is the Instructional Unit Team. The Unit Team meets on a regular basis to monitor the progress of each student and to ensure that student problems are dealt with by the appropriate staff member as soon as possible.

Instructors at CET have many years of experience and seniority in their skills areas. Job Developers work with industry to assist students with job placement. Although class size varies from day to day due to the open-entry/open-exit design, the CET student-to-instructor ratio is about twenty to one.

Job Retention Follow-Up

It is the policy of CET to maintain records of graduates and withdrawals from the program and provide post-training follow-up services to all former students. Follow-up activities include:

- Assistance primarily to ensure job procurement.
- Employment retention, and gathering of employment data of former students.
- Other follow-up activities may include dissemination of information on opportunities for further education, efforts to involve former students in CET initiatives, and conducting customer satisfaction surveys.

Upon completion of any follow-up activity, the newly gathered information is entered into the MIS system permanent record.

Academic Advising

In order to ensure students meet the requirements of academic satisfactory progress, the technical instructors (and other members of the Unit Team) meet with their students on a scheduled basis, and/or as often as needed. Issues such as timely competency completion, attendance, punctuality, behavior, goals, etc., are discussed and documented.

Individualized Case Management

Through the Unit System, use of Individual Employment Plans (IEP), and Monthly Conferences, CET assists students to identify and overcome barriers to training and employment. Resource development with individual students is initiated during the admissions process and continues throughout the training period. Referrals to social agencies or community resources are made as needed.

Federal Financial Aid

CET provides assistance to qualified applicants when applying for Federal Financial Aid. Applications may include one or more

Ayuda de Colocación de Empleos

El Asesor de Empleos de CET se encarga de que el estudiante sepa redactar un curriculum vitae, completar una solicitud de trabajo, y practicar las entrevistas de trabajo. Este personal entabla comunicación con representantes de la industria para orientar a los estudiantes hacia los trabajos disponibles. CET no garantiza empleo, pero si ayuda en la búsqueda de trabajos para sus graduados y provee ayuda subsecuente de colocación de empleo para que los estudiantes permanezcan empleados. La meta es habilitar a cada estudiante a identificar oportunidades de trabajo y a competir en la industria por si mismos.

Equipo de Instrucción

La parte fundamental del diseño de capacitación de CET es el equipo de Instrucción. Este equipo se reune con frecuencia para vigilar el progreso del estudiante y asegurarse de que los problemas sean resueltos lo más pronto posible.

Los Instructores tienen muchos años de experiencia en el área de su especialidad. Los Asesores de Empleos trabajan con la industria local para localizar empleos. Aunque el tamaño de las clases varía día a día debido al diseño de inscripción contínua, el objetivo es de mantener una proporción aproximada de 20 estudiantes por cada instructor.

Servicios de Retención de Empleo

CET mantiene archivos de estudiantes graduados y retirados (sin graduación) y proporciona servicios de retención de empleo con todos los alumnos egresados. Las actividades de retención de empleo consisten en llevar a cabo lo siguiente:

- Ayuda en la colocación de empleos
- Retención del empleo y recompilación de datos de estudiantes egresados.
- Otras actividades pueden includir la diseminación de información sobre oportunidades educacionales; la participación en iniciativas del CET y encuestas sobre la satisfacción del cliente.

Al culminar la actividad de retención de empleo, la información adquirida es archivada en el sistema electrónico de MIS.

Asesoría Académica

A fin de garantizar que los estudiantes cumplan con los requisitos de aprovechamiento académico satisfactorio, los instructores (y otros miembros del equipo) se reúnen con sus estudiantes de forma programada, y/o cuantas veces sea necesario. Se discuten temas como el aprovechamiento de competencias académicas, la asistencia y puntualidad, el comportamiento, las metas y objetivos, etc.

Gestion de Casos

A través del Sistema de la Unidad y el uso de los Planes de Empleo Individual (IEP), el CET identifica y ayuda a los estudiantes a superar las barreras a la formación y al empleo. El desarrollo de recursos individuales se inicia durante el proceso de admisión y continúa durante todo el programa. Las referencias a los recursos comunitarios se realizan según sea necesario.

Ayuda Económica Federal

of the following: subsidized loans, unsubsidized loans, PELL Grants, SEOG, College Work Study.

WIA 167 Grant/Other Grants

CET procures a variety of grants to assist eligible students with tuition and other living expenses. For decades CET has been able to secure an annual large grant directly from the Department of Labor to fund the tuition of WIA 167 eligible students. Students who meet the WIA 167 eligibility criteria may apply for emergency assistance for housing, food, clothing, childcare, transportation, eyeglasses, tool kits, etc. WIA 167 students also receive bi-weekly stipends while in training.

Student Records Retention & Access

CET maintains all hard-copy student records for five years or longer as might be required by specific contracts or state agencies. Electronic copies of student records including transcripts are kept permanently. A copy of an unofficial transcript is available at the CET Center where the student graduated. Certified official transcripts must be requested via: https://cetweb.edu/payments-form/.

At the time of graduation, students must request an initial copy of their Graduation Certificate from the Center. Graduates are required to make arrangements with the Center to pick up their Certificate. There is no fee for the initial Graduation Certificate and unofficial Transcript.

All requests for subsequent copies of the Certificate of Graduation and/or Official Transcript must be made via https://cetweb.edu/payments-form/. The graduate's full name as registered with CET, the address where the students wish to have the document(s) mailed, must be clearly included in the request. The last four digits of the SSN, as registered with CET, must be entered in the *Additional Information* box. Non-graduates may request a copy of their transcript via https://cetweb.edu/payments-form/. Fees for Subsequent Copies: Certificate of Graduation - $10; Transcripts - $5.

Graduation Ceremonies

Some CET campuses organize graduation celebrations for program graduates and GED graduates as separate events. Graduates are encouraged to invite their families and close friends. Keynote speakers are engaged to participate in the celebrations. Gowns and accessories and the celebrations are free of charge to students and their invitees.

Student Council

The purpose of the CET Student Council, a group composed of elected student representatives from CET training programs at each center, is to represent the interests of the student body in student affairs and to serve as the chief representative body of students of CET. It provides services that help improve the quality of life of CET students and keeps the student body informed of relevant issues. The Council, with support from CET staff oversight, coordinates and regulates student activities including educational, recreational and cultural events as well as fund-raising activities to support such events and activities. The Council promotes professional behavior in the student body by

CET ayuda a los solicitantes en el proceso de solicitar Ayuda Económica Federal. Tal ayuda incluye uno o más de los siguentes tipos de ayuda: préstamos subsidiados, préstamos sin subsidio, Becas Pell, fondos SEOG, y Fondos de Tabajo y Estudio.

Fondos de WIA 167 (Otras Becas))

CET adquiere una variedad de becas para ayudar a los estudiantes con la matrícula y otros gastos. Por décadas CET ha sido capaz de obtener fondos monetarios directamente del Departamento de Trabajo para financiar la matrícula de estudiantes elebigles para WIA 167. Los estudiantes que cumplen los criterios de elegibilidad de WIA 167 pueden solicitar ayuda de emergencia para vivienda, alimentos, ropa, cuidado de niños, transporte, lentes, juegos de herramientas, etc. Estos estudiantes elegibles también reciben estipendios quincenales durante su capacitación.

Archivos Estudiantiles - Retención y Acceso

CET mantiene registros académicos por cinco años o más, según lo requieran los contratos específicos o las agencias estatales. Las copias electrónicas de los registros estudiantiles que incluyen las boletas de calificaciones, se almacenan permanentemente. El estudiante tiene acceso a una copia de su boleta de calificaciones no oficial en el Centro de donde se graduó. Las boletas oficiales certificadas deben solicitarse a través de: https://cetweb.edu/payments-form/.

Al graduarse de su programa, el estudiante debe solicitar a su escuela una copia inicial de su certificado de graduación. Los graduados deben hacer arreglos con el Centro para recoger su certificado. CET no cobra por el certificado de graduación inicial y la Boleta de calificaciones no oficial.

Todas las solicitudes de copias posteriores del certificado de graduación y/o boleta oficial deben realizarse a través de https://cetweb.edu/payments-form/. La solicitud debe incluir: el nombre completo del graduado como se inscribió en CET, la dirección a la que los estudiantes desean que se envíen los documentos por correo. Los últimos cuatro dígitos del SSN, según esté registrado con CET, deben ingresarse en el cuadro de Información Adicional. Los no graduados pueden solicitar una copia de su expediente académico a través de https://cetweb.edu/payments-form/. Tarifas por copias posteriores: certificado de graduación, $10; boletas de calificaciones, $5.

Ceremonias de Graduación

Algunos Centros de CET organizan ceremonias de graduación para los graduados de programas y graduados del programa de GED, como eventos separados. Los graduados pueden invitar a sus familiares y amigos cercanos. A estas celebraciones se invitan presentadores especiales. Los vestidos y accesorios de graduación y las fiestas son gratuitos para los estudiantes y sus invitados.

Consejo Estudiantil

El Consejo Estudiantil de CET está compuesto de estudiantes elegidos que representan los varios programas ofrecidos en el Campus y advocan los intereses del cuerpo estudiantil; también contribuye a mejorar la calidad de la capacitación y mantiene in-

offering opportunities for leadership and community service.

Alumni Association

The CET Alumni Association is an organization composed of graduates from CET. The primary purpose of the CET Alumni Association is to support the goals and mission of CET in its effort to promote economic self-sufficiency for its graduates and families. The association serves to promote fellowship and participation in CET and CET Alumni Association events and activities on an ongoing basis through participation in community service projects, social functions and leadership development activities.

Health Fairs

Health fairs are organized in several of the campuses. Through these events students receive valuable information on local health services.

Externship

CET includes externships as part of the curricula for some programs.

Job Fairs

As an effort to assist graduates in finding employment, and to introduce CET to new employers, job fairs are organized on campus.

Voter Registration

CET provides voter registration forms at each campus. Students may also download information and voter registration forms from the following website: www.sos.cs.gov.

formado al resto del cuerpo estudiantil. El Consejo, con el apoyo y supervisión del personal, coordina y regula las actividades de los estudiantes, incluyendo eventos educativos, recreativos y culturales, así como actividades para recaudar fondos para apoyar los eventos y actividades. El Consejo promueve la conducta profesional de los estudiantes ofreciendo oportunidades de liderazgo y servicios a la comunidad.

Asociación de Alumnos

La Asociación de Alumnos es una organización compuesta principalmente de egresados de CET. Su propósito principal es apoyar las metas y misión de CET en sus esfuerzos por promover la autosuficiencia económica de sus graduados y sus familias. La asociación promueve la comunión y participación contínua de los estudiantes en proyectos de servicio comunitario, eventos sociales y actividades de desarrollo de liderazgo.

Ferias de la Salud

Las ferias de salud se organizan en varios Centros. A través de estos eventos los estudiantes reciben información valiosa sobre los servicios de salud locales.

Externado

CET incluye prácticas externas como parte de algunos programas.

Ferias de Empleo

Las ferias de empleo organizadas en el campus son parte de la estrategia de ayudar al estudiante a encontrar empleos y de introducir nuevos empleadores a CET.

Registro de Votantes

CET proporciona a los votantes formularios de inscripción en cada escuela. Los estudiantes también pueden descargar los formularios de registro e información adicional para votantes en el sitio Web: www.sos.cs.gov.

Non-Discrimination Policy

Equal Opportunity is the Law

Center for Employment Training (CET) is an Equal Opportunity/ Affirmative Action Institution and complies fully with the nondiscrimination and equal opportunity provisions found in Section 188 of *Workforce Innovation and Opportunity Act* (WIOA) and Title 29 CFR part 38.

CET does not discriminate against any individual in the United States based on race, color, religion, creed, sex [gender] (including pregnancy, childbirth, and related medical conditions, sex [gender] stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of applicant, or participant, in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the individual's citizenship status or participation in any WIOA Title I financially assisted program or activity.

As a recipient of federal financial assistance, CET takes reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request, CET provides appropriate assistance to qualified individuals with disabilities to seek and procure, at no cost to the individual, auxiliary aids and services from partner agencies, including state rehabilitiation, and other agencies, specifically designated and funded for such services.

What to Do When Experiencing Discrimination

A student who thinks he/she may have been subjected to discrimination under a WIOA Title I, financially assisted program or activity, may file a complaint within 180 days from the date of the alleged violation with either:

Human Resources Director
Corporate Headquarters
701 Vine Street, San Jose, CA 95110
Telephone: (408) 287-7924; Fax: (408) 294-7849
HumanResources@cetweb.edu
711 Relay Service: 1-800-669-6820

Or

Director of the Civil Rights Center (CRC), U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.
Or electronically as directed on the CRC Website: www.dol.gov/crc.

Contact information and a list of field offices can be obtained at www.eeoc.gov/goc offices, or by calling 1-800-669-4000, or TTY device number 1-800-669-6820.

The student may file the complaint with CET and must wait until either CET issues a written Notice of Final Action, or 90 days have passed or whichever is sooner, before filing with the CRC (see address above).

If CET does not give the student a written Notice of Final Action within 90 days of the day on which the student filed the complaint, the student does not have to wait for CET to issue that notice before filing a complaint with the CRC. However, the student must file the CRC complaint within 30 days of the 90-day

Política de Anti-Discriminación

La Igualdad a la Oportunidad es la Ley

Center for Employment Training (CET) es una Institución de Igualdad de Oportunidades/Acción Afirmativa y cumple plenamente con las disposiciones sobre la no discriminación y la igualdad de oportunidades que se encuentran en la Sección 188 de la ley de *Workforce Innovation and Opportunity Act* (WIOA) y en el Título 29 CFR parte 38.

CET no discrimina contra ningún individuo en los EE.UU. en base a origen nacional, color, religión, credo, género (incluyendo embarazo, parto y condiciones médicas relacionadas, estereotipos de género, estatus de transgénero e identidad de género), origen nacional (incluyendo capacidad limitada en inglés), edad, discapacidad, o afiliación política o creencia, o, en contra de cualquier beneficiario del solicitante o participante, en los programas que reciben ayuda económica bajo el Título I de la Ley de *Workforce Innovation and Opportunity Act* (WIOA), sobre la base de su condición de ciudadano o participación en cualquier programa o actividad financiada con Título I de la WIOA.

Los programas que reciben financiamiento por parte del gobierno federal deben tomar los pasos razonables para asegurar que su comunicación con cualquier persona con una discapacidad sea efectiva, igual que como lo haría con cualquier otra persona. Esto significa que, según se solicite, CET proporcionará asistencia apropiada a individuos calificados con discapacidad a buscar y procurar, sin costo para el individuo, ayudas auxiliares y servicios de agencias asociadas, incluyendo servicios de rehabilitación estatales y otros organismos específicamente designados y financiados para tales servicios.

Qué Hacer Cuando Ha Sido Víctima de Discriminación

Si algún estudiante cree que ha sido discriminado por el programa que recibe financiamiento por parte del gobierno federal bajo el *Title 1* de la ley titulada en inglés *Workforce Innovation and Opportunity Act* (WIOA), el estudiante puede presentar una queja dentro de 180 días a partir de la fecha en que ocurrió el incidente. La queja debe ser presentada por escrito al oficial de igualdad de oportunidad (Equal Opportunity Officer) o a la persona designada por el programa:

Human Resources Director
Corporate Headquarters
701 Vine Street, San Jose, CA 95110
Telephone: (408) 287-7924; Fax: (408) 294-7849
HumanResources@cetweb.edu
711 Relay Service: 1-800-669-6820

También puede enviar su queja por correo postal al Departamento del Desarrollo del Empleo (EDD) o al Centro de Derechos Civiles (Civil Rights Center) del Departamento del Trabajo (Department of Labor) a:

Equal Opportunity Officer, Employment Development Department (EDD) PO Box 826880, MIC 83,Sacramento, CA 94280.

O al Centro de Derechos Civiles (Civil Rights Center) Departamento del Trabajo (Department of Labor) a:

Director of the Civil Rights Center (CRC), U.S. Department of Labor

deadline (in other words, within 120 days after the day on which the student filed the complaint with CET.

If CET does issue the student a written Notice of Final Action on the student's complaint, but he/she is dissatisfied with the decision or resolution, the student may file a complaint with the CRC. The student must file the CRC complaint within 30 days of the date on which he/she received the Notice of Final Action.

As stated above, CET complies with all nondiscrimination provisions found in Section 188 of WIOA and Title 29, CFR Part 38. For the full text of these policies, please contact the CET Human Resources Department:

Human Resources
Corporate Headquarters
701 Vine Street, San Jose, CA 95110
Telephone: (408) 287-7924

200 Constitution Ave. NW, Room N-4123, Washington, DC 20210.

O por correo electrónico dirigido a CRC: www.dol.gov/crc.

El estudiante puede obtener más información y una lista de oficinas subsidiarias, en este sitio: www.eeoc.gov/goc, o llamando al 1-800-669-4000 o TTY número dispositivo 1-800-669-6820.

También puede presentar su queja al Departamento (EDD) por correo electrónico en EEOmail@edd.ca.gov, o para obtener información sobre cómo presentar una queja con el Centro de Derechos Civiles (CRC) del Departamento del Trabajo, visite su página de Internet en www.dol.gov/crc.

Si el estudiante primero presenta su queja con la persona designada del programa, el estudiante debe esperar hasta recibir una respuesta por escrito titulada en inglés *Notice of Final Action* por parte de la persona designada del programa o dejar pasar 90 días, lo que ocurra primero, antes de presentar su queja con el Centro de Derechos Civiles (CRC).

Si la persona designada del programa no le envía la notificación titulada en inglés *Notice of Final Action* dentro de 90 días después de la fecha en que el estudiante presentó su queja, el estudiante no tiene que esperar más tiempo para presentar su queja con el Centro de Derechos Civiles (CRC), pero asegúrese de presentar su queja con el Centro de Derechos Civiles (CRC) dentro de 30 días después de la fecha límite del período de 90 días (en otras palabras, el estudiante debe presentar su queja dentro de 120 días después de haber presentado su queja con la persona designada del programa).

Si la persona designada del programa sí le envía la notificación titulada en inglés *Notice of Final Action*, pero no está satisfecho con la determinación hecha o la resolución propuesta para su caso, el estudiante entonces puede presentar su queja con el Centro de Derechos Civiles (CRC). El estudiante tiene que presentar su queja con el Centro de Derechos Civiles (CRC) dentro de 30 días después de la fecha en que haya recibido la notificación titulada en inglés *Notice of Final Action*.

CET cumple con todas las disposiciones de no discriminación que se encuentran en la Sección 188 de WIOA y Título 29, CFR Parte 38. Usted puede obtener el texto completo de estas regulaciones con el Departamento de Recursos Humanos de CET:

Human Resources
Corporate Headquarters
701 Vine Street, San Jose, CA 95110
Telephone: (408) 287-7924

Admissions Policy

How To Apply

CET's doors are open to anyone 18 years of age and older who wants to learn a skill for placement into a job. Those younger than 18 years of age (but not younger than 16) may be admitted but must have a High School Diploma or GED. Those enrolling under the alternative ATB Test or 225-hour credit standard must be 18 or older.

Instruction is on-going, allowing students entry at any time. The instructional program is hands-on, individualized, and self-paced. The student-instructor ratio is generally 22 to 1. No previous academic experience is required. The training program ranges from 25-30 hours per week. An evening shift of 20-25 hours per week may also be offered at some locations. Students in the evening classes receive the same number of total instructional hours as day students by attending a greater number of weeks.

Interested persons may apply for training at any CET location during office hours or in the evening, by appointment, if evening programs are available. Students are generally accepted on a "first-come, first-served" basis. The only exceptions to this procedure are for students under a particular training contract that may require immediate enrollment or procedural delays.

Admission Requirements

CET does not have academic requirements for admission into any of the programs it offers. CET uses the CASAS ESC Appraisal to determine baseline reading and math skills. CET provides the necessary general education to enable students to benefit from the program of their choice. Following are a few non-academic special requirements:

- The Accounting Clerk program requires the absence of criminal record for theft.
- The Early Childhood Teacher Assistant program requires student to have a clean record (*absence of criminal record for child abuse, child pornography, child endangerment, sexual offense, and/or any other felony*) and to pass a fingerprint background check. In addition, a health screening, including a tuberculosis test (TB) and a flu shot are required.
- The Medical Assistant program requires immunizations records prior to enrollment; also, the student cannot have a criminal record for drug abuse or drug distribution.
- The Truck Driver program requires applicants to meet Department of Transportation (DOT) and CET requirements, including random drug testing during the course of training. For the specific description of these and other requirements, see the Student Catalog Addenda.

Applicants with records as described above may enroll in programs other than those with special requirements. The special admissions requirements above are based on the very limited or virtually, non-existent employment opportunities for graduates with criminal records directly related to the respective field of employment.

When an initial inquiry is made, the applicant is scheduled to attend a general information session presented by an Admissions Advisor. After the general information session, the applicant se-

Reglas de Admisión

Cómo Inscribirse

CET abre sus puertas a personas mayores de dieciocho años de edad que deseen capacitarse para colocarse en un empleo. Se admiten estudiantes menores de 18 años (pero no menos de 16) que tengan Diploma de Secundaria o GED; estudiantes que deseen ser admitidos bajo el criterio de ATB y el criterio de 225 horas de crédito académico deber tener 18 años de edad.

Las clases son contínuas y los estudiantes pueden ingresar en cualquier momento. El programa instruccional contiene práctica manual, es individualizado y los estudiantes avanzan a su propio paso. El número de estudiantes a instructor es generalmente de 22 a 1. Se ofrecen entre 25-30 horas de capacitación por semana. Algunos Centros ofrecen clases vespertinas de 20-25 horas por semana. Sin embargo, los estudiantes de ambos horarios reciben el mismo número total de horas de instrucción.

Las personas interesadas en capacitarse deben presentarse en cualquier centro de CET de lunes a viernes, durante horas de oficina o con cita en horas vespertinas. Los estudiantes se inscriben en el orden que soliciten hacerlo. La excepción a este proceso ocurre cuando hay lista de espera o cuando algún contrato impone un proceso alterno como criterio para ser admitido al programa.

Requisitos de Admisión

CET no tiene requisitos académicos de admisión en ninguno de los programas que ofrece. CET utiliza el exámen de evaluación de CASAS ESC para determinar los niveles base de competencia en lectura y matemáticas. El CET proporciona la educación general necesaria para capacitar permitir a los estudiantes en el programa de su elección. Los siguientes son requisitos especiales no académicos:

- El programa de Contabilidad requiere la ausencia de antecedentes penales por robo.
- El programa de Ayudante de Educación Infantil exige la ausencia de antecedentes penales por abuso de menores, pornografía infantil, riesgo a niños, ofensa sexual y/o cualquier otro delito. También se requiere una verificación de antecedentes de huellas digitales y un exámen de salud con prueba de tuberculosis (TB) y una vacuna contra la gripe.
- El programa de asistente médico requiere registros de vacunas antes de la inscripción; también, el estudiante no puede tener antecedentes penales por abuso de drogas o la distribución de drogas.
- El programa de camionero requiere un acuerdo firmado por el solicitante para satisfacer los requisitos de CET y del departamento de transporte (DOT), incluyendo selección aleatoria de prueba de drogas durante el curso de capacitación. Para más detalles vea el Catálogo Estudiantil Suplementario.

Los solicitantes con registros cuales se describieron anteriormente pueden inscribirse en programas distintos de aquellos con necesidades especiales. Los requisitos de admisión expuestos anteriormente se basan en las limitaciones de empleo, el cual es casi inexistente, para graduados con antecedentes penales directamente relacionado con el campo respectivo de empleo.

lects a particular program for training and the Instructor/Advisor provides a formal presentation of the program.

The following documents may be required to determine funding or enrollment eligibility:

- Last two years' Federal Income Tax Return of applicant and spouse, if married, or parent(s') Income Tax Return.
- Proof of other Income: SSI, Disability, Workers Comp., etc.
- Last Employment or Unemployment Benefits check stub.
- Driver's License or other official picture I.D.
- Social Security Card.
- Proof of Citizenship/Residency: original Birth Certificate, Passport, Permanent Resident Card, or Certificate of Naturalization.
- Original High School Diploma, or GED, or Foreign Equivalent, or meet ATB guidelines (if applying for Fin. Aid).
- Proof of Selective Service Registration, if born on or after 1/1/1960 or proof of exemption.
- Emergency alternate contacts of close relatives—address, telephone and/or cell phone number.

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the 10th class-day after enrollment, whichever is later. Either the student or CET may cancel the enrollment at any time during the ten-day cancellation period with no financial obligation incurred by the student.

Ability-To-Benefit (ATB) & Tuition

To receive Federal Student Aid funds, a student must be qualified to study at the postsecondary level. A student qualifies if s/he:

- has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- has the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate;
- has completed homeschooling at the secondary level as defined by state law;
- has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education; or
- has passed one of the approved ability-to-benefit (ATB) tests and be concurrently enrolled in an eligible career pathway program.
- has completed at least 6 credit hours or 225 clock hours which are applicable toward a degree or certificate by the postsecondary institution and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012.

CET relies on the actual high school diploma/transcripts or GED certificate to verify academic qualifications and not on the stu-

Al realizarse el contacto inicial, se le pide al solicitante asistir a una sesión de información general presentada por un Asesor de Admisiones. Después de la sesión de información general, el solicitante hace un recorrido por las aulas de entrenamiento durante el cual los Instructores ofrecen información formal sobre los programas y el potencial futuro de empleos correspondiente.

Los siguientes documentos pueden ser requeridos para determinar la elegibilidad para ayuda económica o la matrícula:

- Declaración de Impuestos federales de los últimos dos años del solicitante y cónyuge, si es casado; o la declaración de impuestos de los padres.
- Prueba de otros ingresos: seguro social, incapacidad, remuneración para el trabajador, etc.
- Talón del último cheque de trabajo, o de desempleo.
- Targeta del Seguro Social.
- Comprobante de Ciudadanía o Residencia: certificado ori-ginal de nacimiento, pasaporte, targeta de residencia, certificado de naturalización.
- Verificación de Registro de Servicio Selectivo, si nacido en o después de 1/1/1960 o someter evidencia de exención.
- Diploma original de Secundaria o Certificado de Equivalencia.
- Contactos alternos de emergencia de familiares cercanos: domicilio, teléfono (de casa y/o celular).

El estudiante tiene derecho de cancelar el acuerdo de matriculación y obtener un reembolso de cargos pagados hasta la primera sesión de clases, o el décimo día despues de matricularse, lo que sea posterior. El estudiante, o CET, puede cancelar la matrícula en cualquier momento durante el período de 10 días de cancelación y el estudiante no tendrá obligación de costo alguna.

Capacidad de Beneficio y Matriculación

Para recibir fondos de Ayuda Federal para Estudiantes, un estudiante debe estar calificado para estudiar a nivel postsecundario. Un estudiante califica si él / ella:

- tiene un diploma de escuela secundaria (esto puede ser de una escuela extranjera si es equivalente a un diploma de escuela secundaria de los Estados Unidos);
- tiene el equivalente reconocido de un diploma de escuela secundaria, como un certificado de desarrollo educativo general (GED) u otro certificado aprobado por el estado o certificado de equivalencia de diploma;
- ha completado la educación en el hogar en el nivel secundario como lo define la ley estatal;
- ha completado la educación secundaria en un entorno de educación en el hogar que reúne los requisitos para una exención de los requisitos de asistencia obligatoria según la ley estatal, si la ley estatal no exige que un estudiante educado en el hogar reciba una credencial para su educación; o
- ha aprobado una de las pruebas aprobadas de capacidad para beneficiarse (ATB) y estar inscrito simultáneamente en un programa de trayectoria profesional elegible.
- ha completado al menos 6 horas de crédito o 225 horas reloj que se aplican a un título o certificado otorgado por la institución postsecundaria y actualmente está inscrito en un programa de trayectoria profesional elegible o se inscribió por primera vez en un programa post secundario elegible antes del 1 de julio de 2012.

dent's certification alone. CET uses ATB-ACCUPLACER test for students in fluent in English and ATB-CELSA test for limited-English speakers. Student who take the ATB-CELSA test may be required to attend the Basic Skills program VESL classes as well.

Adult Ed/Career Pathways Program (AECP)

Students enrolled under one of the Ability-to-Benefit (ATB) alternatives and applying for Title IV Student Federal Aid must concurrently co-enroll in the Adult Ed/Career Pathways Program (AECP). The AECP Program focuses on individualized academic instruction and education services that increase a student's ability to read, write, and speak English, perform mathematics, or other activities necessary for the attainment of a high school diploma or its recognized equivalent. Attendance and participation in the AECP Program is mandatory for students enrolled under ATB.

Articulation / Challenge Examinations

CET does not have articulations for any program with any other institution nor does it have a challenge system. CET does not award credits, therefore, transfer of credits does not apply to CET students.

CET has an agreement similar to an articulation with San Jose City College (SJCC) through which CET students are taught by both CET instructors and San Jose City College faculty. CET students earn ECE units, which qualify them for employment in the respective field and are accepted for further education at San Jose City College.

Experiential Credit

CET does not recognize prior credit or work experience earned at other institutions, except for applicants sponsored by the Veterans Administration. See "Veterans Receiving Educational Benefits Bulletin," on page 23 of this catalog.

Distance Learning

CET received institutional approval to offer instruction via distance education in the Fall of 2018.

Visa

CET does not provide Visa services.

Housing

CET does not provide dormitory facilities to students nor does it provide assistance in finding housing. Below are rent ranges for apartment nearby the CET Main Campus in San Jose:

No. of Beds	Ave. Size	Typical
Studio	618-625 sq ft	$2,761
1 Bed	722-723 sq ft	$2,920
2 Beds	1136-1137 sq ft	$3,858

Source: https://www.apartments.com/702-vine-st-san-jose-ca/kywbje8/

CET se basa en el certificado de estudios a nivel secundaria o en el certificado de equivalencia de la escuela secundaria para verificar las calificaciones académicas y no solo en la certificación del estudiante. CET utiliza el examen ATB-ACCUPLACER para estudiantes con fluidez en inglés y el ATB-CELSA para hablantes limitados de inglés. El estudiante que toma el examen ATB-CELSA también debe asistir a las clases de VESL del programa de Habilidades Básicas.

Programa de Educación Adulta

Los estudiantes que se se inscriban por medio de la alternativa Capaciadad de Beneficiarse (ATB) y soliciten ayuda económica deben co-inscribirse el programa de educación adulta, Adult Ed/Career Pathways (AECP). EL programa de AECP se enfoca en enseñanza académica individual que aumenta la capacidad del estudiante en lectura, escritura, matemáticas y el habla del Ingles, u otras actividades necesarias para la obtencion del diploma de secundaria or su equivalencia reconocida. La asistencia y participación en este programa son obligatorias.

Articulación / Desafío Académico

CET no tiene articulaciones de cualquier otro programa con ninguna otra institución; tampoco tiene un sistema de desafío académico. CET no otorga créditos, por lo tanto, tal transferencia de créditos no se aplica a los estudiantes de CET.

CET tiene un acuerdo similar a una articulación con el San Jose City College (SJCC) mediante el cual los estudiantes reciben instrucción de la facultad de CET y de SJCC. Los estudiantes reciben unidades en el campo de la educación infantil las cuales capacitan a los estudiantes para ciertos empleos en ese campo. Las unidades son aceptadas para la educación complementaria en SJCC solamente.

Crédito por Experiencia Previa

CET no reconoce créditos o unidades de educación o experiencia previa obtenida en otras instituciones, excepto a beneficiarios de la Administración de Veteranos. Vea el "Boletin para Veteranos que Reciben Beneficios Educativos," en la página 23 de este catálogo.

Aprendizaje a Distancia

CET recibió aprobación institucional para ofrecer instrucción via educación a distancia.

Visa Extrangera

CET no provee servicios de Visa.

Vivienda

CET no proporciona dormitorios ni ayuda para encontrar casa para sus estudiantes. A continuación se muestran los rangos de alquiler de apartamentos cerca del campus principal de CET en San Jose:

No. of Beds	Ave. Size	Typical
Studio	618-625 sq ft	$2,761
1 Bed	722-723 sq ft	$2,920
2 Beds	1136-1137 sq ft	$3,858

Source: https://www.apartments.com/702-vine-st-san-jose-ca/kywbje8/

Academic Information

Attendance Policy

CET attendance policy is based on the importance of regular attendance to achieve academic progress and on the standards practiced in occupational settings. Students are required to maintain 100% attendance to the extent possible. CET recognizes that students may be late or absent due to unforeseen, extreme, and unmitigated circumstances. On the other hand, excessive absenteeism keeps students from maintaining satisfactory academic progress. CET requires students to maintain attendance at 75.00% or higher of the scheduled hours at all times in order to move toward the requirements of the workplace and to maintain satisfactory progress.

Students are expected to attend all class sessions; daily records of attendance are kept for all classes. As academic progress is monitored individually, absent students are not given homework; nor are they given "makeup" work when they return, but are expected to resume their training where they left off before the absence.

The following attendance rules apply:

1. Students who are tardy will be advised and the number of clock hours attended for the day will be recorded on the class roll sheet.
2. A student who anticipates being absent should notify his or her instructor; if there is an emergency or situation beyond the student's control, the student must contact the instructor as soon as possible.
3. When a student has a pattern of chronic absenteeism, the instructor and the student will establish short-term attendance goals.
4. A student who anticipates an absence of more than 10 consecutive days should submit a written request for a Leave of Absence to the respective instructor. Students who are absent more than 10 consecutive business days and have not requested a leave of absence will be terminated from the program.
5. Students who fall below 75.00% of attendance at the end of each 50% timeframe will meet with their instructor following the Satisfactory Academic Progress procedures (see pages 20-21).
6. CET reserves the right to terminate a student who has excessive absenteeism.

Distance Education

CET has institutional approval to offer Distance Education by its accrediting agency, the *Council on Occupational Education*. Most of the programs CET offers are traditional; a few programs are offered as traditional/hybrid and are described in the Student Catalog Addenda as well as the attendance requirements for them.

7. **Hybrid Program:** a program that makes available less than 100% of its required instruction via distance education (via online). The school designates which days to credit student

Información Académica

Reglas de Asistencia

Las reglas de asistencia se basan en la importancia de la asistencia para lograr el progreso académico y en seguimiento a normas industriales. Se requiere que los estudiantes mantengan el 100% de asistencia en la medida que sea posible. CET reconoce que los estudiantes pueden llegar tarde o ausentarse debido a circunstancias imprevistas, extremas y no mitigadas. Por otro lado, el ausentismo excesivo impide que los estudiantes mantengan un progreso académico satisfactorio. CET requiere que los estudiantes mantengan la asistencia al 75.00% o más de las horas programadas en todo momento para avanzar hacia los requisitos del lugar de trabajo y mantener un progreso satisfactorio.

Se espera que los estudiantes asistan a todas las sesiones de clase; se mantienen registros diarios de asistencia para todas las clases. Como el progreso académico es monitoreado individualmente, a los estudiantes ausentes no se les da tarea; ni se les da trabajo de "recuperación" cuando regresan, pero se espera que reanuden su entrenamiento donde lo dejaron antes de la ausencia.

Las siguientes reglas de asistencia deben observarse:

1. El estudiante que llegue tarde recibirán una advertencia y el Instructor anotará solamente las horas de asistencia por día en la lista de asistencia (classroll).
2. El estudiante que anticipe estár ausente debe recibir permiso con anticipación de su instructor, o si hay una emergencia o situación fuera del control del estudiante, el estudiante debe informar al instructor tan pronto como sea posible.
3. Cuando el estudiante demuestre un patrón de ausencias crónicas, el maestro y el estudiante establecerán metas de asistencia a corto plazo.
4. El estudiante que necesite ausentarse de la escuela por más de 10 días consecutivos debe solicitar a su instructor(a) un Permiso de Ausencia. El estudiante que se ausente por más de 10 días hábiles consecutivos sin haber solicitado un permiso de ausencia será cancelado del programa.
5. Los estudiantes que estén por debajo del 75.00 % de asistencia al final de cada período del 50 % se reunirán con su instructor siguiendo los procedimientos de Progreso Académico Satisfactorio (consulte las páginas 20 y 21).
6. CET se reserva el derecho de dar de baja a un estudiante que tenga un ausentismo excesivo.

Educación a distancia

CET cuenta con la aprobación institucional para ofrecer Educación a Distancia por parte de su agencia acreditadora, the *Council on Occupational Education*. La mayoría de los programas que ofrece CET son tradicionales; algunos programas se ofrecen como tradicionales/híbridos y se describen en el *Student Catalog Addenda*, así como los requisitos de asistencia para ellos.

7. **Programa Híbrido:** un programa que ofrece menos del 100% de la instrucción requerida a traves de la Educación

attendance based on completion and participation of online class activities. Students enrolled in Hybrid Programs will earn 30 hours of weekly attendance in two different methods for full-time programs (when perfect attendance is earned):

a) **For regular attendance:** students attend on-campus, face to face instruction, on set days as published in the Student Catalog Addenda and Program Syllabus; and,

b) **For school designated online (hybrid) attendance:** students participate in synchronous/asynchronous online activities: discussions, assignments, quizzes, other class work, and required number of substantive posts, as assigned by instructor.

Traditional and hybrid days are not interchangeable. Hybrid classes will be held as published in the campus Student Catalog Addenda; they may also be published in the program syllabus.

Staff In-Service

CET allows up to 6 days per year for staff in-service training. Students will not attend training during staff in-service days. The student absences will not be counted towards course or program completion hours.

Holidays

CET observes the holidays listed below. The holiday time is not counted toward program completion hours.

Holidays (School will be closed)	
New Year's Day - 01.02.23	Independence Day 07.04.22
Martin L. King's B-day 01.16.23	Labor Day 09.05.22
President's Day 02.20.23	Veterans Day 11.11.22
Cesar Chavez Day 03.31.23	Thanksgiving 11.24-25.22
Memorial Day 05.29.23	Winter Holiday Break 12.19.22 — 01.02.23
Juneteenth Day 06.19.23	

CET will be closed for one to two weeks, usually the days which fall between Christmas and New Year's Day. The CET Board of Directors reserves the right to amend the holiday schedule as needed.

Constitution Day & Citizenship Day

Constitution Day and Citizenship Day is a combined event that is annually observed in the United States on September 17. This event commemorates the formation and signing of the Constitution of the United States on September 17, 1787. It also recognizes all who, by coming of age or by naturalization, have become US citizens. When Constitution Day falls on a weekend CET will observe the day during the preceding or following week.

Leave of Absence (LOA)

A student may be granted a leave of absence. A leave of absence is a temporary interruption in a student's program of study. The LOA policy requires the students submit a written request specifying the reason for the LOA; such requests must be signed and dated. There must be a reasonable expectation that the stu-

a distancia (por internet). La escuela designa los días de acreditar asistencia basado en el cumplimiento y la participación de proyectos en línea del estudiante. Los estudiantes inscritos en programas híbridos obtendrán 30 horas por semana de asistencia en dos métodos diferentes para programas de tiempo completo (cuando se obtiene asistencia perfecta):

a) **Para la asistencia regular:** los estudiantes asisten a clases en los días establecidos y publicados en el *Student Catalog Addenda* y en el *Program Syllabus*; y

b) **Para la asistencia *en línea* designada por la escuela**: los estudiantes participan en las discusiones *en línea* asignadas y completan con éxito un mínimo de cuatro publicaciones sustantivas, según se indica en los criterios de asistencia fuera del campus, que se describen en el *Student Catalog Addenda* y el *Program Syllabus*.

Los días tradicionales e híbridos no son intercambiables. Las clases híbridas se llevarán a cabo según lo publicado en el Apéndice del Catálogo Estudiantil del campus; también pueden publicarse en el syllabus del programa.

Taller de Facultad

CET permite hasta 6 días por año de capacitación del personal. Los estudiantes no asistirán a clases durante este tiempo. Las ausencias del estudiante no serán contadas hacia las horas programadas del curso.

Vacaciones/Días Festivos

CET observa las vacaciones que se enumeran a continuación. No se cuenta el tiempo de vacaciones hacia horas programadas del curso.

Vacaciones (Escuela Cerrada)	
Año Nuevo - 01.02.23	Día de la Independencia 07.04.22
Natalicio de M.L.King 01.16.23	Día del Trabajo 09.05.22
Día del Presidente 02.20.23	Día de los Veteranos 11.11.22
Día Cesar Chavez 03.31.23	Acción de Gracias 11.24-25.22
Día Memorial 05.29.23	Clausura Invernal 12.19.22 — 01.02.23
• Junio Diecinueve 05.19.23	

CET estará cerrado por una a dos semanas usualmente durante los días entre la Navidad y el Año Nuevo. La Mesa Directiva de CET se reserva el derecho de enmendar los días festivos como y cuando sea necesario.

Día de la Constitución y Día de la Ciudadanía

El día de la Constitución y Día de la Ciudadanía es un evento combinado que se observa anualmente en los Estados Unidos el 17 de Septiembre. Este evento conmemora la formación y la firma de la Constitución de los Estados Unidos el 17 de Septiembre de 1787. También reconoce a todos los que, por mayoría de edad o por naturalización, se han convertido en ciudadanos estadounidenses. Cuando el día de la Constitución caiga en un fin de semana, CET observará este evento durante la semana previa o posterior.

Permiso de Ausencia (LOA)

El estudiante puede solicitar un permiso para estar ausente, la cual le otorga una interrupción temporal del programa de es-

dent will return from the leave of absence to continue his or her education. Under no circumstances may a student exceed three leaves of absences totaling 90 calendar days or one 90-day cumulative leave of absence time. LOA extensions are considered additional leave. CET does not charge the student any additional institutional fees for a leave of absence.

If the student is receiving financial aid, he or she must contact the Financial Aid Office to find out, prior to the leave of absence, the effect that the student's failure to return from a leave of absence may have on his or her loan repayment terms, including the expiration of the student's grace period. Upon the student's return, the student simply resumes or continues the same payment period and coursework.

LOA Appeal

Under extreme circumstances, an appeal for a subsequent leave of absence may be granted for up to an additional 90 calendar days, if the Center Director determines that the subsequent leave of absence is necessary due to unforeseen circumstances, and it is documented that the leave of absence is granted for jury duty, military reasons, personal hardship, determined on an individual basis, or circumstances covered under the Family and Medical Leave Act of 1993.

The Appeal for a Leave of Absence Form must be completed and must include documentation of the circumstances for the appeal. The form and supporting documents are submitted to the Instructor and Center Director for signature approval. A copy of the signed form is provided to the student. The Center Director will provide the form and supporting documents to MIS for processing. MIS will process or request additional information, if needed. Once processed, MIS will sign the form and provide a copy to the Center Director. Leaves of absence and appeal cannot exceed 180 calendar days under any circumstances.

Re-entry Within 180 Days

A student has the right to withdraw from a progam at any time and must inform his or her instructor of the decision to withdraw immediately. A student that withdraws and returns to the same program within 180 days from the student's last date of attendance will be treated as if the student did not cease attendance for the purposes of determining the student's financial aid award for the payment period. The balance of the original eligibility for that payment period is reinstated and the student is immediately eligible to receive all financial aid funds that were returned, if any, when the student ceased attendance.

A student must successfully complete the payment period's clock hours and weeks of instructional time to progress to the next payment period (if any).

Students who are administratively terminated or expelled for violations of CET guidelines, policies, or for any violations of the CET Code of Student Conduct will not be allowed to re-enter under the 180 day re-entry rule.

Facilities

CET is in the business of preparing men and women for jobs in the local market where the CET campus is located. CET strives to simulate industry and business by offering a training environment with work conditions and equipment that are comparable

tudio. La solicitud de ausencia tiene que hacerse por escrito, con firma y fecha, y contiene la razón por la cual se solicita el permiso de ausencia. Esta debe establecer una expectación razonable que el estudiante regresará y reanudará su curso de estudio. Bajo ninguna circunstancia debe el estudiante exceder tres períodos de ausencia con un total de 90 días caléndricos o un período de 90 días cumulativos de permiso de ausencia. Una extensión al período de ausencia equivale a otro permiso de ausencia adicional. El CET no cobrará cuotas institucionales adicionales por un permiso de ausencia.

Los estudiantes que reciben Ayuda Económica Título IV deben informarse en la Oficina de Ayuda Financiera como el no regresar de la ausencia puede impactar el plan de pagos del préstamo y la expiración del período de gracia. A su regreso, el estudiante reanudará el mismo período de pagos y curso de estudios.

Apelación para un Permiso de Ausencia Adicional

Bajo circunstancias extremas, una apelación para un permiso de ausencia adicional puede ser autorizada hasta por 90 días más. El Director del Centro determinará si la apelación para un permiso de ausencia subsecuente es necesaria debido a circunstancias imprevistas; y especialment si hay datos que indiquen que la ausencia se otorga por participar en un jurado, dificultades personales, razones militares, o circunstancias cubiertas bajo el Acta Familiar y Médica de 1993. La solicitud de apelación para un permiso de ausencia debe explicar las circunstancias de la apelación. Esta solicitud y documentos de apoyo deben ser aprobados por el instructor y el Director del Centro. Una copia debe entregarse al estudiante. El Director entregará la solicitu y documentación al Deptmto. de MIS, el cual procesa la solicitud o pide datos adicionales, ya sea necesario. Una vez cosumado el proceso, MIS expidirá una copia de la solicitud al Director del Centro. Bajo ninguna circunstancia los días de ausencia y apelación deben exceder 180 días.

El Reingreso dentro de 180 Días

El estudiante puede retirarse de cualquier programa cuando quiera pero tiene que informar al instructor inmediatemente de tal decision. El estudiante que se retira y reingresa al mismo programa dentro de 180 días de la última fecha de asistencia será tratado como si el estudiante no hubiera dejado de asistir para el propósito de determinar la ayuda financiera del estudiante durante el período de pago. El balance de la elegibilidad inicial para ese período de pago es reintegrado y el estudiante es inmediatamente elegible para recibir todos los fondos de ayuda financiera que se devolvieron, en su caso, cuando el estudiante dejó de asistir.

Un estudiante debe completar exitosamente las horas y semanas de instrucción pertenecientes al período de pago para avanzar al próximo período de pago (si hubiera).

No se les permitirá reinscribirse a los estudiantes que falten a las reglas de CET, o que violen el Código de Conducta del Estudiante y sean expulsados.

Instalaciones (Aulas de Capacitación)

La meta de CET es preparar a sus estudiantes para empleos de la industria local. El CET se esmera en simular un ambiente industrial y profesional que refleje las condiciones del empleo y utiliza herramientas y maquinaria comparable con aquellas que se utilizan en la industria.

Todos los centros de CET cumplen con los reglamentos establecidos para escuelas postsecundarias. Los centros estan ubicados

to those used by local employers.

All training facilities follow accepted postsecondary school guidelines. The centers are located in easily accessible areas to facilitate the use of public transportation. Information about specific facilities is provided to prospective students during the general information session and tour of the center. A description of the facility is also included in each center's Catalog Addenda.

Faculty

CET shall employ instructors who possess the academic, experiential, and professional qualifications to teach, including a minimum of a high school diploma (or its equivalent) and a minimum of three years of industry experience, education, and training in current practices of the subject area they are teaching or the equivalency of the minimum qualifications in the technical area of instruction. Experience working with persons of diverse socioeconomic and ethnic backgrounds will also be required.

CET will not employ or continue to employ an instructor who has been adjudicated in a judicial or administrative proceeding as having violated any provision, or as having committed any act that would constitute grounds for the denial of a license under any state regulation such as CA Section 480 of the Business and Professions Code. The Catalog Addenda for each campus describes the qualifications of the faculty.

Photography and Audio/Video Recording

The use of audio or video recorders, cameras, or any other electronic reproduction devices is not permitted in the classroom, unless pursuant to an accomodation plan. No audio/video recording or still pictures of any class/training session, or of staff and students, is allowed without the written authorization of the CET Human Resources Director. CET will abide by any state, local, or federal laws regarding the use of photography and audio recording devices.

Libraries & Other Resources

The school maintains sufficient instructional resources, i.e., print books, eBooks, media materials, periodical, and supplies for all students in the classrooms at each campus location. Print materials check out are managed in each classroom by the instructor. Digital resources, eBooks, videos, simulations, etc., are maintained in the school's canvas LMS. All Students receive digital access codes to the LMS upon enrollment in their program of choice.

Books, Uniforms, and Toolkits

CET will provide students a set of books for the educational program in which they enroll. In some programs, students will receive a set of uniform items, scrubs and/or shirts. Students enrolled in certain programs will receive a toolkit and personal protective equipment (PPE). This information, when applicable to a program, is contained in the Catalog Addenda program description page. Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks, CET is able to provide instructional materials for students at below competitive market rates. Prices are subject to change without notice.

Effective July 1, 2016, students who receive Title IV financial aid

en áreas accesibles para facilitar el uso del transporte público. El Catálogo Suplemental describe más a fondo los servicios de cada Centro.

Facultad

CET empleará instructores que reúnan los requisitos académicos, experienciales y profesionales para enseñar, incluyendo un mínimo de un diploma de escuela secundaria o GED; un mínimo de tres años de experiencia en la industria, educación y práctica en la materia relacionada con el área de enseñanza. La persona debe poseer experiencia trabajando con personas de diversos orígenes étnicos y niveles socioeconómicos.

CET no empleará, ni continuará empleando, a un instructor que haya sido adjudicado en un procedimiento judicial o administrativo como haber violado cualquier disposición, o haber cometido algún acto que constituiría los motivos de la denegación de una licencia bajo cualquier regulación estatal como la sección 480 del código de profesiones y negocios de California. El Catálogo Estudiantil Suplementario incluye una breve descripción de las calificaciones de la facultad.

Fotografía y Grabación de Audio/Video

No se permite el uso de grabadoras de sonido o de video, cámaras, o cualquier otro aparato de reproducción electrónica a menos que se utilicen como parte de un plan de adaptación. No se permite grabar el audio y/o video, o fotografiar, ninguna sesión de clases/entrenamiento, o al personal y a estudiantes, sin la autorización por escrito del Director de Recursos Humanos de CET. CET cumplirá con las leyes estatales, locales o federales sobre el uso de la fotografía y aparatos de grabación de sonido.

Bibliotecas y Otros Recursos

La escuela mantiene suficientes recursos de instrucción, es decir, libros impresos, libros electrónicos, materiales de medios, publicaciones periódicas y útiles para todos los estudiantes en las aulas en cada ubicación del campus. Los materiales impresos se prestan en cada salón de clases por el instructor. Los recursos digitales, libros electrónicos, videos, simulaciones, etc., se mantienen en el lienzo LMS de la escuela. Todos los estudiantes reciben códigos de acceso digital al LMS al inscribirse en el programa de su elección.

Libros, Uniformes, y Juego de Herramientas

CET proporcionará al estudiante libros para el programa educaativo en que se incriba. En algunos programas, el estudiante recibirá uniformes y/o camisas. En ciertos programas, el estudiante recibirá un juego de herramientas y equipo de protección personal (EPP). Estos datos se encuentran, cuando se da el caso, en las páginas del Catálogo Suplementario del estudiante donde se describe el programa. CET puede proveer libros a precios menores que se encuentran en el mercado competitivo por medio de su caracter de empresa no lucrativa, y sus prácticas de compras al por mayor y libros personalizados; los precios pueden cambiar en cualquier momento sin aviso previo.

A partir de Julio 1 de 2016, los estudiantes que reciban ayuda económica federal tienen el derecho de optar por comprar algunos libros, juego de herramientas, y uniformes por su propia cuenta; el costo será deducido de la matrícula oficial del pro-

may have the right to opt out of this arrangement and choose to purchase certain books, toolkits, and uniforms on their own and have the cost deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Students may not opt out of purchasing books that have been customized for CET training programs nor can they opt out of purchasing PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. Students will be responsible for replacement of lost, stolen, or damaged items and may incur liability for cost of the materials should they withdraw prior to completion of the program.

Medical Insurance

Students are responsible for their own medical costs during their attendance at CET. Although CET has a limited student accident insurance plan, each student should have his/her own medical coverage for unforeseen health problems or accidents.

Standards of Student Achievement

CET does not measure academic achievement in terms of traditional grades. CET's programs are competency-based. Students are evaluated on specific practical and knowledge standards. To measure progress, students are formally evaluated upon the completion of each competency and the hours of attendance completed. Competence is determined through written, oral, or practical demonstration, with a minimum passing score of 70% for each one. Assessment tests may also be administered electronically via computer (on campus). Also, students must complete 100% of the program actual hours and must complete all program competencies within 100% of actual program hours and 150% of the published scheduled program hours.

Graduation Requirements

To be eligible for the Certificate of Graduation, students must complete 100% of the program hours and must complete all program competencies within 100% of actual program hours and 150% of the published scheduled program hours. Students that exceed 150% of scheduled program hours are not eligible to receive a Certificate of Graduation. Actual program hours are recorded hours of actual student attendance; scheduled program hours are hours when the school is in session and the student is expected to attend class.

CET reserves the right to withhold a Certificate of Graduation in cases of unreturned books or materials, missing documentation or signatures, or when a tuition balance is due.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREENTIALS EARNED AT CET"

Transfer Policy

CET does not award credits in any of its programs. CET awards a Certificate of Graduation, and therefore, "transferability of credits" does not apply.

The transferability of clock hours and the Certificate a student earns at CET is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the certificate the student earns in any of the programs, is also at the

grama. Los estudiantes que decidan ejercer esta opción deben hacerlo durante el período de inscripción o antes del final del período de cancelación de 10 días.

Los estudiantes no tendrán la opción de comprar por su propia cuenta libros que hayan sido personalizados para los programas de CET, y equipo de protección que haya sido aprobado de acuerdo a estándares industriales de salubridad y seguridad. El estudiante tiene la obligación de firmar un recibo al tomar posesión de los artículos aquí descritos. El estudiante es responsable de la sustitución de los artículos perdidos, robados o dañados y puede adeudarse por el costo de los artículos si se retira del programa antes de finalizarlo.

Seguro Médico

Los estudiantes son responsables por sus propios gastos médicos mientras estén en el CET. Aunque CET cuenta con una póliza limitada de seguro de accidentes en la escuela, cada estudiante debe tener su propio seguro médico en caso de enfermedad o accidentes imprevistos.

Estándares de Aprovechamiento Estudiantil

CET no evalúa el aprovechamiento académico en términos de grados tradicionales. Los programas de CET se basan en competencias. Los estudiantes son evaluados en el desempeño y normas específicas del conocimiento. Para medir el progreso, los estudiantes son evaluados formalmente al término de cada competencia y a través de las horas de asistencia. La competencia se demuestra a través de pruebas escritas, orales o de demostración, con una calificación mínima del 70% en cada evaluación. Los exámenes también se pueden administrar en formato electrónico por computadora. Además, los estudiantes deben completar 100% de las horas actuales del programa y completar las competencias del programa dentro del 100% de horas actuales y el 150% de las horas programadas.

Requisitos de Graduación

Para obtener el Certificado de Graduación el estudiante debe completar 100% de las horas actuales del programa y aprobar todas las competencias del programa dentro del 100% de horas actuales y el 150% de las horas programadas. Los estudiantes que excedan el 150% de las horas programadas no son elegibles para recibir el Certificado de Graduación. Las horas actuales son horas registradas que el estudiante ha asistido a clase; horas programadas son horas en que la escuela está en sesión y se espera que el estudiante asista a clase.

CET se reserva el derecho de retener el Certificado de Graduación cuando los libros no son devueltos a CET, cuando faltan documentos por firmar y cuando el estudiante debe la matrícula o hay un balance por pagar.

"AVISO CONCERNIENTE A LA TRANSFERIBILIDAD DE CRÉDITOS Y CREDENCIALES OBTENIDOS EN CET"

Regla de Transferencias

CET no otorga crédito académico en ninguno de sus programas. El CET otorga un Certificado de Graduación; por tanto no existe la "tranferencia de créditos."

La transferibilidad de las horas de estudio que el estudiante adquiere en CET están a la discreción de la institución a la que él

complete discretion of the institution to which the student may seek to transfer.

If the certificate the student earned at CET is not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of his/her coursework at the institution he/she is transferring. For this reason, the student should make certain that his/her attendance at CET will meet his/her educational goals. This may include contacting an institution to which he/she may seek to transfer after attending CET to determine if his/her clock hours and certificate will transfer.

Students can transfer from one CET campus to another CET campus provided they continue enrolled in the same program; students continue where they left off. No additional fees are assessed.

Students who wish to change programs after the cancellation period must withdraw and enroll at full tuition in the new program.

Administrative Termination

CET reserves the right to terminate a student from the training program if the student does not comply with CET's rules and policies or after 10 days of consecutive absences and the student failed to submit an LOA request. If not actively involved in class, the student will be notified of such termination at his or her last address of record.

Satisfactory Academic Progress (SAP)

It is important that all students achieve academic progress toward timely program completion. CET strives to have students complete their program within 100% of the published program hours. To measure satisfactory academic progress, CET evaluates attendance and completion of competencies at the end of three distinct timeframes: 50% of scheduled hours, 100% of scheduled hours, and 150% of scheduled hours:

1. **Attendance** (Quantitative): At the end of each 50% scheduled timeframe, students should strive to maintain 100% attendance rate. Students may be absent due to extreme circumstances; however, students must have a minimum attendance rate of 75% of the scheduled hours.
2. **Competency Completion** (Qualitative): At the end of each 50% timeframe of scheduled program hours, the student must complete minimum competencies at a rate of:
   - 33% of the number of competencies or more at 50% of scheduled program hours.
   - 67% of the number of competencies or more at 100% of scheduled program hours.
   - 100% of the number of competencies at 150% of scheduled program hours.

At the end of each 50% scheduled timeframe, the student's academic progress will be measured. If the student meets both criteria of attendance and competency completion, the student will receive a report of Satisfactory Academic Progress.

At the end of the first 50% scheduled timeframe, if the student does not meet the minimum attendance rate of 75%, and/or a minimum completion rate of competencies (67% of the total number of comps per timeframe) the student will be placed on a

puede transferirse. La aceptación del certificado que el estudiante obtiene en CET está también a la discreción de la institución a la que él puede solicitar la transferencia.

Si el Certificado que el estudiante obtiene en CET no es aceptado en la institución a la que planea transferirse, es posible que tenga que repetir todos o algunos de sus cursos en la institución. Por esta razón, el estudiante debe asegurarse que su asistencia a CET cumpla con sus metas educativas. El estudiante también debe inquirir con la institución a la que desée transferirse después de asistir a CET para determinar si sus horas de estudio y su certificado son transferibles.

Los estudiantes se pueden transferir de un campus de CET a otro campus de CET si permanecen inscritos en el mismo programa sin incurrir en cargos adicionales. Los estudiantes completarán la parte restante del programa en el nuevo campus de la escuela.

Los estudiantes que deséen cambiar de programa después del Período de Cancelación debe efectuar un retiro de curso y matricularse de nuevo en el curso de su elección.

Terminación Administrativa

CET se reserva el derecho de cancelar la matrícula de cualquier estudiante que no cumpla con las reglas de CET, o si se ausenta por 10 días consecutivos sin solicitar un permiso de ausencia. Sino esta participando activamente en clases, el estudiante recibirá notificación de tal acción en su último domicilio en record.

Progreso Académico Satisfactorio

Es importante que el estudiante progrese al paso que le permita completar el programa a tiempo. CET se esfuerza por lograr que el estudiante complete su programa dentro del 100% del tiempo programado. CET evalúa la asistencia y el apro-vechamiento de competencias al final de tres dinstintos plazos de tiempo (horas programadas): al 50% de las horas programadas, al 100% de las horas programadas, y al 150% de las horas programadas:

1. **Asistencia Normal** (Cuantitativa): Al final de cada plazo de 50% del tiempo programado, los estudiantes deben mantener su asistencia al 100% de las horas posibles. El estudiante puede estar ausente debido a circunstancias extremas, pero debe esforzarse por mantener una tasa de asistencia de 75% de las horas programadas.
2. **Aprovechamiento de Competencias** (Cualitativa): al final de cada plazo de 50%, el aprovechamiento mínimo de competencias debe ser:
   - 33% de las competencias o más al 50% del tiempo programado.
   - 67% de las competencias o más al 100% del tiempo programado.
   - 100% de las Competencias al 150% del tiempo programado.

Al final de cada 50% del tiempo programado, se medirá el progreso académico del estudiante. Si el estudiante cumple con ambos criterios de asistencia y finalización de competencias, el estudiante recibirá un informe de Progreso Académico Satisfactorio.

Al final del primer 50 % del tiempo programado, si el estudiante no alcanza la tasa mínima de asistencia del 75 % y/o una tasa mínima de finalización de competencias (67 % del número total de comps por período de tiempo), el estudiante será colocado en un estado de Advertencia para el próximo período de tiempo del 50% del programa. El estudiante y el instructor concordarán en un Plan de Acción Correctiva que el estudiante recupere su es-

Warning status for the next 50% timeframe of the program. The student and instructor will agree on a Corrective Action Plan designed to return the student to a status of Satisfactory Academic Progress and meet monthly to assess progress.

At the end of the next 50% timeframe, the student's academic progress will again be measured. If the student meets the required standards, the student will be removed from Warning and will receive a Report of Satisfactory Academic Progress. If the student does not meet the minimum attendance rate of 75%, and/or a minimum completion rate of competencies (67% of the total number of comps per timeframe) the student will be placed on a Probation status for the next 50% timeframe of the program. The student and instructor will agree on a Corrective Action Plan designed to return the student to a status of Satisfactory Academic Progress and meet monthly to assess progress.

At this point, if the student is a financial aid recipient, the student will have his/her financial aid eligibility suspended. The student may appeal the status of Probation for competencies. If the appeal is approved, financial aid will be reinstated under the Probation status.

NOTE: If the student does not complete the program upon reaching 150% of the scheduled program hours, the student will not be eligible for a graduation certificate.

This chart shows Attendance and Competency completion requirements in a 900-hour program at each 50% timeframe of scheduled hours:

	SAP Timeframes of Scheduled Hours		
In a 900-Hr. Program with 12 Competencies:	1st 50% Timeframe	2nd 50% Timeframe	3rd 50% Maximum Timeframe
Scheduled Program Hours	450	900	1350
Minimum Required Hours of Attendance	338	675	900
Minimum No. of Competencies to be Completed	4	8	12

Satisfactory Academic Progress Appeal Procedure

The student, who wishes to appeal the status of Probation, must initiate the process by submitting a written request to the Center Director. The student may appeal the Probation status based on injury, illness, death of a relative, or other special circumstances. The student must submit the appeal within ten class days from the date he received the notification of the status of Probation. The request must explain why he/she failed to make satisfactory progress and what has changed in his/her situation that will allow him to make satisfactory progress by the next 50% timeframe of scheduled hours.

The Center Director, in consultation with Corporate Financial Aid, Education, and MIS/Contracts Departments, will evaluate the appeal within five business days from the date of receiving it. The Center Director will immediately notify the student in writing of his/her decision.

REINSTATEMENT: A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the Probation status.

tado de Progreso Académico Satisfactorio; maestro y estudiante se reunirán mensualmente para evaluar el progreso.

Al final del siguiente período del 50 %, se medirá nuevamente el progreso académico del estudiante. Si el estudiante cumple con los estándares requeridos, el estudiante será removido de Advertencia y recibirá un status de Progreso Académico Satisfactorio. Si el estudiante no alcanza la tasa mínima de asistencia del 75% y/o la tasa mínima de finalización de las competencias (67 % del número total de comps por período de tiempo), el estudiante será colocado en un estado de prueba durante el próximo período de tiempo del 50% del programa. El estudiante y el instructor concordarán en un Plan de Acción Correctiva para que el estudiatne recupere su estado de Progreso Académico Satisfactorio; maestro y estudiante se reunirán mensualmente para evaluar el progreso.

En este punto, si el estudiante es un beneficiario de ayuda financiera, se suspenderá la elegibilidad de ayuda financiera del estudiante. El estudiante podrá apelar el estado de Probatoria por competencias. Si se aprueba la apelación, la ayuda financiera se restablecerá bajo el estado probatorio.

NOTA: El estudiante que llegue al 150% de las horas programadas sin cumplir los requisitos del programa, no será elegible para recibir un Certificado de Graduación.

Esta gráfica muestra la Asistencia y el Aprovechamiento de Competencias requerido en un programa de 900 horas a cada plazo de tiempo:

	Plazos de Tiempo Programado para Evaluar el Progreso Académico Satisfactorio		
En un Programa de 900 Horas y 12 Competencias:	1er Plazo de 50% del tiempo	2do Plazo de 50% del Tiempo	3er Plazo Maximo de 50% del Tiempo
Total de Horas Programadas	450	900	1350
Horas Mínimas de Asistencia Requerida	338	675	900
Número Mínimo de Competencias	4	8	12

Apelación del Progreso Académico Satisfactorio

El estudiante que desee apelar un estado probatorio, debe someter una solicitud por escrito al Director del la Escuela. La apelación debe ser por cases de lesión, enfermedad, muerte de un familiar u otras circunstancias especiales. El estudiante debe presentar la apelación dentro de diez días de clase a partir de la fecha en que recibió la notificación del estado probatorio. La solicitud debe explicar por qué no logró realizar el pogreso satisfactorio y describir que ha cambiado en su situación que le permitirá avanzar satisfactoriamente en el próximo plazo de 50% de las horas programadas.

El Director del Centro, en consulta con la Administración Corporativa, evaluará la apelación dentro de los cinco días hábiles siguientes a la fecha de recepción. El Director del Centro notificará inmediatamente al estudiante su decisión por escrito.

REINTEGRACION: Un estudiante que prevalece en el proceso de apelación se designará como cumplidor progreso satisfactorio. La elegibilidad de ayuda financiera para los fondos serán reintegrados al estudiante sólo para ese período de pago en el estado Probatorio.

Financial Aid Satisfactory Academic Progress

CET expects all of its regular students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of federal regulations (FSA). The student must:

1. Meet the minimum attendance rate of 75%.
2. Meet the minimum number of required competencies.
3. Meet the minimum number of instructional weeks.
4. Complete the program within the maximum timeframe (150%) of one and one-half (1½) times the length of the program, as stated in the enrollment agreement. For example, if the student is enrolled in program of 900 hours, 30 weeks, he or she must complete within 1350 hours or 45 weeks.
5. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

If a student has met the three criteria (attendance, competency completion, and instructional weeks), or if the student is under a SAP status of Warning upon the completion of 450 actual hours, the student will be deemed eligible and the Financial Aid Officer will request the second (2nd) payment on behalf of the tudent.

Students who are under a SAP status of Probation are not eligible for financial aid unless there is an approved SAP Appeal for the Probation status.

Academic Year Definition

The U.S. Department of Education requires all institutions to define their academic year. At CET the academic year is defined as a period of not less than 26 weeks of instructional time with a minimum of 900 clock hours of instruction.

Instructional Week Definition

For financial aid purposes, a week of instructional time is any period of 7 consecutive days in which at least 1 day of regularly scheduled instruction, examination, or (after the last day of classes) at least 1 scheduled day of study for examinations occurs. Instructional time does not include periods of orientation, advising, homework, vacation, or other activity not related to class preparation or examination. Therefore, the weeks of instructional time may be less than the number of calendar weeks that elapse between the first day of classes and the last day of classes or examinations.

Enrollment Definition

Full Time - Students who are enrolled at CET in a program that is scheduled for 24 hours of instruction or more per week.

Part-Time - Students who are enrolled at CET in a program that is scheduled for less than 24 hours of instruction per week.

Definition of Regular & Full Time Student

Full-Time student: A person who is enrolled or accepted for enrollment at an institution whose program offers twenty-four clock hours of instruction per week.

Regular student: A person who is enrolled or accepted for enrollment at an institution for the purpose of obtaining a degree, certificate, or other recognized educational credential offered by

Progreso Académico Satisfactorio para la Ayuda Económica

EL CET espera espera que todos sus estudiantes regulares mantengan el Progreso Académico Satisfactorio (SAP) según lo establecido por esta institución bajo las regulaciones federales (FSA). El estudiante debe:

1. Cumplir con el mínimo de 75% de asistencia.
2. Cumplir los requisitos mínimos de competencias requeridas.
3. Cumplir con el mínimo número de semanas de instrucción.
4. Completar el programa dentro de un plazo máximo (150%) de tiempo y medio (1½) del programa, como se indica en el acuerdo de inscripción. Por ejemplo, si el estudiante se matricula en un programa de 900 horas, 30 semanas, el estudiante debe completar dentro de 1350 horas o 45 semanas.
5. Los estudiantes que cumplan los requisitos mínimos de asistencia y progreso académico en cualquier plazo de evaluación, se considerarán que estan avanzando de forma satisfactoria hasta la próxima evaluación.

Si el estudiante ha cumplido con los tres criterios (asistencia, aprovechamiento de competencias, y semanas de instrucción), o si el estudiante esta bajo un estado de Advertencia de SAP al completar 450 horas actuales, el estudiante se considerará elegible y el Oficial de Ayuda Económica solicitará el segundo (2do) pago de ayuda financiera a nombre del estudiante.

El estudiante que esté en estado Probatorio de SAP, no es elegible para ayuda económica, al menos que exista una apelación aprobada de SAP por el estado Probatorio.

Definición de Ciclo Académico

El Departamento de Educación Federal requiere que todas las Instituciones Escolares definan su propio ciclo académico. CET define su ciclo como un período de no menos de 26 semanas de instrucción con un mínimo de 900 horas de instrucción.

Definición de Semana Instructiva

Para fines de ayuda financiera, una semana de tiempo instructivo consiste de 1 día de instrucción regular o de exámenes en un período de 7 días consecutivos; o (después del último día de clases) se lleva a cabo al menos 1 día programado de estudio para exámenes. Tiempo instructivo no incluye períodos de orientación, asesoramiento, tareas, vacaciones u otras actividades no relacionadas con la preparación de clase o exámenes. Por lo tanto, las semanas de tiempo de instructivo pueden ser menos que el número de semanas del calendario que transcurran entre el primer día de clases y el último día de clases o exámenes.

Definición de Matrícula

Tiempo Completo - Estudiantes que se inscriben en un programa de CET en el cual reciben mas de 24 horas de instrucción por semana. Tiempo Parcial - Estudiantes que se inscriben en CET en un program en el cual reciben menos de 24 horas de instrucción por semana.

Definición de Estudiante Regular y de Tiempo Completo

Estudiante a tiempo completo: Una persona que está matriculado o aceptado para matricularse en una institución cuyo programa ofrece veinticuatro horas de instrucción por semana.

Estudiante regular: Una persona que se matricula en una insti-

that institution. If a person is not yet beyond the age of compulsory school attendance in the state where the CET is located, it may enroll the person as a regular student if the person has a High School diploma or its equivalent.

GPA Equivalency

For purposes of GPA verification, the following equivalencies will be used: 70-80% = 2.0 GPA; 81-90% = 3.0 GPA; 91-100% = 4.0 GPA.

tución con el propósito de obtener un título, certificado u otra credencial educativo reconocido ofrecido por dicha institución. Si una persona no está aún más allá de la edad de asistencia obligatoria a la escuela en el estado donde está localizado el CET, la escuela puede inscribir a la persona como estudiante regular si la persona tiene un diploma de escuela secundaria o su equivalente.

Promedio de Calificaciones y Equivalencia Porcentual

Se usarán las siguientes equivalencias para reportar el promedio de calificaciones: 70-80% = 2.0 GPA; 81-90% = 3.0 GPA; 91-100% = 4.0 GPA.

Veterans Receiving Educational Benefits Bulletin

Admissions

Veterans and their spouses receiving educational benefits have priority of enrollment and other services such as job placement assistance.

CET will inquire about the previous education and training of veterans and eligible persons, request, and evaluate transcripts and other records, and grant credit in clock hours as warranted by the evaluation results. The program may be shortened or tuition may be reduced, or both, as applicable. Transcripts, evidence of evaluation, and evaluations results will be kept in the student file and an electronic copy will be kept in the Customer Information Management System (CIMS).

Students receiving VA GI Bill®, CH 33, benefits must use their books and supplies stipend to pay for toolkits and books that have NOT been customized for CET. VA Students are expected to pay for these items during the 10-day enrollment period. Tuition will be reduced accordingly.

CET allows VA students to attend classes on the date on which the individuals provide a VA certificate of eligibility (CH 31 or 33) or a statement of benefits. CET advises VA students that they must continue their training as agreed upon enrollment agreement (full time or part time). Any reduction from the hours in the enrollment period may result in the VA student being terminated from the program.

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first classs session, or the 10th day after enrollment, whichever is later.

Transfer Policy

CET does not award credits in any of its programs. CET awards a Certificate of Graduation, and therefore, "transferability of credits" does not apply.

The transferability of clock hours and the Certificate a student earns at CET is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the certificate the student earns in any of the programs, is also at the complete discretion of the institution to which the student may seek to transfer. If the certificate the student earned at CET is not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of his/her coursework at the institution he/she is transferring. For this reason, the student should make certain that his/her attendance at CET will meet his/her educational goals. This may include contacting an institution to which he/she may seek to transfer after attending CET to determine if his/her clock hours and certificate will transfer.

Students can transfer from one CET campus to another CET campus provided they continue enrolled in the same program; students continue where he/she left off. No additional fees are assessed.

Students who wish to change programs after the cancellation pe-

Boletin para Veteranos que Reciben Beneficios Educativos

Admisión

Los veteranos y sus cónyuges que reciben beneficios educativos tienen prioridad en la inscripción y otros servicios, como asistencia para la colocación laboral.

CET solicitará antecedentes durante el proceso de inscripción sobre la educación y capacitación previa de veteranos y personas elegibles. CET evaluará las boletas de calificaciones, y otros registros y determinará si otorgar crédito (en términos de horas) de acuerdo a los resultados de la evaluación. Los documentos presentados y el resultado de la evaluación se mantendrán en el archivo del estudiante y en el sistema electrónico (CIMS).

Los estudiantes que reciben los beneficios de VA GI Bill®, CH 33, deben usar sus estipendios de libros y suministros para pagar las herramientas y libros que NO han sido personalizados para CET. Se espera que los estudiantes de VA paguen por estos artículos durante el período de inscripción de 10 días. La matrícula se reducirá proporcionalmente.

CET permite a los estudiantes asistir a classes a partir de la fecha en que estos proporcionen el certificado de elegibilidad de VA (Ch 31 or 33) o una declaración escrita de beneficios. CET aconseja a los estudiantes de la VA que deben continuar su formación según lo acordado en la matrícula de inscripción (tiempo completo o tiempo parcial). Cualquier reducción en las horas durante el período de inscripción puede resultar en la terminación del estudiante VA del programa.

Derecho de Cancelación del Estudiante

El estudiante tiene derecho a cancelar la matrícula de inscripción y obtener un reembolso de los cargos pagados hasta la asistencia a la primera sesión de clases, o el décimo día después de la inscripción, lo que ocurra más tarde.

Reglas de Transferencias

CET no otorga crédito académico en ninguno de sus programas. El CET otorga un Certificado de Graduación; por tanto no existe la "tranferencia de créditos."

La transferibilidad de las horas de estudio que el estudiante adquiere en CET están a la discreción de la institución a la que él puede transferirse. La aceptación del certificado que el estudiante obtiene en CET está también a la discreción de la institución a la que él puede solicitar la transferencia. Si el Certificado que obtiene en CET no es aceptado en la institución a la que planea transferirse, es posible que tenga que repetir todos o algunos de sus cursos en la institución. Por esta razón, el estudiante debe asegurarse que su asistencia a CET cumpla con sus metas educativas. El estudiante también debe inquirir con la institución a la que desée transferirse después de asistir a CET para determinar si sus horas de estudio y su certificado son transferibles.

Los estudiantes se pueden transferir de un campus de CET a otro campus de CET si permanecen inscritos en el mismo programa sin incurrir en cargos adicionales. Los estudiantes completarán la parte restante del programa en el nuevo campus de la escuela.

Los estudiantes que deséen cambiar de programa después del

riod must withdraw and enroll at full tuition in the new program.

Satisfactory Academic Progress

It is important that VA students achieve academic progress toward timely program completion. CET strives to have VA students complete their program within 150% of the published program hours. To measure satisfactory academic progress, CET evaluates attendance and completion of competencies at the end of three distinct timeframes: 50% of scheduled hours, 100% of scheduled hours, and 150% of scheduled hours: (Note: VA student may only receive benefits up to 100% of the scheduled hours of their training program.)

1. Attendance (Quantitative): At the end of each 50% scheduled timeframe, students should strive to maintain 100% attendance rate. Students may be absent due to extreme circumstances; however, students must have a minimum attendance rate of 75% of the scheduled hours (<25% absenteeism rate).
2. Competency Completion (Qualitative): At the end of each 50% timeframe of scheduled program hours, the VA student must complete minimum competencies at a rate of:
   - 33% of the number of competencies or more at 50% of scheduled program hours.
   - 67% of the number of competencies at 100% of scheduled program hours.
   - 100% of the number of competencies at 150% of scheduled program hours.

   NOTE: *All students are allowed to complete their program within 150% of the program length. VA benefits may stop at 100% of the program length. VA student should plan to complete all competencies by 100% of the scheduled program hours.*

At the end of each 50% scheduled timeframe, the VA student's academic progress will be measured. If the student meets both criteria of attendance and competency completion, the student will receive a report of Satisfactory Academic Progress.

If at the end of the first 50% scheduled timeframe, the VA student does not meet the minimum attendance rate of 75%, and/or a minimum completion rate of competencies (67% of the total number of comps per timeframe) the student will be placed on Warning Status (Probation for VA) for the next 50% timeframe of the program and promptly reported to VA. VA student and instructor will agree on a Corrective Action Plan designed to return the student to a status of Satisfactory Academic Progress.

Students under Warning Status (Probation for VA) remain eligible for financial aid. After the corrective action plan is in place due to not meeting SAP or conduct, it is presumed CET has established that there is a reasonable likelihood that the student will be able to maintain satisfactory progress and conduct in the future. Monthly meetings with student and instructor are scheduled to track academic performance and to address any other barriers student may encounter.

For the Satisfactory Academic Progress Appeal Procedure, see page 21.

For Tuition, Cancelation, and Refunds, see page 47.

For Code of Student Conduct, see page 58-59.

Período de Cancelación debe efectuar un retiro de curso y matricularse de nuevo en el curso de su elección.

Progreso Académico Satisfactorio

Es importante que el estudiante progrese al paso que le permita completar el programa a tiempo. CET se esfuerza por lograr que el estudiante complete su programa dentro del 150% del tiempo programado. CET evalúa la asistencia y el aprovechamiento de competencias al final de tres dinstintos plazos de tiempo (horas programadas): al 50% de las horas programadas, al 100% de las horas programadas, y al 150% de las horas programadas: (Nota: Los estudiantes de VA solo pueden recibir beneficios hasta el 100% de las horas programadas de su program de capacitación.)

1. **Asistencia Normal** (Cuantitativa): Al final de cada plazo de tiempo programado del 50%, los estudiantes deben esforzarse por mantener el índice de asistencia del 100%. Los estudiantes pueden estar ausentes debido a circunstancias extremas; sin embargo, los estudiantes deben tener una tasa de asistencia mínima del 75% de las horas programadas (<25% de tasa de ausentismo).
2. **Aprovechamiento de Competencias** (Cualitativa): al final de cada plazo de 50%, el estudiante de VA debe completar:
   - 33% de las competencias o más al 50% del tiempo programado.
   - 67% de las competencias o más al 100% del tiempo programado.
   - 100% de las Competencias al 150% del tiempo programado.

   NOTA: *Todos los estudiantes pueden completar su programa dentro del 150% de la duración del programa. Los beneficios de VA pueden detenerse al 100% de la duración del programa. El estudiante de VA debe planificar completar todas las competencias en un 100% de las horas programadas*.

Al final de cada período de tiempo programado del 50 %, se medirá el progreso académico del estudiante de VA. Si el estudiante cumple con ambos criterios de asistencia y finalización de competencias, el estudiante recibirá un informe de Progreso Académico Satisfactorio.

Si al finalizar el primer 50% del período programado, el estudiante de la VA no cumple con la tasa mínima de asistencia del 75% y/o con la tasa mínima de finalización de competencias (67% del número total de competencias por período), se colocará al estudiante en Estado de Advertencia (Probatorio para VA) durante el próximo 50% del programa y se informará de inmediato a la VA. El estudiante de la VA y el instructor acordarán un Plan de Acción Correctiva diseñado para devolver al estudiante a un estado de Progreso Académico Satisfactorio.

Los estudiantes bajo Advertencia (Probatorio para VA) siguen siendo elegibles para recibir ayuda financiera. Después de que se implemente el plan de acción correctivo por no cumplir con SAP o conducta, se presume que CET ha establecido que existe una probabilidad razonable de que el estudiante pueda mantener un progreso y conducta satisfactorios en el futuro. Se programan reuniones mensuales con el estudiante y el instructor para hacer un seguimiento del rendimiento académico y abordar cualquier otra barrera que pueda encontrar el estudiante.

Para mas información sobre las reglas de apelación acerca del aprovechamiento académico satisfactorio, vea la página 21.

Para costo de Matrícula, Cancelación y Reembolsos, vea la página 21.

Para Normas de Conducta del Estudiante, vea paginas 58-59.

Absences and Leave of Absences of Military Service Members

Federal law and regulations protect active duty, guard and Reserve military personnel who are attending post-secondary education schools if they must miss school due to military orders.

Absences from their CET training program before, after, or in between performing services does not count towards this protection. Student eligibility for re-entry terminates upon dishonorable or bad conduct discharge; dismissal by sentence of court martial; sentenced to federal or state penitentiary or correctional institution.

This applies to the student who is a member of the National Guard or Reserve and who is called to active duty involuntarily or volunteers for an extended period of active duty. It applies to the student who starts an educational program while on active duty and who then must interrupt the educational program because of a deployment or a Permanent Change of Station (PCS). It also applies to a student who interrupts his or her education to enlist in a regular component of the armed forces. Such a person is entitled, as a matter of federal law, to resume the educational program later, either during or after the person's active duty service.

CET will treat his or her absences as an extended LOA and they will be exempt them from permanent termination for up to three years; medical conditions may require extra time. CET requires students (or an appropriate officer of the armed forces or official of the Department of Defense):

- Provide oral or written notice of service (timeliness must be determined by the facts in each case);
- Provide a notification of intent to return to school within three years after the completion of the period of service. When a student is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service, student must notify CET within two years after the end of the period needed for recovery;
- Upon returning, VA students must provide required documentation.

In the event the student fails to apply for re-entry within these periods, s/he does not automatically forfeit his/her eligibility for re-entry.

The cumulative length of the absence and of all previous absences from school for military service may not exceed five years. If advance notice was not given and s/he was not precluded by military necessity, VA student may submit an attestation when seeking re-entry stating the he or she performed service that necessitated the student's absence.

If at the time of re-entry after an extended absences, a VA student is not prepared to resume the program where he or she left off, CET will make reasonable efforts at no extra cost to help the student become prepared, or to enable the student to completing the program including, but not limited to, providing refresher courses and/or allowing a student the retake pretests.

GPA Verification

For purposes of GPA verification, the following equivalencies will be used:

Ausencias y Permisos de Ausencia de los Miembros del Servicio Militar

La ley y las regulaciones federales protegen al personal de servicio activo, guardias y militares de la reserva que asisten a escuelas de educación superior si deben faltar a la escuela debido a órdenes militares.

Las ausencias de su programa de entrenamiento en CET antes, después, o entre los servicios que realizan, no cuentan para esta protección. La elegibilidad de los estudiantes para volver a ingresar finaliza en caso de baja deshonrosa o mala conducta; destitución por sentencia de corte marcial; condenado a una institución penitenciaria o correccional federal o estatal.

Esto se aplica al estudiante que es miembro de la Guardia Nacional o de la Reserva y que es llamado a servicio activo involuntariamente o voluntario por un período prolongado de servicio activo. Se aplica al estudiante que comienza un programa educativo mientras está en servicio activo y que luego debe interrumpir el programa educativo debido a un despliegue o un cambio permanente de estación (PCS). También se aplica a un estudiante que interrumpe su educación para alistarse en un componente regular de las fuerzas armadas. Dicha persona tiene derecho, como cuestión de ley federal, a reanudar el programa educativo más tarde, ya sea durante o después del servicio activo de la persona.

CET tratará sus ausencias como un LOA extendido y estará exento de su terminación permanente por hasta tres años; las condiciones médicas pueden requerir tiempo adicional. El CET requiere que los estudiantes (o un oficial apropiado de las fuerzas armadas u oficial del Departamento de Defensa):

- Proporcione notificación de servicio oral o escrita (la puntualidad debe ser determinada por los hechos en cada caso);
- Proporcione una notificación de la intención de regresar a la escuela dentro de tres años despues que finalize el período de servicio. Cuando un estudiante es hospitalizado o convaleciente debido a una enfermedad o lesión incurrida o agravada durante la prestación del servicio, el estudiante debe notificar a CET dentro de dos años despues de terminar el período necesario para la recuperación;
- Al regresar, el estudiante de VA debe proporcionar la documentación requerida.

Aunque no solicite reingresar a la escuela dentro de estos períodos, el estudiante no perderá automáticamente la elegibilidad para volver a ingresar.

La duración acumulada de la ausencia y de todas las ausencias previas a la escuela para el servicio militar no puede exceder los cinco años. Si no se dió aviso de antemano y él / ella no fue excluido por necesidad militar, el estudiante de VA puede presentar un certificado al buscar el reingreso, indicando el servicio que hizo necesaria la ausencia del estudiante.

Si en el momento de reingreso después de una ausencia prolongada, un estudiante de VA no está preparado para reanudar el programa donde lo dejó, el CET hará todos los esfuerzos razonables sin costo adicional para ayudar al estudiante a prepararse o para permitirle completar el programa, que incluye,

70-80% = 2.0
81-90% = 3.0
91-100% = 4.0 GPA.

Termination

When students terminate or interrupt the training program, CET will notify the VA within 30 days of the last day of the student's attendance.

Graduation Requirements

To be eligible for the Certificate of Graduation, students must complete 100% of the program hours and must complete all program competencies within 100% of actual program hours and 150% of the scheduled program hours. Students that exceed 150% of scheduled program hours are not eligible to receive a Certificate of Graduation. CET assists VA students who graduate with finding meaningful employment.

CET reserves the right to withhold a certificate in case of unreturned books or materials, missing documentation or signatures, or when a tuition balance is due.

VA Benefit Payments

CET policy allows students a maximum time frame of 150% of the schedule hours to complete the program; however, students receiving VA benefits may be eligible for VA benefits only up to 100% of the program. No VA benefit payments will be provided for additional training hours (exceptions may apply). CET will not impose any penalties, including the assessment of late fee; the denial of access to classes; or require any individual who is entitle to educational assistance to borrow additional funds due to delayed "Tuition and Fees" payments from the VA under Chapter 31 or 33.

Refund

If a student receiving federal financial aid (Pell grant, Student Loans, Plus-Parent Loan) withdraws from school, the school and the student share responsibility for returning Title IV aid (financial aid money). Details of Federal Refund Policy see pages 39-40.

Institutional Refund calculation

CET also complies with State regulations; after performing the Return to Title IV (financial aid) federal funds calculations, a second refund calculation must be performed following state rules. Details of Institutional Refund Policy page 47-48.

Reimbursement to Veterans and Eligible Persons

For general information or for resolution of specific payment problems, the veterans should call the DVA nationwide toll free number at 1-888-442-4551, or visit their website: www.gibill.va.gov.

Grievance Procedure

The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our voffice via email: saa@dvs.virginia.gov

entre otros, proporcionar cursos de actualización y/o permitir que un estudiante vuelva a realizar las pruebas anteriores.

Promedio de Calificaciones y Equivalencia Porcentual

Se usarán las siguientes equivalencias para reportar el promedio de ca-lificaciones: 70-80% = 2.0 GPA; 81-90% = 3.0 GPA; 91-100% = 4.0 GPA.

Terminación o Baja

Cuando el estudiante termine o interrumpa su programa, CET notificará a la VA dentro de treinta días del último día de asistencia del estudiante.

Requisitos de Graduación

Para obtener el Certificado de Graduación el estudiante debe completar 100% de las horas actuales del programa y aprobar todas las competencias del programa dentro del 100% de las horas actuales y el 150% de las horas programadas. Los estudiantes que excedan el 150% de las horas programadas no son elegibles para recibir el Certificado de Graduación. CET ayuda a los estudiantes que se graduan a encontrar empleo significativo.

CET se reserva el derecho de retener el Ceritificado de Graduación cuando los libros no son devueltos a CET, cuando faltan documentos por firmar y cuando el estudiante debe la matrícula o hay un balance por pagar.

Pagos de Beneficios de VA

Las reglas de CET permiten a los estudiantes un marco de tiempo máximo del 150% de las horas programadas para completar el programa; sin embargo, los estudiantes que reciben los beneficios de VA pueden ser elegibles para el pago solo hasta el 100% del programa. No se proporcionarán pagos de beneficios de VA por horas de capacitación adicionales (se pueden aplicar excepciones).

CET no impondrá ninguna sanción, ni cargos por demora, ni denegación de acceso a clases; o exigir a cualquier persona que tenga derecho a recibir asistencia educativa que solicite fondos adicionales debido al retraso en los pagos de "Matrícula y aranceles" del VA según el Capítulo 31 o 33.

Reembolso

Si un estudiante que recibe ayuda financiera federal (Pell Grant, préstamos estudiantiles, Préstamo Plus para padres) se retira de la escuela, la escuela y el estudiante comparten la responsabilidad de devolver la ayuda del Título IV (dinero de ayuda financiera). Detalles de la política de reembolso federal consultar páginas 39-40.

Cálculo de reembolso institucional

CET también cumple con las regulaciones estatales; después de realizar los cálculos de los fondos federales de Retorno al Título IV (ayuda financiera), se debe realizar un segundo cálculo de reembolso siguiendo las reglas estatales. Detalles de la política de reembolso institucional consultar páginas 47-48.

Reembolsos para los Veteranos y Personas Elegibles

Para información general o resolución de problemas específicos de pagos, los Veteranos deben llamar gratis al número nacional de la Administración de Asuntos de Veteranía, 1-888-442-4551,

For the institution's official Grievance Procedure, see pages 65-66 of this Catalog.

Helpful VA phone numbers

MyVA411 main information line: 800-698-2411 Hours: 24/7

Vets Center call center: 877-927-8387 Hours: 24/7

Women Veterans hotline: 855-829-6636

Veterans Crisis Line 988, Select 1, Hours: 24/7

o visitar su sitio de internet: www.gibill.va.gov.

Resolución de quejas

La Agencia de Aprobación del Estado de Virginia (SAA) es la autoridad que aprueba los programas de educación y capacitación en el estado de Virginia. Nuestra oficina investiga las quejas de los beneficiarios de GI Bill®. La mayoría de las quejas inicialmente deben seguir la política de resolución de quejas de la institución; sin embargo, si la situación no se puede resolver en la escuela, el beneficiario debe comunicarse con nuestra oficina por correo electrónico: saa@dvs.virginia.gov.

Para la política oficial de Resolución de Quejas de la instititución vea las páginas 65-66 de este Catálogo.

Números de Teléfono Útiles de la VA:

Línea principal de información de MyVA411: 800-698-2411 Horario: 24/7

Centro de atención telefónica de los Vets Center: 877-927-8387 Horario: 24/7

Línea directa para mujeres veteranas: 855-829-6636

Línea de crisis para veteranos: 988, selecciona 1 Horario: 24/7

Financial Aid

Financial Aid Programs

The cost of training for CET students is paid through a variety of sources. CET contracts with city, county, state, and federal agencies, as well as public and private agencies, to provide job training and placement. Because CET is an accredited institution, it is able to offer Federal Financial Aid under Title IV of the Higher Education Act (HEA) as additional funding for qualified students.

All applicants are evaluated during the admissions process to determine Financial Aid eligibility. CET's financial aid staff is available to help students and their families assess needs, identify sources of aid, and complete required forms.

Available Financial Aid Assistance

Center for Employment Training participates in Federal Student Aid Programs which include Federal Direct Loans, Federal PELL and SEOG Grants, Federal Direct PLUS (for parents) Loan program, and Federal Work-Study. Students may also be eligible to receive funding through other Federal and State Programs.

1. **Federal PELL Grants**

   The Federal PELL Grant program provides grants to assist students in paying for post-secondary education; grants do not have to be repaid. The amount of a grant is based on individual need. The maximum amount for the 2023-2024 award year is $7,395; any eligible student may apply for a Federal PELL Grant. Starting July 1, 2023, students that are subject to an involuntary civil commitment following incarceration for a sexual offense (as determined under the FBI's Uniform Crime Reporting Program) may be eligible for a PELL Grant.

2. **Federal Supplemental Educational Opportunity Grant** (FSEOG)

   FSEOG funds are limited and are awarded only to students with exceptional financial need. Students with exceptional need are those who have an expected family contribution of zero (based on automated analysis of the financial aid application) and who are eligible for the Federal Pell Grant program during the same award year. The maximum amount for the 2023-2024 award year is $400. Efforts are made to have funds available for the whole year. Citizens of the Federated States of Micronesia and the Marshall Islands are not eligible for FSEOG grants.

3. **Student Loans - Subsidized and Unsubsidized**

   Center for Employment Training participates in the Direct Loan Program (subsidized and unsubsidized). A subsidized loan is awarded on the basis of financial need and the federal government "subsidizes" the interest during the time the student attends school. An unsubsidized loan is not awarded on the basis of need, and the student will be responsible for the full amount of the loan plus interest from the time the loan is disbursed until it is paid in full. Citizens of the Federated States of Micronesia, the Marshall Islands and the Republic of Palau are not eligible for Federal Student loans.

Ayuda Económica

Programas de Ayuda Económica

El costo de la capacitación de CET se paga a traves de diversos medios. CET colabora con entidades locales, estatales, y federales, asi como con agencias públicas y privadas para proveer capacitación y colocación en empleos. CET es una institución acreditada y ofrece ayuda económica federal bajo el Titulo IV del Acta de Educación Superior (HEA) como una opción adicional de fondos para estudiantes que califiquen.

Durante el proceso de admisión, se evalúa a los solicitantes para determinar la elegibilidad para la ayuda económica. El personal de Ayuda Económica asiste a los estudiantes y sus familias a determinar sus necesidades, identificar recursos económicos, y completar los formularios necesarios.

La Ayuda Económica Disponible

CET participa en los Programas de Ayuda Económica Federal que incluyen Préstamos Federales Directos, Becas Federales PELL y Beca Federal Suplementaria para Oportunidades Educativas (FSEOG) Préstamo y Federal Plus (para padres), Trabajo y Estudio. Los estudiantes pueden ser elegibles para fondos de otros Programas Federales y Estatales.

1. **Becas Federales PELL**

   El Programa Federal de Becas PELL provee becas para ayudar a estudiantes a pagar el costo de la educación postsecundaria. Las Becas no se tienen que pagar. La necesidad de cada individuo determina la cantidad monetaria de la beca. La cantidad máxima para el ciclo 2023-2024 es de $7,395. Cualquier estudiante elegible puede solicitar esta ayuda cuando quiera. A partir de Julio 1, 2023, el estudiante que se encuentre sujeto a un compromiso civil involuntario subsecuente al encarcelamiento por delito sexual (según es determinado por el programa de información sobre criminalidad uniforme del FBI) puede ser elegible para la Beca PELL.

2. **Beca Federal Suplementaria para Oportunidades Educacionales (FSEOG)**

   Este tipo de fondos son escasos y se otorgan solamente a estudiantes con necesidad extrema; es decir, a estudiantes cuya contribución familiar es de cero (basado en al análisis de la solicitud de ayuda económica) y que son elegibles para el programa de Becas durante el mismo ciclo. La beca máxima para el ciclo 2023-2024 es de $400. El CET trata de tener fondos disponibles todo el año. Los ciudadanos de los Estados Federales de Micronesia y de la República de las Islas Marshall y no son elegibles para Becas SEOG.

3. **Préstamos Estudiantiles Subsidiados y no Subsidiados**

   CET participa en el Programa Directo de Préstamos Estudiantiles Federales (subsidiados y no subsidiados). Un préstamo subsidiado se otorga en base a la necesidad financiera y el gobierno federal "subsidia" el interes durante el tiempo que el estudiante asista a la escuela. Un préstamo no subsidiado no se otorga en base a necesidad y el estudiante será responsable por el monto total del préstamo mas intereses a partir de la distribución del préstamo hasta que éste sea pagado totalmente. Los ciudadanos de los Estados Federales de Micronesia, de la República de las Islas Marshall y de la República de Palau no son elegibles para préstamos federa-

Starting with the 2023-2024 Award Year, student and parent (PLUS) borrowers will be required to confirm they viewed the Annual Student Loan Acknowledgement (ASLA) on studentaid.gov before loans can be disbursed to CET. CET must receive the confirmation for each borrower for each award year loans are borrowed before disbursing loan funds. This new process will assist borrowers in understanding the financial responsibility of funding their education.

Note: *Students may also be eligible for an American Opportunity or a Lifetime Learning income tax credit, the interest paid on the loans of both of which, can be claimed when filing taxes. For more information on these tax credits visit the Internet at http://www.irs.gov.*

4. **PLUS Parent Loan:** The Direct Loan Program also offers the PLUS Parent Loan for parents of dependent students. The PLUS Parent loan requires personal credit history approval. Credit approval is valid for six months. If a parent borrower has an adverse credit history, but qualifies for a PLUS Parent loan due to extenuating circumstances or by obtaining an endorser, the parent borrower will be required to complete PLUS Parent Loan Counseling. For a more detailed explanation from the Department of Education, refer to the brochure Direct Loan Basics for Parents, at: https://studentaid.ed.gov/sa/sites/default/files/direct-loans-basics-parents.pdf

   Student and parent (PLUS) borrowers will be required to confirm they viewed the Annual Student Loan Acknowledgement (ASLA) on studentaid.gov before loans can be disbursed to CET. CET must receive the confirmation for each borrower for each award year loans are borrowed before disbursing loan funds. This new process will assist borrowers in understanding the financial responsibility of funding their education.

5. **Federal Work Study**

   Federal Work Study provides part-time jobs for students who are in need of additional earnings to meet education expenses. Earnings from a Work Study job do not have to be repaid. The program encourages community service work and work related to the course of study. The average Non-Community Service Work Study award for CET students is $1,500 and the average Community Service Work Study award is $2,000. Funds are paid as they are earned; payments are made on a bi-weekly basis by check issued by the payroll department; all eligible requirements must be met. Citizens of the Federated States of Micronesia and the Marshall Islands are not eligible for Federal Work Study.

6. **Cal Grants B, C, and CHAFEE**

   CET is approved to process Cal Grants. Cal Grants are State funded monetary grants provided to students to assist them with living and tuition expenses. CET students can apply for Cal Grants B and C, as well as for CHAFEE Grants. These awards do not have to be paid back. Such funds will be subject to the following guidelines:

   - CET will, with the student's written authorization, apply the Grant B Access toward tuition costs. The student has the ability to revoke this authorization at any time. If the stu¬dent revokes the authorization, CET will issue the student a check

les estudiantiles.

A partir del año 2023-2024, los prestatarios padres (PLUS) y prestatarios estudiantiles deberán confirmar que revisaron el Reconocimiento Anual de Préstamo Estudiantil (ASLA) en studentaid.gov antes de que los préstamos se puedan desembolsar a CET. CET debe recibir la confirmación de cada prestatario para cada año de concesión de préstamos antes de desembolsar los fondos del préstamo. Este nuevo proceso ayudará a los prestatarios a comprender la responsabilidad financiera de financiar su educación.

Nota: Los estudiantes también pueden ser elegibles para recibir un crédito basado en los intereses pagados de los préstamos al declarar sus impuestos de ingresos federales de tipo American Opportunity o Lifetime Learning. Para más información sobre estos créditos busque en la internet el sitio http://www.irs.gov.

4. **Préstamo PLUS para Padres:** El Programa de Préstamos Directos también ofrece el Préstamo PLUS para Padres de estudiantes dependientes. El préstamo PLUS para Padres requiere la aprobación de un historial de crédito personal. La aprobación de crédito es válida por seis meses. Si un Padre Prestatario tiene un historial negativo, pero califica para un préstamo PLUS para Padres debido a circunstancias atenuantes o mediante la obtención de un aval, será necesario que el Padre Prestatario complete una sesión de Consejería de Préstamos PLUS para Padres. Para información más detallada del Departamento de Educación, consulte el folleto titulado Fundamentos de Préstamos Directos para los Padres, que se encuentra en este sitio: https://studentaid.ed.gov/sa/sites/default/files/direct-loans-basics-parents-spanish.pdf.

   Los prestatarios padres (PLUS) y prestatarios estudiantiles deberán confirmar que revisaron el Reconocimiento Anual de Préstamo Estudiantil (ASLA) en studentaid.gov antes de que los préstamos se puedan desembolsar a CET. CET debe recibir la confirmación de cada prestatario para cada año de concesión de préstamos antes de desembolsar los fondos del préstamo. Este nuevo proceso ayudará a los prestatarios a comprender la responsabilidad financiera de financiar su educación.

5. **Programa Federal Estudio-Trabajo (FWS)**

   Este programa provee trabajo de horas limitadas a estudiantes elegibles que necesiten estos ingresos para ayudarse con los gastos de educativos. Los ingresos no se tienen que devolver. El programa recomienda trabajo comunitario y trabajo relacionado al campo de estudio. Las ganancias no pueden exceder la necesidad del estudiante; el promedio de la beca del Estudio-Trabajo de Servicio No Comunitario para estudiantes de CET es de $1,500 y el promedio de la beca del Estudio-Trabajo de Servicio Comunitario es de $2,000. Los fondos ganados son pagados con cheque de nómina cada dos semanas. Todos los criterios de elegibilidad deben cumplirse. Los ciudadanos de los Estados Federales de Micronesia y de la República de las Islas Marshall no son elegibles para este progama.

6. **Cal Grants B, C, y CHAFEE (Becas de California)**

   CET está aprobado para procesar Cal Grants. Las becas Cal Grant son subvenciones monetarias financiadas por el estado que se proporcionan a los estudiantes para ayudarlos con los gastos de manutención y matrícula. Los estudiantes de CET pueden solicitar Cal Grants B y C, así como CHAFEE Grants. Estos becas no tienen que devolverse. Dichos fon-

for the amount of his/her CAL Grant B Access. If the student revokes the authorization after the school has applied the Cal Grant B Access funds to his/her tuition, the funds will remain in the account. Subsequent payments will be given to the student.

- Cal Grant C is utilized for tuition and institutional costs.
- CHAFEE Grant is free money for current and former Foster Youth ONLY. This grant may be utilized for tuition, rent, transportation, childcare and other institutional/educational costs.

For more information on CAL Grants and CHAFEE Grants visit: csac.ca.gov/webgrants-4-students.

Estimated Financial Assistance

In order to meet the student's need, CET awards financial aid funds in the following order to eligible students:

1. Federal Pell Grant
2. FSEOG (FSEOG funds are limited; per federal regulations, they are awarded only to students with the highest need.)
3. Direct Subsidized Stafford Loan
4. Direct Unsubsidized Stafford Loan
5. Parent PLUS Loan
6. Work-Study (Students must have a financial need to apply for these funds.)

Award packages are created based on expected full-time enrollment and pro-rated based on the student's chosen program length in clock hours. Estimated Financial Assistance is the amount of aid a student can expect to receive from a federal, state, institution, or other sources, including grants, loans and the federal work study program.

Estimated Financial Assistance includes any educational benefits paid because of the student's enrollment at CET, such as (not all inclusive list):

1. Federal Pell Grant
2. FSEOG
3. Federal Subsidized and Unsubsidized Stafford Loans
4. Parent PLUS Loan
5. State Grants
6. Federal Work Study
7. Outside Scholarships
8. AmeriCorp Funds

Aid that is not considered as Estimated Financial Assistance is Veterans Education benefits, Iraq & Afghanistan Service Grant.

When determining eligibility for the Direct Subsidized Loan, the entire amount of AmeriCorps benefits will be excluded from Estimated Financial Assistance.

When awarding Campus-Based funds (FSEOG and Federal Work Study), funds up to the amount of any Direct Subsidized Loan awarded to the student, will be excluded from Estimated Financial Assistance when the student receives AmeriCorps or Chapter 30 Montgomery GI Bill® benefits.

CET reserves the right to issue adjusted or revised Award Letters due to a change in award eligibility, the addition of outside or 3rd party scholarships/grants, or an error in the award or packaging calculation. The student accepts the financial aid award package by signing the Award Letter and/or Tuition Payment Plan.

dos estarán sujetos a las siguientes pautas:

- CET, con la autorización por escrito del estudiante, aplicará la Beca B Acceso a los costos de matrícula. El estudiante tiene la capacidad de revocar esta autorización en cualquier momento. Si el estudiante revoca la autorización, CET le entregará un cheque por el monto de su CAL Grant B Access. Si el estudiante revoca la autorización después de que la escuela haya aplicado los fondos Cal Grant B Access a su matrícula, los fondos permanecerán en la cuenta. Los pagos subsecuentes serán entregados al estudiante.
- Cal Grant C se utiliza para la matrícula y los costos institucionales.
- La subvención CHAFEE es dinero gratis para jóvenes de crianza temporal actuales y anteriores SOLAMENTE. Esta subvención se puede utilizar para matrícula, alquiler, transporte, cuidado de niños y otros costos institucionales/educativos.

Para obtener más información sobre las subvenciones CAL y CHAFEE, visite: csac.ca.gov/webgrants-4-students.

Estimación de Ayuda Económica

Para cumplir con las necesidades del estudiante, CET otorga fondos de ayuda financiera en el siguiente orden a los estudiantes elegibles:

1. Beca Federal Pell
2. FSEOG (los fondos FSEOG son limitados, según las regulaciones federales, se otorgan solo a los estudiantes con mayor necesidad).
3. Préstamo Stafford Directo Subsidiado
4. Préstamo directo sin subsidio Stafford
5. Préstamo PLUS para padres
6. Trabajo-Estudio (Los estudiantes deben tener una necesidad financiera para solicitar estos fondos).

Los paquetes de premios se crean en base a la inscripción esperada de tiempo completo y prorrateados de acuerdo a la duración del programa elegido por el alumno en horas de reloj. La ayuda económica estimada es la cantidad de ayuda que un estudiante aspira a recibir de fuentes federales, estatales, institucionales u otras, incluidas subvenciones, préstamos y el programa federal de estudio laboral.

La ayuda económica estimada incluye los beneficios educativos pagados debido a la inscripción del estudiante en CET, como:

1. Beca Federal Pell
2. FSEOG
3. Préstamos Federales Stafford Subsidiados y no Subsidiados
4. Préstamo PLUS para Padres
5. Becas estatales
6. Estudio Federal de Trabajo
7. Becas Externas
8. Fodos de AmeriCorp

La ayuda que no se considera asistencia económica estimada corresponde a los beneficios de educación para veteranos, las becas de servicio de Iraq y Afganistán. Al determinar la elegibilidad para el Préstamo Directo Subsidiado, la cantidad total de los beneficios de AmeriCorps se excluirá de la Asistencia Financiera Estimada.

Al otorgar fondos basados en el campus (FSEOG y Estudio Federal Laboral), se excluyen los fondos, hasta el monto de cualquier Préstamo Directo Subsidiado otorgado al estudiante, de la Asistencia Financiera Estimada cuando el estudiante reciba benefi-

Entrance/Exit Loan Counseling

All students borrowing for the first time are required to complete an "*Entrance Loan Counseling Session*". Students must complete the counseling session before the first disbursement of their loans. This Federal requirement will help students understand their rights and responsibilities as borrowers. After completing the Entrance Loan Counseling Session, the results are documented to confirm that this requirement has been completed (www.studentaid.gov). It is also a Federal requirement for student loan borrowers to complete an "Exit Loan Counseling Session." Prior to graduating or leaving CET, students must report to the Financial Aid Officer for an exit loan counseling session. When a student graduates, leaves school, changes address, or changes phone numbers, the student must give written notice to both the loan servicer and CET. If a parent borrower has an adverse credit history, but qualifies for a PLUS Parent loan due to extenuating circumstances or by obtaining an endorser, the parent borrower will be required to complete PLUS Parent Loan Counseling.

Repaying Student Loans

Students must repay their student loan balances, even if the student (1) does not complete the program of study; (2) cannot find employment; or (3) is not satisfied with the education or other services for which he or she paid.

Special Note to the Student

CET is required by Federal Law to advise you that, except in the case of a loan made or originated by the Institution (CET), your dissatisfaction with the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Direct Loan made to you.

If you obtain a loan to pay for an education program at CET, you will have to repay the full amount of the loan plus interest, minus the amount of any refund; if you receive federal student financial aid funds, you are entitled to a refund of the moneys not paid from federal financial aid funds.

Financial Literacy

CET requires all students to pass an educational program that offers financial literacy, student loan tracking, and job search services. This program is made available to students through its Canvas LMS.

Financial Aid Eligibility

Most eligibility for financial aid at CET is based on need. Financial need is defined as the difference between a student's cost of attendance at CET and the family's, or student's, calculated ability to pay these expenses. In addition, to be eligible for financial aid a student must:

- Be enrolled or accepted for enrollment in an eligible program.
- Be a citizen or an eligible non-citizen.
- Have a valid social security number, except the Citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.
- Demonstrate financial need, except for unsubsidized and

cios de AmeriCorps o Capítulo 30 Montgomery GI Bill®.

CET se reserva el derecho de emitir cartas de premio corregidas o revisadas debido a un cambio en la elegibilidad de la adjudicación, la adición de becas o subvenciones externas o de terceros, o debido a algun error en el cálculo de adjudicación o embalaje. El estudiante acepta el paquete de premios de ayuda financiera firmando la carta de concesión y/o el Plan de Pago de la Matrícula.

Asesoramiento de Ingreso/Salida para Préstamistas

Los estudiantes que por primera vez soliciten préstamos federales están obligados a completar el "*Asesoramiento de Ingreso para Prestamistas.*" Los estudiantes deben completar esta sesión antes de recibir sus préstamos. Este requisito federal clarificará los derechos y responsabilidades de los estudiantes. Al completar la sesión mencionada (www.studentaid.gov), se documentarán los resultados para confirmar el cumplimiento de este requisito. También es un requisito federal que los estudiantes prestatarios completen el Asesoramiento de Préstamos de Salida antes de retirarse o graduarse de CET. Antes de que el estudiante se gradúe de la escuela, debe reportarse a la oficina de ayuda económica para llevar a cabo la entrevista de salida y discutir los pagos al préstamo. Tamabien debe informar por escrito cambios de domicilio o de número telefónico al prestamista y a CET. Si un Padre Prestatario tiene un historial negativo, pero califica para un préstamo PLUS Padre debido a circunstancias atenuantes o mediante la obtención de un aval, será necesario que el padre prestatario complete una sesión de Asesoramiento de Préstamos PLUS para Padres.

Pago de Préstamos Federales Estudiantiles

El estudiante debe pagar sus préstamos federales aunque (1) no haya completado el programa de estudio (2) no pueda encontrar empleo, o (3) no esté satisfecho con la educación o los servicios por los que pagó.

Advertencia al Estudiante

La Ley Federal requiere que CET le aconseje al estudiante que, excepto en el caso de un préstamo realizado o originado por la institución (CET), su insatisfacción con los servicios educativos ofrecidos por esta institución no excusa al estudiante (prestatario) de reembolsar los Préstamos Directos que asumió.

Si el estudiante obtiene un préstamo para pagar un programa educativo en CET, deberá pagar el monto total del préstamo más los intereses, menos el monto de cualquier reembolso; si recibe fondos de ayuda financiera federal para estudiantes, tiene derecho a un reembolso del dinero no pagado de los fondos de ayuda financiera federal.

Educación Financiera

CET requiere que todos los estudiantes aprueben un programa de educación financiera, seguimiento de préstamos estudiantiles y servicios de búsqueda de empleo. Este programa está disponible a los estudiantes a través del sistema Canvas de CET.

Elegibilidad para la Ayuda Económica

La elegibilidad para recibir ayuda económica federal se basa en la necesidad. Tal necesidad se define como la diferencia entre el costo de entrenamiento de CET y la capacidad calculada del estudiante (o su familia) para pagar estos costos. Además, el es-

PLUS Parent Loan programs.

- Not owe money on a federal student grant or must have made satisfactory arrangements to repay it.
- Not be in default on a federal student loan or have made satisfactory arrangements to repay a federal student loan.
- Notify the school if the student defaults on a federal student loan.
- Be making satisfactory academic progress.
- Certify that the student will use federal student aid only for educational purposes.
- Be a high school graduate or hold a recognized equivalency of a High School diploma, such as:
  - A General Educational Development Certificate (GED);
  - A certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination, such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam (CHSPE) that the state recognizes as the equivalent of a high school diploma;
  - An Associate's Degree.
  - Successful completion of at least 60 semester/trimester credit hours or 72 quarter hours that does not result in the awarding of an associate's degree, but is acceptable for full credit toward a bachelor's degree.
  - Has completed homeschooling at the secondary level as defined by state law; or
  - Has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education.
- Students without a High School diploma, GED, or the above equivalent criteria that were enrolled in an eligible program of study prior to July 1, 2012 may be eligible to meet the requirements under Alternative Ability-to-Benefit (ATB) under the ATB test or clock/credit hour prior standards.

  To utilize the prior standards, the student need not have received financial aid funds for the enrollment prior to July 1, 2012; merely establishing eligibility in an eligible program is sufficient to continue using the prior ATB and clock/credit hour alternatives.
- Eligibility of Students in Career Pathway Programs: A student who does not have a high school diploma or an equivalent such as a GED certificate, or who was not homeschooled and who first enrolls in an eligible program of study on or after July 1, 2012 can only become eligible for Financial Aid using one of the following ATB alternatives if the student is also enrolled in an eligible "career pathways program:"
  - Passes an independently administered Department of Education approved ATB test.
  - Completes at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by the postsecondary institution.

tudiante tiene que cumplir con los siguientes requisitos:

- Estar inscrito o matriculado en un programa elegible.
- Ser ciudadano Estadounidense o residente elegible.
- Tener un número de seguro social válido, excepto los ciudadanos de los Estados Federales de Micronesia, de la Republic de Marshall Islands, y de la República of Palau.
- Demostrar necesidad económica, excepto en algunos programas de préstamos, como Préstamos Sin Subsidio y el Préstamo Plus para Padres.
- No deber reembolsos de ningúna beca federal o haber hecho arreglos para pagar dicha deuda.
- No estar en Incumplimiento de Pago con algún préstamo federal o haber hecho arreglos para pagarlo.
- Notificar a la escuela si está en incumplimiento de pagos de un préstamo federal.
- Cumplir con los requisitos de Progreso Académico Satisfactorio (como los define la escuela).
- Certificar que la ayuda económica es solamente para fines educacionales.
- Tener un Diploma de Secundaria o un Diploma de Equivalencia de Secudaria, como los siguientes:
  - Un Diploma de Desarrollo de Educación General (GED).
  - Un certificado u otro documento oficial de finalización que demuestra que el estudiante ha aprobado un examen autorizado por el estado, como la Prueba de Evaluación de Finalización Secundaria (TASC), la Prueba de Equivalencia de Secundaria (HISET), o, en California, el Examen de Aptitud de Educación Secundaria de California (CHSPE), que el estado reconoce como el equivalente de un diploma de escuela secundaria;
  - Un Associate's Degree de Colegio Comunitario
  - Completar al menos 60 horas de crédito semestral/trimestral o 72 horas trimestres que no resulten en la concesión de un título asociado, pero aceptables para un título de bachillerato.
    - Ha completado educación en el hogar en el nivel secundario segun definido por la ley estatal; o,
    - Ha completado la educación secundaria en un entorno de educación en casa que califica para una exención de los requisitos de asistencia obligatoria bajo la ley estatal, si la ley estatal no requiere que un estudiante de la escuela en casa reciba una credencial por su educación.
- El estudiante que no tenga Diploma de Secundaria o GED, o el criterio de equivalencia de arriba, que se haya inscritos en un programa elegible antes de Julio 1, del 2012, puede ser elegible de acuerdo los estándadares del Examen de Habilidad-de-Beneficio (ATB) Alterna y Horas de Asistencia y crédito.

  Para valerse de estos estándares, el estudiante no necesita haber recibido fondos de ayuda económica antes del primero de Julio de 2012; simplemente con haber establecido su elegibilidad es suficiente para utilizar tales alternativas.
- Elegibilidad de Estudiantes inscritos en el programa de "Adult Education/Career Pathways." Un estudiante que no tiene el diploma de escuela secundaria o su equivalente, como un certificado de GED, o que no fue educado en casa y que primero se inscribe en un programa elegible de estudios a partir del

- Completes a state process approved by the Secretary of Education. Note: To date, no state process has ever been submitted for the Secretary's approval.
- Co-enrollment, attendance, and participation in the eligible Adult Education/Career Pathways (AECP) program are mandatory.

High School Validity

Applicants must provide a valid high school diploma or GED certificate. If the document's validity is questionable, it is the student's responsibility to provide acceptable supporting documentation within the ten-day cancellation period. If the student cannot provide acceptable documentation, the student is not eligible to apply for financial aid.

Incarceration

Any student who is subject to an involuntary civil commitment as defined in Higher Education Act Section 401(b)(7) after completing a period of incarceration for a forcible or non-forcible sexual offense is ineligible to receive a Federal Pell Grant.

Post 9/11 GI Bill®

The Higher Education Opportunity Act (HEOA) provides maximum Pell Grant eligibility for a student whose parent or guardian was a member of the armed forces and died as a result of performing military service in Iraq or Afghanistan after 9/11/2001, provided that the child was under 24 years of age. The Post-9/11 GI Bill® provides financial support for education and housing to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®. For more information access http://www.gibill.va.gov.

Need Based

Need based aid includes any aid that is awarded based on a student's financial need. CET offers the following need based aid: Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Subsidized Loans, and Scholarships.

Non-Need

Non-need based aid is any aid that is awarded based on factors other than a student's financial need. CET offers the following non-need based programs: Unsubsidized Loan, PLUS Parent Loan, and Scholarships.

Financial Need

Most of the aid available at CET is awarded on the basis of need (except for unsubsidized and PLUS Parent Loans). The U.S. Congress establishes a formula that is used to determine the Expected Family Contribution (EFC), an amount the student and the family are expected to contribute towards education. The following formula is applied to determine financial need:

Cost of Attendance - Expected Family Contribution = Financial Need

Striving to meet the student's needs, the financial aid officer prepares a financial aid package.

Cost of Attendance*

primero de julio del 2012 sólo puede ser elegible para Ayuda económica mediante una de las siguientes alternativas ATB si el estudiante también está inscrito en el programa de "Adult Education/Career Pathways."

- Aprueba un examen de ATB del Departamento de Educación independientemente administrado.
- Completa al menos 6 horas de crédito o 225 horas normales que se pueden aplicar para obtener un título o certificado ofrecido por la institución de educación superior.
- Completa un proceso Estatal aprobado por la Secretaría de Educación. Nota: Hasta la fecha, ningún proceso Estatal se ha sometido a la aprobación del Secretario.
- Co-inscripción, asistencia, y participación en clases son obligatorias en el programa de "Adult Education/Career Pathways."

Validez del Diploma de High School

El estudiante debe proveer un Diploma de Secundaria auténtico. Si la autenticidad del documento es cuestionable, es la responsabilidad del estudiante proveer documentación de soporte durante el período de cancelación de 10 dias. Si el estudiante no puede proporcionar documentación aceptable, el estudiante no es elegible para aplicar para ayuda financiera.

Encarcelamiento

Cualquier estudiante que esté sujeto a un compromiso civil involuntario, tal como se define en la sección de HEA 401(b) (7), después de completar un período de cárcel por una ofensa sexual forzada o no forzada no es elegible para una Beca Pell Federal.

Proyecto de Ley Post 9/11 GI Bill®

El Acta de Oportunidad de Educación Superior (HEOA) proporciona la máxima elegibilidad para Becas Pell al estudiante menor, de 24 años de edad, cuyo padre o tutor haya sido miembro de las fuerzas armadas y perecido realizando servicio militar en Irak o Afganistán después de 9/11/2001. El projecto de ley Post-9/11 GI Bill® provee beneficios económicos y de vividenda a individuos que tengan al menos 90 días de servicio cumulativo despues de Septiembre 10, 2001, o a individuos dados de baja por una descapacidad relacionada al servicio militar despues de 30 días. El estudiante debe haber recibido una baja honorable para poder recibir beneficios del Proyecto de Ley Post 9/11 GI Bill®. Para más información visite el sitio: http://www.gibill.va.gov.

Ayuda Económica por Necesidad

Se define como cualquier ayuda que se otorga basada en la necesidad económica del estudiante. Este tipo de ayuda consiste de Becas, Becas Federales Supplementarias para Oportunidades Educacionales, Beca Federal Estudio-Trabajo, Préstamos Subsidiados y Becas Académicas (Scholarships).

Ayuda Económica sin Necesidad

Se define como cualquier tipo de ayuda que se otorga basada en factores ajenos a la necesidad económica del estudiante. De este tipo de ayuda, CET ofrece Préstamos sin Subsidio, Préstamos PLUS para Padres, y Becas Académicas (Scholarships).

Necesidad Económica

Casi toda la ayuda disponible en CET se otorga en base a necesidad (excepto los préstamos sin subsidio y los PLUS). El Congreso

CET uses the annual budget published by the California Student Aid Commission to determine the student's cost of attendance. The following is the budget for the 2023-2024 Academic Year:

Allowance	Living with Parents	Off Campus Housing
Tuition & Fees	Actual CET Program Cost	
Books & Supplies	$938 Per Academic Year	
Food	$1,125/mo; $10,125/yr	$719/mo; $6,471/yr
Housing	included above	$1,440/mo; $12,960/yr
Transportation	$179/mo; $1,611/yr	$196/mo; $1,764/yr
Personal/Misc.	$401/mo; $3,609/yr	$492/mo; $4,428/yr
Child/Dependent Care	Reasonable expenses with adequate documentation provided by the student depending upon age and number of children.	
Loan Fees	For student loan borrowers, actual or average loan origination and insurance.	
TOTAL	$1,809/mo; $16,283/yr	$2,951/mo; $26,561/yr
* The cost of attendance is not to be confused with Tuition cost.		

How to Apply for Financial Aid

Applicants should contact the local CET financial aid office for the necessary forms and guidance during the admissions process. At a minimum, an applicant will need to complete a Free Application for Federal Student Aid (FAFSA). Applications are available from the financial aid office; they can also be completed online at http://www.fafsa.ed.gov. Documentation to substantiate the data entered on the form may be required by the Financial Aid office.

Payment Periods

Payment period is a school-defined length of time for which financial aid funds are paid to a student. For a student enrolled in an eligible program that is one academic year or less in length (600-900 clock hours).

The first payment period is the period of time in which the student completes the first half of the program as measured in clock hours and number of weeks; and the second payment period is the period of time in which the student successfully completes the second half of the program as measured in clock hours and number of weeks.

Financial Aid Payments

In order to receive payment of federal financial aid funds, the student must be in attendance, must be in the proper payment period for the disbursement, and must have completed the required number of weeks and actual hours of class time for the payment period.

Disbursements are made based on two payment periods; the payment periods are determined according to the number of hours in the program and the number of weeks divided by two; for example: in a 900 hour program the first payment period is from 1 to 450 hours (0% - 50% of the program); and the second payment period is from 451 to 900 hours (51% - 100% of the program).

CET expects all of its regular students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of CET's accrediting and state approving bodies, Council on Occupational Education (COE) and the Bureau for Private Postsecondary Education (BPPE) and federal regulations

de E.U. establece una fórmula que se usa para determinar la Contribución Familiar Esperada (EFC), aquella cantidad que las instituciones esperan que la familia puede aportar para la educación del estudiante. La fórmula es la siguiente:

Costo de Asistencia - Contribucion Familiar = Necesidad Económica

El oficial de ayuda económica prepara el paquete de solicitud de ayuda económica con el fin de suplir la necesidad del estudiante.

Costo de Asistencia*

CET utiliza los presupuestos publicados por la Comisión de Ayuda Estudiantil de California para estimar el costo de asistencia. El presupuesto para el ciclo 2023-2024 es el siguiente:

	Viviendo con sus padres	Viviendo fuera del campus
Matrícula y cargos	Costo actual del Programa de CET	
Libros y útiles	$938 Por Año Académico	
Comida	$1,125/mo; $10,125/año	$719/mo; $6,471/año
Casa (renta)	incluído arriba	$1,440/mo; $12,960/año
Transportación	$179/mo; $1,611/año	$196/mo; $1,764/año
Personal/misc.	$401/mo; $3,609/año	$492/mo; $4,428/año
Cuidado de niño/ Dependiente	Gastos razonables con documentación sobre la edad y el número de niños.	
Cargos de préstamos	Para los deudores de préstamos, cargos actuales de originación de préstamo y aseguranza	
TOTAL	$1,809/mes; $16,283/año	$2,951/mo; $26,561/año
* El costo de asistencia no debe confundirse con el costo de la matrícula.		

Como Solicitar Ayuda Económica

Los interesados deben acudir a la Oficina de Ayuda Económica de CET para obtener los formularios y guías de solicitud de ayuda económica (FAFSA). Este formulario se utiliza para determinar la eligibilidad y la cantidad de ayuda. El proceso de solicitar ayuda económica es absolutamente gratis. La solicitud tambien se puede completar a traves de la Internet (red) en: http://www.fafsa. ed.gov. CET requerirá documentación para substanciar la información dada en la solicitud.

Plazos de pagos de Ayuda Económica

El período de pago es una periodo de tiempo definido por la escuela para que los fondos de ayuda financiera se paguen al estudiante. Para un estudiante matriculado en un programa elegible, un año académico consta de 600-900 horas de instrucción.

El primer período de pago es el período de tiempo en que el alumno finaliza la primera mitad del programa, medido en horas de instrucción y el número de semanas; y el segundo período de pago es el período de tiempo en que el alumno finaliza con éxito la segunda mitad del programa, medido en horas de instrucción y número de semanas.

Pagos de Ayuda Económica

Para recibir el pago de ayuda económica, el estudiante debe estar asistiendo a clases, debe estar en el periodo correcto de desembolso, y debe haber cumplido con el número de semanas y horas actuales de instrucción correspondientes al período.

Los desembolsos se realizan basándose en dos períodos de pago; los períodos de pago se determinarán según el número de horas en el programa y el número de semanas dividido por dos; por ejemplo: en un programa de 900 horas el primer período de pago es de 1 a 450 horas (0 % - 50 % del programa); y el se-

(FSA).

Payments are requested electronically from the Department of Education and disbursed via check payable to the student or by credit to the student's tuition account; and will be paid no later than fourteen (14) days after the funds are received from the U.S. Department of Education or the state. Uncashed checks will be voided after 60 days and funds will be returned to the appropriate agency.

Generally, students are paid the first half of their financial aid within 45 days of the start date. The second half of the student's financial aid is paid within 45 days of completing the actual mid-point of the program.

Verification Process

CET makes verification policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the financial aid process. The following verification policies apply to all applicants for the Federal Financial Aid assistance programs. CET will not disburse PELL or campus-based aid or, Direct/PLUS Parent loan proceeds until completion of the verification process.

Who must be verified: The policy of CET is to verify those students selected by the Central Processing System for verification.

Effective immediately, per the U.S. Department of Education, 2023-2024 verification will be limited to the following:

- *Resolving conflicting information*
- *V1-Standard Verification Group will be required*
- *V4&V5 Verification Groups will be limited to only the Identify/Statement of Educational Purpose for studnets flagged by CPS.*

Required Verification Items

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Income earned from work
- Household size
- Number in college
- Identity/statement of educational purpose

Verification Tracking Groups

Students who are selected for verification will be placed in one of the following three groups:

- *Tracking flag V1 - Standard Verification Group*
- *Tracking flag V4 - Custom Verification Group*
- *Tracking flag V5 - Aggregate Verification Group*

The group determines which FAFSA information must be verified for the student. Students will be required to complete the appropriate Verification Worksheet applicable to the verification group and provide additional documents or information if necessary. See your Financial Aid Officer for more detailed informa-

gundo período de pago es de 451 a 900 horas (51 % - 100 % del programa).

El CET espera que todos los estudiantes mantengan el Progreso Academico Satisfactorio (SAP) establecido por esta institución bajo las normas de las agencias de acreditación (COE, y los organismos de aprobación estatales (BPPE) y federales (FSA).

Los pagos se piden al Departamento de Educación de manera electrónica y se distribuyen por medio de cheques pagables al estudiante o mediante un crédito a la cuenta matrícular del estudiante; y se pagan dentro de 14 días después de haberlos recibido del Departamento de Educación de E.U. o del Estado. Los cheques no cobrados se anularán después de 60 días y los fondos serás devueltos a la Agencia correspondiente. Generalmente se le paga al estudiante la primer parte su ayuda económica dentro de 45 días de la fecha de comienzo. La segunda parte se paga dentro de 45 días de completar la mitad del programa.

Proceso de Verificación

La escuela comparte las reglas de verificación con todos los estudiantes prospectivos y solicitantes de ayuda económica. Estas reglas forman parte del proceso de admisión y consejería. Por consiguiente, la escuela de CET no distribuirá Becas PELL, o becas con base en el campus institucional, ni certificará solicitudes de préstamos Directos o Plus para Padres, hasta que se lleve a cabo el proceso de verificación.

Quien debe ser verificado(s): las reglas de CET establecen que aquellos estudiantes que sean seleccionados por el Systema Central de Procesamiento serán verificados.

Con vigencia inmediata, según el Departamento de Educación de EE. UU., la verificación de 2023-2024 se limitará a lo siguiente:

- *Resolver información contradictoria*
- *Se requerirá el grupo de verificación estándar V1*
- *Los grupos de verificación V4 y V5 se limitarán únicamente a la identificación/declaración de propósito educativo para los estudiantes marcados por CPS.*

Datos que Requieren Verificación

- Ingresos ajustados (antes de impuestos)
- Impuestos pagados durante el ciclo base correspondiente
- Créditos educacionales
- Porciones de distribuciones tipo IRA libres de impuestos
- Porciones de pensiones libres de impuestos
- Deducciones y pagos tipo IRA
- Intereses de ingresos exentos de impuestos
- Ingresos derivados del trabajo
- El número de integrantes del hogar
- El número de integrantes en el colegio
- Identidad y declaración de meta educacional

Grupos de Seguimiento de Verificación

Los estudiantes que sean seleccionados para la verificación serán colocados en uno de los tres groupos siguientes.

- Seguimiento V1 - Grupo de Verificación Estandar
- Seguimiento V4 - Grupo de Verificación de Encargo
- Seguimiento V5 - Grupo de Verificación Agregada

El grupo determina los datos de la solicitud que se deben verificar para el estudiante. Los estudiantes tendrán que completar la

tion.

- *Time period for providing documentation:* Applicants must provide the required documentation as per Federal Law requirements, which allows verification to be completed 120 days from the student's last day of attendance or the official published Federal Register deadline, whichever is earlier.
- *Applicant's responsibilities:* To be eligible to receive financial aid assistance, applicants must provide requested information within the required time-frame as stated above. The student must repay any over award, or any award, discovered during verification, for which he/she was not eligible.
- *Consequences of failure to provide documentation within the specified time period:* If students cannot provide required documentation, CET cannot complete the verification process. CET must then advise the students that they are not eligible for financial aid funds via the Financial Aid Notice form. CET then gives the students the following options:
  - The student may continue training on a cash payment basis.
  - The student must repay any "over" award or any award for which he/she was not eligible, discovered during verification.
- *Refusal or inability to provide documents,* as requested on the Pending Financial Aid Award Notice Form, are grounds for suspension, and up to termination.
- *Interim Disbursements:* CET may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.
- *Tolerances:* For students who are selected for verification and receiving subsidized student aid, changes that result to any non-dollar item and to any dollar item of $25 of more must be submitted for processing.
- *Notification of Results of Verification:* CET shall notify the applicant of the results of the verification process within 30 days of the student's submission of verification documents if the verification results in changes to his/her award by requiring the student to sign a revised award letter and a revised Tuition Payment Plan.
- *Referral Procedure:* Should review of an application for Title IV student aid indicate that the applicant, employee, or other individual has engaged in fraud or other criminal misconduct in connection with the applicant's application to obtain federal funds, the Corporate Financial Aid Office will refer for investigation all relevant information to the Office of the Inspector General of the U.S. Department of Education as referenced in 668.16(g). Examples of such information may include false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures, forgery of high school diplomas, GEDs or certificates, and false statements of income: Ph (800) 647-8733.

Conflicting Information

Conflicting information is information that is different from the information previously available to the institution, or from different institutional departments, that impacts a student's eligibility for aid. It includes, but is not limited to, verification, citizenship status, accuracy of SSN, default or overpayment status, chang-

hoja de verificación apropiada y proporcionar datos adicionales ya sea necesario. Visite al Oficial de Ayuda Económica para información más detallada.

- *El período de tiempo para presentar la documentación:* el solicitante debe presentar la documentación que la ley federal requiere. Esto permite que la verificación se lleve a cabo dentro de 120 días del última fecha de asistencia del estudiante, o la fecha de vencimiento publicada en el Registro Federal; la que suceda primero.
- *Las responsabilidades del solicitante:* para ser elegible para la ayuda económica, el solicitante tiene que proveer las information requerida dentro del plazo inidicado arriba. El estudiante debe pagar cualquier beca o suma recibida para la cual el proceso de verificación descubre que no es elegible.
- *Consecuencias por no someter la documentación dentro del plazo requerido:* si el estudiante no puede entregar la información requerida, CET no puede completar la verificación. CET informará al estudiante que no es elegible para fondos de ayuda económica mediante el Formulario de Notificación de Ayuda Económica. El estudiante, entonces, tiene las siguientes opciones:
  - El estudiante puede continuar el curso si se compromete a pagar la matrícula en efectivo.
  - El estudiante debe pagar cualquier balance en las becas o préstamos que resulten durante el proceso de verificación.
- *Rehusarse o no poder proporcionar* los documentos solicitados, en espera de la Notificación de Apremiación de Ayuda Económica, es causa de suspensión y hasta terminación.
- *Pagos Interinos:* El CET no realizará pagos interinos. El estudiante debe completar la verificación de sus datos antes de recibir fondos Título IV.
- T*olerancias:* Cambios que afecten elementos monetarios o no moneratios durante el proceso de verificación a casos de ayuda económica subsidiada, y que exceden $25 se deben reportar incluir en el proceso.
- *Notificación del Resultado de la Verificación:* CET tiene la responsabilidad de notificar al estudiante dentro de 30 días del inicio del proceso si el resultado de la verificación impacta o cambia la cantidad de ayuda económica. En tal caso el estudiante debe firmar el Contrato de Admisión actualizado.
- *Procedimiento de Remisión:* Usos de información fraudulenta o de conducta criminal relacionados con el proceso de solicitar fondos federales incurridos por estudiantes, empleados o cualquier otra persona serán referidos para investigación al la Oficina del Inspector General del Deptmo. de Educacion de EE.UU. Ejemplos de tal información pueden incluir datos falsos sobre la condición de estudiante independiente, falsos reclamos de la ciudadanía, el uso de identidades falsas, falsificación de firmas, falsificación de diplomas de la escuela secundaria, GED o certificados, y las falsas declaraciones de la renta. Tel (800) 647-8733.

Datos Conflictivos

Los datos conflictivos son datos diferentes de la información previamente disponible para la institución, o de diferentes departamentos institucionales, que afecta la elegibilidad de un estudiante para recibir ayuda. Incluye, pero no se limita a, la

es in student's academic status, Cost of Attendance elements, other student financial assistance or resources and inconsistent information used in the calculation of the EFC. Conflicting information must be resolved before federal student aid is disbursed or prior to making any adjustments for a Professional Judgment.

Professional Judgment

Professional Judgment (PJ) is the process of reviewing an individual student's unique circumstances and exercising the option to change the standards normally applied to determine financial aid eligibility. Professional Judgment changes are made for the purposes of determining financial aid eligibility based on the current situation of the applicant.

Actual changes are done on an individual, case-by-case basis, when, in the judgment of the Financial Aid Officer, the information does not realistically evaluate the student's or family's current ability to contribute to their education. All such changes must be thoroughly documented in the student file.

Conditions that warrant a Professional Judgment (other conditions may apply, this is not all-inclusive):

- Homelessness
- Dislocated worker
- Recent unemployment of a family member
- Other changes in the family's income or assets

Verification must be completed and Conflicting Information must be resolved before making any data adjustments for a Professional Judgment.

Changes to Your Family's Financial Situation - If you or your family's financial situation has changed significantly from what is reflected on your federal income tax return (for example, if you've lost a job or otherwise experienced a drop in income), you may be eligible to have your financial aid adjusted. If your FAFSA was already submitted, contact your financial aid officer to discuss how your current financial situation has changed. Note that the school's decision is final and cannot be appealed to the U.S. Department of Education.

Dependency Overrides

Federal financial aid regulations assume that a student's family has primary responsibility for meeting educational costs. If you are considered a dependent student according to the federal financial aid definition, your aid eligibility is determined by using parent income and asset information in addition to your information.

A dependency override occurs when a financial aid officer exercises professional judgment and overrides the Department of Education's criteria for dependent students. An override may only be granted on a case-by-case basis for students with unusual & exceptional circumstances. These circumstances must show compelling reason for a student to be considered independent rather than dependent.

Conditions that warrant a Dependency Override (other conditions may apply, this is not all-inclusive):

- Abandonment by parent(s)
- Parental drug abuse
- Parental mental capacity

verificación, el estado de ciudadanía, la exactitud del SSN, el estado por defecto o de pago en exceso, los cambios en el estado académico del estudiante, los elementos del Costo de Asistencia, la asistencia financiera de otros estudiantes o los datos inconsistentes utilizados en el cálculo del EFC. El conflicto en los datos debe ser resuelto antes de que la ayuda económica para estudiantes sea desembolsada o antes de hacer cualquier ajuste para un Juicio Profesional.

Juicio Profesional

Juicio profesional es el proceso de examinar las circunstancias particulares de un invidividuo y ejercer la opción de modificar los estandares normalmente aplicados para determinar la elegibilidad de ayuda económica. Por medio de juicio profesional se llevan a cabo cambios de elegibilidad a la ayuda económica de acuerdo a la situación actual del solicitante.

Los cambios reales se realizan, caso por caso individual, cuando, a juicio del Oficial de Ayuda Económica, la información no es suficiente para evaluar realísticamente la capacidad actual del estudiante o de la familia de contribuir a su educación. Todos estos cambios deben ser cuidadosamente documentadas en el archivo del estudiante.

Las condiciones siguientes pueden justificar un juicio profesional (se pueden aplicar otras condiciones, esto no es todo incluido):

- Personas sin hogar (desamparadas)
- Trabajadores desplazados
- Desempleo reciente de un familiar
- Otros cambios en el ingreso o los bienes de la familia.

La verificación debe completarse y la información en conflicto debe resolverse antes de realizar cualquier ajuste de datos para un juicio profesional.

Cambios en la Situación Financiera de su Familia

Si su situación financiera o la de su familia ha cambiado significativamente con respecto a lo que se refleja en su declaración federal de impuestos (por ejemplo, si perdió un trabajo o experimentó una caída en los ingresos), es posible que elegible para que se ajuste su ayuda financiera. Si su FAFSA ya fue enviada, comuníquese con su oficial de ayuda financiera para analizar cómo ha cambiado su situación financiera actual. Tenga en cuenta que la decisión de la escuela es definitiva y no se puede apelar ante el Departamento de Educación de EE. UU.

Anulaciones de Dependencia

Las regulaciones federales de ayuda económica asumen que la familia de un estudiante es el principal responsable de cubrir los costos educativos. Si usted es considerado un estudiante dependiente, según la definición de ayuda económica federal, su elegibilidad para la ayuda se determina mediante el uso de ingresos de los padres y valores activos, además de su información.

Una anulación de dependencia se produce cuando un oficial de ayuda económica emite un juicio profesional y anula el criterio sobre estudiantes dependientes del Departamento de Educación. Una anulación sólo se concede caso por caso tratándose de estudiantes con circunstancias especiales y excepcionales. Estas circunstancias deben demostrar razón de peso para que un estudiante sea considerado como independiente y no dependiente.

- Physical or emotional abuse
- Severe estrangement from parents
- Parental incarceration
- Students who are older than 21 but not yet 24 and who are unaccompanied and homeless or self-supporting and at risk of being homeless.

Dependency Overrides do not carry over from one year to the next; the Financial Aid Officer must reaffirm each year that the unusual circumstances persist and an override is still justified. CET does not accept overrides from other institutions. A dependency override must be thoroughly documented.

Federal Student Aid Credit Balance

A Federal Student Aid (FSA) credit balance occurs whenever CET credits Federal Financial Aid funds to a student's account and those funds exceed the student's allowable charges. CET pays by check the excess Federal Financial Aid Funds (the FSA credit balance) as well as credit balances not related to Federal Financial Aid funds directly to the student (or parent if credit balance is created by a PLUS Parent loan) as soon as possible.

An FSA credit balance is defined as a credit balance where the total federal funds on an account are greater than the total tuition and eligible fees in a Payment Period. A FSA credit balance is created when a check is printed. At CET, Federal Financial Aid funds include Direct Stafford loans, Direct PLUS parent loans, and the Pell and FSEOG grants.

A student's FSA credit balance is processed automatically. Students do not need to contact their Financial Aid Department to request that an FSA credit balance be processed.

Time Frame for Paying Credit Balances

FSA credit balances are processed within 14 calendar days of the date the credit balance was created, per federal regulation. Students with non-FSA credit balances are not required to be processed within 14 calendar days but are processed automatically on an ongoing basis throughout the student's enrollment.

If a student is paid a credit balance by check, CET may hold the check for up to 21 days after the date it notifies the student (via student letter notification). If the student does not pick up the check within the 21-day period, CET will immediately mail the check to the student or parent or return the funds to the appropriate FSA program.

FSA Credit Balance Example		Non-FSA Credit Balance Example	
Tuition	$16,375	Tuition	$16,375
Fees	$40	Fees	$40
Federal Aid	$16,471	Federal Aid	$16,471
FSA Credit	($96)	Scholarship	$500
		Non-FSA Credit	($500)

PLUS Parent FSA Credit Balance: A student account credit balance are issued to parent PLUS loan borrowers when the PLUS loan disbursement results in an FSA credit balance of the student account (as described in the above section).

PLUS Parent borrowers who wish to have an FSA Credit Balance of PLUS Parent funds issued to their student should complete and return the PLUS Parent Loan Acknowledgement of Credit

Las siguientes condiciones justifican una anulación de dependencia (puede haber otras condiciones que aplican):

- Abandono por el padre (s)
- Abuso de drogas por los padres
- La capacidad mental de los padres
- El abuso físico o emocional
- Distanciamiento grave de los padres
- Encarcelamiento paterno
- Estudiantes mayores de 21 años, pero menor de 24 años y que viven solos y carecen de hogar o que son auto-suficientes pero están en riesgo de quedarse sin hogar.

Como las anulaciones de dependencia no se transfieren de un año al siguiente, el oficial de ayuda financiera debe reafirmar cada año que las circunstancias inusuales persisten y una invalidación aún está justificada. CET no acepta anulaciones de otras instituciones. Una anulación de dependencia debe ser cuidadosamente documentada.

Saldos de Crédito de Ayuda Estudiantil Federal

Se produce un saldo de crédito de Ayuda Estudiantil Federal (FSA) cuando CET deposita fondos federales de ayuda económica en la cuenta de un estudiante y los fondos exceden los cargos permitidos del estudiante. Tan pronto como sea posible, CET paga con cheque el exceso de fondos federales de ayuda económica (el saldo de crédito FSA), así como saldos que no estén relacionadas con los fondos de ayuda federal directa, al estudiante (o al padre si el saldo de crédito es creado por un préstamo PLUS para padres).

Un saldo de crédito FSA se define como un saldo cuyo volumen de fondos federales en una cuenta son mayores que la matrícula total y gastos elegibles en un período de pago. Un saldo FSA se crea cuando se imprime un cheque. En CET, los fondos federales de ayuda económica incluyen préstamos directos Stafford, préstamos Directos PLUS para padres, y las Becas Pell y FSEOG.

Los reembolsos de saldo de crédito al estudiante se procesan automáticamente. El estudiante no tiene que ponerse en contacto con la Oficina de Ayuda Económica para solicitar la devolución de un saldo de crédito FSA.

Plazo de Tiempo para Pagar los Saldos de Crédito

Los saldo de crédito FSA se reembolsan al estudiante dentro de 14 días naturales de la fecha en que el saldo fue creado, de acuerdo a las reglas federales. Reembolos que no estan relacionados a saldos de crédito FSA, no están obligados a procesarse dentro de los 14 días, pero sí se procesan automaticamente de forma contínua a lo largo de la inscripción del estudiante.

Si un estudiante recibe un saldo de crédito con cheque, CET puede retener el cheque por 21 días después de notificar al estudiante (por escrito). Si el estudiante no recoge el cheque en el plazo de 21 días, CET enviará inmediatamente el cheque al estudiante o al padre o devolverá los fondos a la oficina de Ayuda Estudiantil Federal (FSA) correspondiente.

FSA Credit Balance Example		Non-FSA Credit Balance Example	
Tuition	$16,375	Tuition	$16,375
Fees	$40	Fees	$40
Federal Aid	$16,471	Federal Aid	$16,471
FSA Credit	($96)	Scholarship	$500

Balance Authorization form and submit it to their Financial Aid Officer.

FSA Credit Balance Delivery: Credit Balance checks are available immediately for pick up after the date the student is notified that the credit has been created. Credit Balance checks are held for student pick-up in the Financial Aid Department no more than 21 days before being mailed to the home address on record. Students may be required to present photo identification to pick up credit balance checks. Students must be responsible for budgeting their own funds and ensuring that these funds are used for education related expenses.

Credit Balance checks of PLUS Parent Loans are not held for pick-up and are automatically mailed to the borrower's home address if a PLUS Parent Loan Acknowledgement of Credit Balance Authorization form was not submitted to the Financial Aid Department. Credit Balance checks are disbursed in the local CET center's Financial Aid Department. If a student has questions about their loan disbursements, date and time of pick up, he/she is to contact the local Financial Aid Officer.

Disbursements to Students on Leave of Absence: CET will disburse Pell and FSEOG (tuition and/or student) funds to a student on a leave of absence.

However, CET will not disburse Direct Loan funds to a student on a leave of absence. CET will pay an FSA credit balance resulting from Direct Loan funds to a student on a leave of absence if the credit had already been created prior to the LOA start date.

All students must meet Satisfactory Academic Progress (SAP) in order to receive their federal financial aid and subsequent credit balance checks. Any students that are in a Probationary status and fail to meet the terms of their Corrective Action Plan will no longer be eligible to receive financial aid. Please see the "Satisfactory Academic Progress" policy for further details.

A student who withdraws from the program or is administratively terminated may owe a balance to CET (i.e. if a student withdraws at or less than 60% of scheduled hours of their program hours). CET does not hold excess FSA credit balances.

Federal Refund Policy

If a student receiving financial aid withdraws from school, the school and the student share responsibility for returning Title IV aid (financial aid money). The amount of Title IV aid to be returned depends on how much Title IV aid the student "earned" before withdrawing. Up through the 60% point of the program hours, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point of the program hours, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the Period of Enrollment. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, CET must still determine whether the student is eligible for a post-withdrawal disbursement (PWD).

- The amount of earned Title IV aid depends on the percentage of the payment period the student completed before withdrawing.
- The amount of Title IV aid the student received but did not earn, that is, the amount of "unearned" Title IV aid disbursed,

		Non-FSA Credit	($500)

Reembolsos PLUS a los Padres - Un reintegro a la cuenta de un estudiante se expide al padre prestatario PLUS cuando el desembolso del préstamo PLUS para Padres produce un saldo de crédito en la cuenta del estudiante.

El prestatario PLUS para Padres que deseé que los reembolsos PLUS para Padres sean emitidos a su estudiante debe completar la Autorización de Préstamos PLUS para Padres para Saldo de Crédito y presentarlo al Oficial de Ayuda Económica.

Entrega de Reembolsos - Los cheques de reembolso están disponibles de inmediato para recogerse después de la fecha en que se notificó al estudiante que la devolución ha sido recibida. Los cheques de reembolso se mantienen en el Departamento de Ayuda Económica no más de 21 días antes de enviarse al domicilio registrado. Se puede requerir que el estudiante presente una identificación con foto para recoger los cheques de reembolso. El estudiante debe ejercer responsabilidad adecuada y presu-puestar el uso de estos fondos para fines educacionales.

Los reembolsos de Préstamos PLUS para Padres no se retienen para ser recojidos, pues se envían automáticamente al domicilio del prestatario si una Autorización de Préstamo PLUS para Padres para Balances de Crédito no se sometió a la Oficina de Ayuda Económica.

Los cheques de reembolso se desembolsan en la Oficina de Ayuda Económica de CET. Si un estudiante tiene preguntas acerca de sus desembolsos de préstamos, la fecha y la hora de recogida, debe comunicarse con la oficina local de Ayuda Económica de CET.

Desembolosos a Estudiantes con Permiso de Ausencia: CET desembolsará fondos de Becas y FSEOG (matricular y/o estudiantil) a estudiantes con Permiso de Ausencia.

Sin embargo, CET no desembolsará fondos de Préstamos Directos a estudiantes con permiso de ausencia. CET pagará un saldo de crédito FSA que resulte de los fondos del Préstamo Directo de un estudiante con permiso de ausencia cuando el saldo haya sido creado antes de la fecha de ausencia.

Todos los estudiantes deben cumplir con el Progreso Académico Satisfactorio para recibir ayuda económica federal y los posteriores controles de balance de crédito. Los estudiantes que se encuentran en un estado de prueba y no cumplen con los términos de su plan de acción correctiva ya no serán elegibles para recibir ayuda económica federal. Para más detalles, consulte las reglas de Progreso Académico Satisfactorio.

El estudiante que se retira del programa o es administrativamente terminado, puede deber un balance a CET (por ejemplo, si el estudiante se retira al menos del 60% de las horas programadas de sus horas de programa). CET no mantiene excesos de saldos de crédito FSA.

Regla Federal de Reembolso

Si un estudiante que recibe ayuda financiera se retira de la escuela, la escuela y el estudiante comparten la responsabilidad de devolver la ayuda del Título IV (dinero de ayuda financiera). La cantidad de ayuda del Título IV que se devolverá depende de la cantidad de ayuda del Título IV que el estudiante "ganó" antes de retirarse. Hasta el 60% de las horas del programa, se utiliza un

must be returned to the appropriate program.

- The amount of Title IV aid the student earned that was not disbursed must be provided as a post-withdrawal disbursement to the student within 45 days.

How Withdrawal Can Impact Financial Aid

Federal regulations require Title IV financial aid funds to be awarded under the assumption that you will attend CET for the entire enrollment period in which federal financial aid assistance will be awarded. If you do not complete or withdraw from the program for any reason, you may no longer be eligible for the full amount of Title IV funds that you were originally scheduled to receive.

The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated calculation is used to determine the amount of federal student aid funds you will have earned at the time of the incomplete/withdrawa/drop.

If you leave or withdraw at or prior to completing 60% of scheduled hours in the Enrollment Period, your financial aid awards will be pro-rated and CET may be required to return funds to the federal student aid program and you may owe a balance due to CET that may be created by the funds refunded to U.S. Department of Education. If you leave or withdraw upon completing more than 60% of scheduled program hours (Period of Enrollment), you will have earned 100% of your financial aid awards.

It is your responsibility to return unearned financial aid (Title IV) funds that were disbursed to you. Unearned Title IV fund loan proceeds paid to you must be repaid under the terms and conditions of the promissory note.

School and student responsibility for return of unearned federal funds - Both you and CET are responsible for returning unearned federal financial aid to the federal government. You will be billed for any amount due as a result of the return of federal aid funds calculation.

- The amount of grant proceeds you must repay is limited to the amount by which the grant overpayment exceeds half of the original grant funds.
- An overpayment of $50 or less does not have to be repaid.
- You must make arrangements with the Department of Education to return such grant proceeds within 14 days of the date of notice of overpayment.
- You will be reported to the National Student Loan Data System (NSLDS) if you do not to make repayment arrangements within 14 days of the date of the notice of overpayment. This will result in the loss of any further financial aid eligibility.

Example calculations for illustration purposes only - The following is an example of a return of funds for a student who withdrew from a 630-hour program after completing 260 hours of the 630 scheduled hours in the Enrollment Period (scheduled program hours). This student would have earned 41.26% of his/her Title IV Funds (financial aid) for the Enrollment Period (260/630 = 41.26%). The remaining amount would have to be returned to the appropriate source.

The following is an example of a return of funds calculation for a student who withdrew from a 900-hour program after completing 549 hours of training of the 900 scheduled program hours (Enrollment Period). This student would have earned 61% of his/

horario prorrateado para determinar la cantidad de fondos del Título IV que el estudiante haya ganado al momento del retiro. Después del 60% de las horas del programa, un estudiante ha ganado el 100% de los fondos del Título IV que estaba programado para recibir durante el Período de Inscripción. Para un estudiante que se retira después del 60% de tiempo, no hay fondos no ganados. Sin embargo, CET aún debe determinar si el estudiante es elegible para un desembolso posterior al retiro (PWD).

- La cantidad de ayuda económica ganada depende del porcentage del período de paga que el estudiante completó antes de retirarse.
- La cantidad de ayuda económica que el estudiante recibió pero no ganó, debe rembolsarse a los programas correspondientes.
- La cantidad de ayuda económica que el estudiante ganó que no fue distribuída debe entregarse al estudiante como un “pago despues de retiro” dentro de 45 días.

Cómo Su Retiro de la Escuela Afecta su Ayuda Económica

Las regulaciones federales requieren que los fondos de ayuda financiera del Título IV se otorguen asumiendo que Ud. asistirá a CET durante todo el período de inscripción en el que se otorgará la asistencia de ayuda financiera federal. Si no completa, o se retira del programa por algún motivo, es posible que ya no sea elegible para recibir la cantidad total de fondos del Título IV que estaba originalmente programado para recibir.

La devolución de fondos se basa en la premisa de que los estudiantes obtienen su ayuda financiera en proporción a la cantidad de tiempo en que están inscritos. Se utiliza un cálculo prorrateado para determinar la cantidad de fondos federales de ayuda estudiantil que habrá ganado al momento del retiro/retiro incompleto.

Si se va o se retira en o antes de completar el 60% de las horas programadas en el Período de inscripción, sus premios de ayuda financiera se prorratearán y CET puede ser requerido para devolver fondos al programa federal de ayuda estudiantil y es posible que deba un saldo adeudado a CET que pueden crear los fondos reembolsados al Departamento de Educación de los EE. UU. Si se va o se retira al completar más del 60% de las horas programadas del programa (Período de inscripción), habrá ganado el 100% de sus premios de ayuda financiera.

Es su responsabilidad devolver los fondos de ayuda financiera no ganados (Título IV) que le fueron desembolsados. Los ingresos del préstamo del fondo del Título IV no devengados pagados a usted deben pagarse de acuerdo con los términos y condiciones del pagaré.

La Responsabilidad de la escuela y de los estudiantes por la devolución de fondos federales no ganados - tanto usted como CET son responsables de devolver la ayuda financiera federal no ganada al gobierno federal. Se le facturará por cualquier monto adeudado como resultado de la devolución del cálculo de los fondos de ayuda federal.

- El monto de los ingresos de la subvención que debe reembolsar se limita al monto por el cual el pago excesivo de la subvención excede la mitad de los fondos de la subvención original.
- Un pago en exceso de $50 o menos no tiene que pagarse.
- Debe hacer arreglos con el Departamento de Educación para devolver dichos fondos de la subvención dentro de los 14 días de la fecha de notificación de pago excesivo.
- Se le informará al Sistema Nacional de Datos de Préstamos Estudiantiles (NSLDS, por sus siglas en inglés) si no hace los arreglos de

her Title IV funds (financial aid) for the enrollment Period (549 ÷ 900 = 61%). Since this student withdrew after completing 60% of the program hours, the student is considered to have earned all (100%) his or her federal financial aid.

Refunds - In the event that you have received less aid than the amount of financial aid that you have earned at the time of withdrawal, you are eligible to receive those funds. CET will notify you of your eligibility of a post-withdrawal disbursement of aid. You will have 14 days to accept or decline these funds.

Additional loan information to consider when withdrawing

- If the calculations result in a balance due from you to CET, a bill will be sent to your permanent home address and will be due upon receipt.
- An email notification and/or via U.S. postal service containing a letter detailing the withdrawal amounts returned to each program.
- If you are a Federal Direct Loan borrower, you are required to complete the Exit Counseling at the time of your withdrawal. You may complete the Federal Direct Loan Exit Counseling at the National Student Loan Data System (NSLDS) www.nslds.ed.gov
- A copy of the Federal Direct Counseling materials (if applicable), will be sent to you via email and via regular U.S. Postal service to your address in file.
- Your Federal Direct Loan Servicer will be notified that you are no longer enrolled, and the loan repayment process will begin.
- It is important that you understand your rights and responsibilities, and your completions of the required exit counseling will prepare you for repaying your loan(s).
- Your grace period for loan repayments for Federal Direct Unsubsidized and Subsidized Loans will begin on the day after your last day of attendance from CET. If you are not enrolled at least part-time for more than 6 months, your loans will go into repayment. You must contact your Loan Servicer to make payment arrangements. Loans must be repaid by you (student/parent) as outlined in the terms of your promissory note.

Order of award refunded - All unearned aid must be returned to the federal aid programs as determined by the Federal calculation. Funds must be returned in the following order:

a) Direct Loan Unsubsidized
b) Direct Loan Subsidized
c) Parent PLUS Loan
d) Pell Grant
e) SEOG Grant

Institutional refund calculation - CET also complies with State regulations; after performing the Return to Title IV (financial aid) funds calculations, a second refund calculation must be performed following state rules. Tuition will be refunded to the funding source or to students who withdraw prior to or at 60% of the scheduled program hours and a withdrawal fee of $100 will be assessed. No tuition will be refunded for any withdraw that occurs after 60% of the scheduled program hours. For the formula used, please refer to the "Institutional Refund Policy" section of your Enrollment Agreement.

Private/Other Scholarships - Private or other scholarship aid will

pago dentro de los 14 días de la fecha del aviso de pago excesivo. Esto resultará en la pérdida de cualquier elegibilidad adicional para ayuda financiera.

Estos Cálculos son ejemplos para fines ilustrativos: el siguiente es un ejemplo de devolución de fondos para un estudiante que se retiró de un programa 630 después de completar 260 horas de las 630 horas programadas en el Período de inscripción (horas programadas del programa). Este estudiante habría ganado el 41.26% de sus Fondos del Título IV para el Período de inscripción (260/630 = 41.26%). La cantidad restante tendría que ser devuelta a la fuente apropiada.

El siguiente es un ejemplo de un cálculo de devolución de fondos para un estudiante que se retiró de un programa de 900 horas después de completar 549 horas de capacitación de las 900 horas programadas (Período de inscripción). Este estudiante habría ganado el 61% de sus fondos del Título IV (ayuda financiera) para el Período de inscripción (549 ÷ 900 = 61%). Dado que este estudiante se retiró después de completar el 60% de las horas del programa, se considera que el estudiante ha ganado toda (100%) su ayuda financiera federal.

Reembolsos: en caso de que haya recibido menos ayuda que la cantidad de ayuda financiera que ganó al momento del retiro, es elegible para recibir esos fondos. CET le notificará su elegibilidad para un desembolso de ayuda posterior al retiro. Tendrá 14 días para aceptar o rechazar estos fondos.

Al retirarse, Ud. debe saber esta información acerca del préstamo

- Si los cálculos resultan en un saldo adeudado por usted a CET, se le enviará una factura a su domicilio permanente y se le deberá al recibo.
- Una notificación por correo electrónico y / o a través del servicio postal de EE. UU. Que contenga una carta que detalle los montos de retiro devueltos a cada programa.
- Si usted es un prestatario federal de préstamos directos, debe completar el asesoramiento de salida al momento de su retiro. Puede completar la Asesoría Federal de Salida Directa de Préstamos en el Sistema Nacional de Datos de Préstamos Estudiantiles (NSLDS) www.nslds.ed.gov
- Se le enviará una copia de los materiales de Consejería Directa Federal (si corresponde) por correo electrónico y a través del servicio postal regular de los EE. UU. A su dirección en el archivo.
- Su Administrador Federal de Préstamos Directos será notificado de que ya no está inscrito, y comenzará el proceso de reembolso del préstamo.
- Es importante que comprenda sus derechos y responsabilidades, y que completar el asesoramiento de salida requerido lo preparará para pagar su (s) préstamo (s).
- Su período de gracia para reembolsos de préstamos para préstamos federales directos no subsidiados y subsidiados comenzará el día después de su último día de asistencia de CET. Si no está inscrito al menos a tiempo parcial durante más de 6 meses, sus préstamos se reembolsarán. Debe comunicarse con su administrador de préstamos para hacer los arreglos de pago. Los préstamos deben ser reembolsados por usted (estudiante/padre) como se describe en los términos de su pagaré.

Orden de adjudicación reembolsada: toda la ayuda no derivada del trabajo debe devolverse a los programas de ayuda federal según lo determinado por el cálculo federal. Los fondos deben devolverse en el siguiente orden:

a) Préstamo directo sin subsidio; b) Préstamo directo subsidiado; c)

be recalculated according to the scholarship agency withdrawal policy at the time of awarding. CET's policy for private or scholarships would apply if no donor or agency policy provided.

Contact information - If you have questions on any of the above information, please contact your Financial Aid Officer. You may visit studentaid.gov to verify that any refunded amount(s) has been credited to your account, and inquire if you still have any outstanding balance.

Reducing/Cancelling a Federal Student Aid (financial aid) Loan

A student or parent who wishes to reduce or cancel a loan must do so by providing the Financial Aid Officer at the local CET Center with a completed Loan Reduction/Cancellation Request form within 14 calendar days from the date of the loan payment. Forms can be requested from the Financial Aid Officer at the local CET Center.

National Student Loan Data System (NSLDS)

The NSLDS is the U.S. Department of Education's central database for student aid. For students or parents borrowing a financial aid loan, the loan will be submitted to NSLDS and will be accessible by the student, parent, authorized agencies, lenders and institutions. Students and parents may visit www.nslds.ed.gov to access their loan information. Student and parent may also visit this site to verify that any refunded amount(s) have been credited to his/her account, and inquire if he/she still has any outstanding balance.

Préstamo PLUS para padres; d) Pell Grant; e) Beca SEOG

Cálculo de reembolso institucional: CET también cumple con las regulaciones estatales; después de realizar los cálculos de los fondos de Retorno al Título IV (ayuda financiera), se debe realizar un segundo cálculo de reembolso siguiendo las reglas estatales. La matrícula será reembolsada a la fuente de financiación o a los estudiantes que se retiren antes o al 60% de las horas programadas del programa y se aplicará una tarifa de retiro de $100. No se reembolsará la matrícula por cualquier retiro que ocurra después del 60% de las horas programadas del programa. Para conocer la fórmula utilizada, consulte la sección "Política Institucional de reembolsos" de su Acuerdo de inscripción.

Becas privadas / de otro tipo: las ayudas para becas privadas o de otro tipo se volverán a calcular de acuerdo con la política de retiro de la agencia de becas en el momento de la adjudicación. La política de CET para becas privadas o becas se aplicaría si no se proporciona una política de donante o agencia.

Información de contacto: si tiene alguna pregunta sobre la información anterior, comuníquese con su Oficial de Ayuda Financiera. Puede visitar studentaid.gov para verificar que los montos reembolsados se hayan acreditado en su cuenta y preguntar si aún tiene saldo pendiente.

Cómo Reducir o Cancelar de un Préstamo de Ayuda Económica

Un estudiante o padre que desee reducir o cancelar un préstamo debe entregar al Oficial de Ayuda Financiera en el Centro CET local un formulario de Solicitud de Reducción/Cancelación de Préstamo dentro de los 14 días caléndricos posteriores a la fecha del pago del préstamo. Los formularios se pueden solicitar al Oficial de Ayuda Financiera en el Centro CET local.

Sistema Nacional de Datos de Préstamos Estudiantiles (NSLDS)

El NSLDS es la base de datos central del Departamento de Educación de EE. UU. para la ayuda estudiantil. Para los estudiantes o padres que tomen un préstamo de ayuda económica, el préstamo se enviará a NSLDS y será accesible para el estudiante, los padres, las agencias autorizadas, los prestamistas y las instituciones. Los estudiantes y padres pueden visitar www.nslds.ed.gov para acceder a su información de préstamo. El estudiante y sus padres también pueden visitar este sitio para verificar que los montos reembolsados hayan sido acreditados en su cuenta, y preguntar si todavía tienen algún balance.

Financial Aid Terminology - What Does This Mean?

The following definitions correspond to some common terms used within the financial aid terminology.

Academic Year: At CET the academic year is defined as a period of not less than 26 weeks of instructional time with a minimum of 900 clock hours of instruction. Any program that is less than an academic year will have financial aid awards pro-rated accordingly to the number of clock hours in the program.

Adverse Credit History: A credit history is a summary of your financial strength, including your history of paying bills and your ability to repay future loans. Your credit history may be considered adverse if you have experienced bankruptcy discharge or foreclosure within the past five years, or if you have any accounts that are 90 days or more delinquent.

Capitalization: The addition of unpaid interest to the principal balance of a loan. When the interest on your federal student loan is not paid as it accrues (accumulates), ED will capitalize the interest under certain circumstances. This increases the outstanding principal amount due on the loan and may cause your monthly payment amount to increase. Interest is then charged on that higher principal balance, increasing the overall cost of the loan.

Citizen/Eligible Non-Citizen: A student must be in one of the following categories to receive federal student aid: a U.S. citizen, a U.S. national (includes natives of American Samoa or Swain's Island), or a U.S. permanent resident who has an I-151, I-155, or I-551C (Alien Registration Receipt Card). If student is not in one of these categories, student must have an Arrival-Departure Record (I-94) from the Bureau of Citizenship and Immigration Services (formerly the U.S. Immigration and Naturalization Service) showing one of the following designations: "Refugee," "Asylum Granted," "Cuban-Haitian Entrant, Status Pending," or "Conditional Entrant," (valid only if issued before April 1, 1980). If the student has only a Notice of Approval to Apply for Permanent Residence (I-171 or I-464), he/she will not be eligible for federal and state student aid.

If a student is in the United States on certain visas, including an F1 or F2 student visa, or a J1 or J2 exchange visitor visa, student is not eligible for federal student aid. Also, persons with G series visas (pertaining to international organizations) are not eligible. For more information about other types of visas that are not acceptable, check with the local CET financial aid office.

Citizens of the Freely Associated States: Citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau are eligible only for Federal PELL Grants. Citizens of the Republic of Palau are eligible for Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and Federal Work Study. Citizens of the Freely Associated states are not eligible for federal student aid loans.

Clock Hour: 50 to 60 minutes of supervised instruction during a 60-minute period.

Credit Balance: A federal student aid credit balance occurs when tuition payments have been received by CET in excess of the amount of charges assessed to the student in the period of

Definiciones de Términos de Ayuda Económica

Las siguientes definiciones son algunos términos comunes que se usan en el campo de la ayuda económica federal:

Ciclo Académico: El CET define un ciclo o año académico como un período de no menos de 26 semanas de tiempo de instrucción con un minimo de 900 horas de instrucción. La suma de ayuda económica para programas que sean menor que el ciclo de instrucción será ajustada de manera proporcional de acuerdo con el número de horas de instrucción.

Historial de Crédito Adverso: Un historial de crédito es un resumen de su solidez financiera, que incluye su historial de pago de facturas y su capacidad para pagar futuros préstamos. Su historial crediticio puede considerarse adverso si ha experimentado una bancarrota o una ejecución hipotecaria en los últimos cinco años, o si tiene cuentas que tienen 90 días o más de retraso de pago.

Capitalización: La suma de intereses impagos al saldo de capital de un préstamo. Cuando los intereses no se pagan, tal como sucede cuando se devengan (acumulan) durante los estudios, un período de gracia, una prórroga o una suspensión temporal de cobro, su prestamista puede capitalizarlos. Esto aumenta la cantidad debida del capital de un préstamo y puede llevar a que su pago mensual aumente. Los intereses se cobran entonces sobre ese saldo de capital más elevado, lo cual aumenta el costo general del préstamo.

Ciudadano/Residente Elegible: Para poder recibir ayuda federal para estudiantes, hay que pertenecer a una de las siguientes categorías: Ciudadano de EE.UU., Nacional de EE.UU. (incluidos los nativos de Samoa Americana o de la Isla de Swain), Residente permanente de EE.UU. que posee una tarjeta de residencia I-151, I-551, o I-551C.

El estudiante que no pertenezca a ninguna de las categorías anteriores, para poder tener derecho a recibir ayuda, deberá tener una Constancia de Llegada-Salida (I-94) de la Oficina de Ciudadanía e Inmigración (antes denominado el Servicio de Inmigración y Naturalización de los EE.UU.) que indique una de las siguientes designaciones: "Refugiado", "Asilo otorgado", "Entrante Cubano-Haitiano, Situación Pendiente", "Entrante Condicional" (válida sólo si se emitió antes del 1 de abril de 1980) Si el estudiante sólo tiene un Aviso de Autorización para la Solicitud de Residencia Permanente (I-171 ó I-464), no puede recibir ayuda federal ni estatal para estudiantes.

El estudiante que se encuentre en EE.UU. con ciertas clases de Visas, incluidas la Visa de Estudiante (tipo F1 ó F2) y la Visa de Visitante de Intercambio (tipo J1 ó J2), no puede obtener ayuda federal para estudiantes. Asimismo, el estudiante que tenga una visa de la serie G (pertenecientes a organizaciones internacionales) tampoco tiene derecho a recibir ayuda federal.

Ciudadanos de los Estados Libres Asociados: Los ciudadanos de los Estados Federales de Micronesia, de la República de las Islas Marshall y de la República de Palau son elegibles para Becas Federales PELL. Los ciudadanos de la república de Palau son elegibles para Becas PELL, Becas Suplementarias para Oportunidades Educativas, y Becas Estudio yTrabajo. Ningún ciudadano de los Estados Libres Asociados es elegibles para los Préstamos Estudiantiles Federales de Ayuda Económica.

enrollment.

Deferment: A postponement of payment on a loan. Deferment is allowed under certain conditions. During deferment, interest does not generally accrue (accumulate) on Direct Subsidized Loans, Subsidized Federal Stafford Loans, and Federal Perkins Loans. All other federal student loans that are deferred will continue to accrue interest. Any unpaid interest that accrued during the deferment period may be capitalized (added to the principal balance of the loans).

Dependent: You are a Dependent Student if you answer "No" to all the questions on the FAFSA, Page 5, Questions 45 – 57. If you answer "No" to all these questions, you will need to provide parental information on the FAFSA.

Entrance Counseling: A mandatory information session, which takes place before you receive your federal student loan; entrance counseling explains your responsibilities and rights as a student borrower.

Exit Counseling: A mandatory information session, which takes place when you withdraw or graduate. It provides important information to prepare you to repay your federal student loan(s).

Expected Family Contribution (EFC): The calculated amount that a family contributes to offset the student cost of attendance.

Forbearance: A period during which your monthly loan payments are temporarily suspended or reduced. U.S. Department of Education may grant you forbearance if you are willing but unable to make loan payments due to certain types of financial hardships. During forbearance, principal payments are postponed but interest continues to accrue (accumulate). Unpaid interest that accrues during the forbearance will be capitalized (added to the principal balance of your loans), increasing the total amount you owe.

Grace Period: A period of time (generally six months) after a borrower graduates, leaves school, or drops below half-time enrollment during which the borrower is not required to make payments on certain federal student loans. Some federal student loans will accrue interest during the grace period, and if the interest is unpaid, it will be added to the principal balance of the loan when the repayment period begins.

Grant: Financial aid that does not need to be paid back, (unless, for example, you withdraw from school and owe a refund), often based on financial need.

Incomplete: Students are officially withdrawn on the date of notification, the date terminated by the institution, the date of ten consecutive days of absences without notification to the school, or the date when the student failed to return from an approved leave of absence.

Independent Student: You are an Independent Student if you answer "Yes" to one of the questions on the FAFSA, Page 5, Questions 45 – 57. If you answer "Yes" to any of these questions, you are not required to provide parental information on the FAFSA.

Interest: A loan expense charged for the use of borrowed money. Interest is paid by the borrower to U.S. Department of Education. The expense is calculated as a percentage of the unpaid

Hora: Período de tiempo entre 50 a 60 minutos de instrucción supervisada durante un período de 60 minutos.

Saldo de Crédito: Un saldo de crédito de ayuda económica para estudiantes se produce cuando los pagos de la matrícula han sido recibidos por CET que exceden la cantidad de cargos asignados al estudiante en el período de inscripción.

Aplazamiento: Una postergación del pago de un préstamo. El aplazamiento está permitido bajo ciertas condiciones. Durante el aplazamiento, los intereses generalmente no se acumulan (acumulan) en Préstamos Subsidiados Directos, Préstamos Federales Subsidiados Stafford y Préstamos Federales Perkins. Todos los demás préstamos federales estudiantiles diferidos seguirán acumulando intereses. Cualquier interés no pagado que se haya acumulado durante el período de aplazamiento se puede capitalizar (agregado al saldo principal de los préstamos).

Dependiente: Usted es un Estudiante Dependiente si responde "No" a todas las preguntas en la FAFSA, Página 5, Preguntas 45 - 57. Si responde "No" a todas estas preguntas, deberá proporcionar la información de los padres en la FAFSA.

Asesoramiento de Entrada: Una sesión de información obligatoria, que tiene lugar antes de recibir su préstamo federal para estudiantes; la consejería de ingreso explica sus responsa-bilidades y derechos como prestatario estudiantil.

Asesoramiento de Salida: Una sesión de información obligatoria, que tiene lugar cuando el estudiante se retira o se gradúa. Proporciona información importante para prepararse para pagar sus préstamos federales estudiantiles.

Contribución Familiar Esperada (EFC): La cantidad calculada que la familia contribuye para pagar el costo de asistencia.

Tolerancia: Un período durante el cual los pagos mensuales de su préstamo se suspenden o reducen temporalmente. El Departamento de Educación de EE. UU. puede otorgarle indulgencia si está dispuesto, pero no puede hacer los pagos del préstamo debido a ciertos tipos de dificultades financieras. Durante la indulgencia, los pagos del capital se posponen pero los intereses continúan acumulándose. Los intereses no pagados que se acumulan durante la indulgencia se capitalizarán (se agregarán al saldo principal de sus préstamos), lo que aumentará la cantidad total que debe.

Período de Gracia: Período de tiempo (generalmente seis meses) después de que un prestatario se gradúa, abandona la escuela o reduce su inscripción a menos de medio tiempo durante el cual el prestatario no está obligado a realizar pagos de ciertos préstamos federales estudiantiles. Algunos préstamos federales estudiantiles acumularán intereses durante el período de gracia, y si el interés no se paga, se agregará al saldo principal del préstamo cuando comience el período de amortización.

Beca (Subvención): Ayuda financiera que no necesita ser devuelta (a menos que, por ejemplo, se retire de la escuela y deba un reembolso), a menudo según la necesidad financiera.

Estudiante Independiente: Usted es un Estudiante Independiente si responde "Sí" a una de las preguntas en la FAFSA, Página 5, preguntas 45 - 57. Si responde "Sí" a cualquiera de estas preguntas, no es necesario que proporcione información parental. información sobre la FAFSA.

Retiros: Los estudiantes incurren retiro oficial en la fecha de notificación, fecha de terminación por la institución, fecha de diez

principal amount of the loan.

Loan Servicer: A company that collects payments, responds to customer service inquiries, and performs other administrative tasks associated with maintaining a federal student loan on behalf of U.S. Department of Education. If you're unsure of who your federal student loan servicer is, you can look it up in "My Federal Student Aid" at StudentAid.gov/login or on NSLDS, nslds.ed.gov or by contacting your CET Financial Aid Officer.

Master Promissory Note (MPN): A binding legal document that you must sign when you get a federal student loan. The MPN can be used to make one or more loans for one or more academic years (up to 10 years) at one or more schools. It lists the terms and conditions under which you agree to repay the loan and explains your rights and responsibilities as a borrower. It's important to read and save your MPN because you'll need to refer to it later when you begin repaying your loan or at other times when you need information about loan provisions, such as deferments or forbearances.

Need: Financial need is the amount left over after subtracting the expected family contribution from the cost of attendance.

Parent(s): A parent is a biological or adoptive parent (whether of the opposite or same sex) or a person that the state has determined to be a parent (for example, when a state allows another person's name to be listed as a parent on a birth certificate). A stepparent is considered a parent if married to a biological or adoptive parent and if the student is counted in the student's household size.

Payment Period: 450 hours and 13 weeks for courses of 900 hours or more; the mid-point of the program for courses of less than 900 hours and 26 weeks.

Additional Information

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of their social security number is mandatory. Social security numbers are used to verify identities, to process the awarding of funds, the collection of funds, and to trace individuals who have borrowed funds from federal, state, or private sources.

Further information on Federal Student Aid programs can be found in the booklet, "*The Guide to Federal Student Aid*," that is given to all federal financial aid applicants at the time of application for Federal Student Aid. More information can be found by visiting the following websites:

www.fafsa.ed.gov – Will allow you to access and complete the Federal Financial Aid Application online and will inform you about deadlines for applying.

www.finaid.org – Learn more about financial aid for college.

www.sbscholarship.org – Will provide information about available scholarships.

www.fc2success.org – This is a national scholarship program designed for foster teens to make the difficult transition to adulthood and the pursuit of their educational goals.

www.cash4college.csac.ca.gov – Provides dates and locations of free workshops that provide line-by-line hands-on help to complete the

días de ausencia consecutivas sin notificar a la escuela, o la fecha en que el estudiante no regresa de una ausencia autorizada.

Interés: Un gasto de préstamo cobrado por el uso de dinero prestado. El prestatario paga el interés al Departamento de Educación de EE. UU. El gasto se calcula como un porcentaje del monto de capital no pagado del préstamo.

Proveedor de Préstamo: Una compañía que cobra pagos, responde a consultas de servicio al cliente y realiza otras tareas administrativas asociadas con el mantenimiento de un préstamo federal estudiantil en nombre del Departamento de Educación de los EE. UU. Si no está seguro de quién es su administrador federal de préstamos estudiantiles, puede buscarlo en "Mi Ayuda Federal para Estudiantes" en StudentAid.gov/login o en NSLDS, nslds.ed.gov, o contactando a su Oficial de Ayuda Financiera de CET.

Pagaré Maestro (MPN): Un documento legalmente vinculante que el estudiante debe firmar cuando obtiene un préstamo federal estudiantil. El MPN se puede usar para otorgar uno o más préstamos por uno o más años académicos (hasta 10 años) en una o más escuelas. Enumera los términos y condiciones bajo los cuales acepta reembolsar el préstamo y explica sus derechos y responsabilidades como prestatario. Es importante leer y guardar su MPN porque tendrá que consultarla más adelante cuando comience a pagar su préstamo o en otro momento cuando necesite información sobre provisiones de préstamos, como aplazamientos o suspensiones.

Necesidad: La necesidad financiera es la cantidad sobrante al substraer la contribución familiar esperada del costo de asistencia.

Padres: Para el propósito de programas de ayuda económica, un padre es la madre y/o padre o padres adoptivos, padrastro o guardian legal; no pueden ser padres de acogidos.

Período de Pago: 450 horas y 13 semanas para cursos de 900 horas o más; el punto medio del programa para cursos de menos de 900 horas y 26 semanas.

Información Adicional

El Acta Federal de Privacidad de 1974 requiere que se le informe a los estudiantes que están obligados a presentar su tarjeta de seguro social. El número de seguro social se utiliza para verificar la identidad, para procesar los fondos de ayuda económica, y para verificar la historia de préstamos de agencias federales, estatales, o privadas.

Para más información acerca de los programas de ayuda económica, obtenga el folleto "*Guía de Ayuda Económica Estudiantil*" de la oficina de ayuda económica de CET, o refiérase al formulario gratuito "Ayuda Económica Federal Estudiantil." Para más información, visite los siguientes sitios de internet:

www.fafsa.ed.gov – Este sitio le permite acceso completo a la solicitud de ayuda económica a traves de la Red y le informa cuando puede solicitar ayuda.

www.finaid.org – Este sitio le informa acerca de ayuda económica para el colegio.

www.chafee.csac.ca.gov – Este sitio lo guiará a la Comisión de Ayuda Estudiantil de California para que solicite la Beca Chafee que puede ser de $5000 para jóvenes elegibles que están bajo la custodia de la corte.

www.sbscholarship.org – Este sitio provee información para becas.

FAFSA.

www.uscis.gov – Learn about U.S. citizenship information.

www.studentaid.ed.gov – U.S. Department of Education site explaining how to view Federal student loan documents, Entrance/Exit counseling, how to sign promissory notes, planning tools and funding education beyond high school.

www.bls.gov/emp - Find out where the jobs are now and where they're projected to be tomorrow.

www.hsf.net – Hispanic Scholarship Fund.

www.irs.gov – Internal Revenue Service.

www.sss.gov – Visit this web site to register for the U.S. Selective Service.

www.va.gov/ – Or call 1-888-GI-BILL-1 (1-888-442-4551) inside U.S. Call 001-918-781-5678 outside the U.S. Veterans of the U.S. Uniformed Services may be eligible for a broad range of programs and services provided by the Department of Veteran Affairs (VA). Veterans crisis Line is 1-800-273-8355 and press 1.

nces.ed.gov/collegenavigator/ – College Navigator is a consumer tool created by the US Department of Education and its National Center for Education Statistics so that people can evaluate US colleges that receive Title IV funds. College Navigator includes institutional data on programs offered, retention and graduation rates, prices, aid available, degrees awarded, campus safety, student loan defaults and accreditation.

nslds.ed.gov/npas/index.htm – The National Student Loan Data System is the national database of information about loans and grants awarded to students. NSLDS® provides a centralized, integrated view of federal student aid loans and grants that are tracked through their entire lifecycle from aid approval through disbursement and repayment (if applicable).

www.fc2success.org – Este es el sitio del programa de becas nacionales para huérfanos menores para transicionar a mayores de edad y continuar metas educacionales.

www.cash4college.csac.ca.gov – Este sitio provee fechas y lugares de talleres que enseñan como completar la solicitud de ayuda económica.

www.uscis.gov – Este sitio provee información acerca de la ciudadanía de los E.U.

www.studentaid.ed.gov – Este sitio del Depto. de Educación de EE. UU. explica como revisar documentos federales de préstamos estudiantiles, asesoramiento de ingreso/egreso, cómo firmar pagarés, y provee herramientas de planificación y como subsidiar la educacion despues de la secundaria.

www.bls.gov/emp – Este sitio provee información de trabajo y proyecciones de futuros empleos.

www.hsf.net – Fondos para Becas Hispanas.

www.irs.gov- Servicio de Impuestos Internos.

www.sss.gov – Sitio para registrarse en el Servicio Selectivo de EE.UU.

www.va.gov – O llame al 1-888-GI-BILL-1 (1-888-442-4551) dentro de los EE. UU. Llame al 001-918-781-5678 fuera de los EE. UU. Los veteranos de los Servicios Uniformados de los EE. UU. pueden ser elegibles para una amplia gama de programas y servicios proporcionados por el Departamento de Asuntos de Veteranos (VA). La línea de crisis para veteranos es 1-800-273-8355 y presione 1.

nces.ed.gov/collegenavigator/ - College Navigator es una herramienta para consumidores creada por el Departamento de Educación de los Estados Unidos y su Centro Nacional de Estadísticas de Educación, para que las personas puedan evaluar los colegios estadounidenses que reciben fondos del Título IV. College Navigator incluye datos institucionales sobre programas ofrecidos, tasas de retención y graduación, precios, ayuda disponible, títulos otorgados, seguridad en el campus, incumplimientos de préstamos estudiantiles y acreditación.

nslds.ed.gov/npas/index.htm – El Sistema Nacional de Datos de Préstamos Estudiantiles es la base de datos nacional de información sobre préstamos y becas otorgados a estudiantes. NSLDS® brinda una visión centralizada e integrada de los préstamos y becas de ayuda federal para estudiantes que se rastrean durante todo su ciclo de vida, desde la aprobación de la ayuda hasta el desembolso y la devolución (si corresponde).

Tuition

Tuition Policy

CET serves a diverse group of people with various academic backgrounds, vocational skills, and attitudinal preparedness. Service to this diverse population dictates CET's open-entry/open-exit enrollment policy as well as its program design of individualized instruction. CET receives funding from a variety of federal, state, and local sources. CET tuition is due at enrollment unless other arrangements are made; any tuition not covered by the secured funds is the responsibility of the student.

When tuition is paid in whole or in part by a funding agency that imposes performance criteria or other contract terms that may affect the tuition amount, CET will negotiate tuition with those agencies taking into account the risk of non-collection. CET has a payment plan available for those who wish to pay on a cash basis or for those students who are not fully funded with grants or financial aid. All tuition and fee balances must be paid prior to graduation.

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the 10th day after enrollment, whichever is later. Also, if information on the right to cancel is not given to the prospective student prior to or at the time the enrollment agreement is signed, the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date. Any cancellation should be in writing and must be delivered to school management.

Institutional (State) Refund Policy

Students have the right to withdraw from a program of instruction at any time. Students who withdraw from training after the 10 day cancellation period may be eligible for a refund (depending on whether any tuition payment has been made). The withdrawing student is obligated to pay for educational services rendered. If a financial aid recipient withdraws before earning sufficient Federal Financial Aid or other funds to cover incurred training costs, the student will be responsible for the unpaid portion of incurred training costs. Refunds will be paid within 45 days following the determination of the withdrawal date.

Tuition will be refunded when students withdraw up to completing 60% of the scheduled program hours and an administrative fee of $100 will be assessed. No tuition will be refunded for any withdrawals that occur after sixty percent (60%) of the scheduled program hours. The STRF State non-refundable fee will be applicable to those students that apply for Federal Student Aid.

General Basis for the Refund Calculation

Refunds are calculated as of the day following the last day of attendance using the following formula:

$$\text{Tuition} \times \frac{\text{Scheduled program hours NOT completed}}{\text{Scheduled program hours}} - \text{Administrative Fee of \$100} = \text{Refund Amount}$$

Matriculación

Reglas de Matriculación

CET capacita a una gran diversidad de personas con diferentes aptitudes académicas, vocacionales y laborales. Para servir a esta diversidad de estudiantes, el CET ofrece inscripción contínua, y una estrategia de enseñanza individual y medios de subsidio. CET recibe fondos de agencias locales, estatales, y federales. La matrícula se paga al tiempo de la inscripción a menos que otros arreglos se tramiten; el estudiante asume la responsabilidad de pagar cualquier porción de la matrícula que no cubran los fondos que se hayan adquirido.

Cuando la matrícula es pagada en su totalidad o en parte, por una agencia que impone un criterio de desempeño o algún otro requisito contractual que afecte la cantidad de la matrícula, CET entablará negociaciones que tomen en cuenta el riesgo de cobranza. CET tiene un plan de pago disponible para quienes deseen pagar en efectivo o aquellos estudiantes cuya Ayuda Económica Federal no cubra totalmente su matrícula. El costo de la matrícula o saldos pendientes deberán ser liquidados antes de la fecha de graduación.

Derecho de Cancelación del Estudiante

El estudiante tiene derecho de cancelar el acuerdo de matriculación y obtener un reembolso de cargos pagados hasta la primera sesión de clases, o el décimo día (10 días) despues de matricularse, lo que sea posterior. Además, si la información sobre el derecho de cancelar no se le da al estudiante prospectivo antes o en el momento de firmar el acuerdo de matriculación, el estudiante tendrá el derecho de cancelar el acuerdo en cualquier momento y recibir un reembolso de todo el dinero pagado hasta la fecha. Cualquier cancelación debe hacerse por escrito y deberá ser entregada a la Administración de la escuela.

Regla de Reembolso Institucional (Estatal)

El estudiante tiene el derecho de retirarse del programa cuando quiera. El estudiante que se retire del curso después del período de cancelación, puede ser elegible para recibir un reembolso (dependiendo si un pago de matrícula se ha efectuado). Es la obligación de cada estudiante pagar por la parte proporcional del curso recibido. Si un estudiante se retira del programa antes de acumular (ganar) fondos de ayuda económica para pagar costos incurridos, el estudiante se hará responsable del costo del programa incurrido aún no pagado.

El reembolso se efectuará cuando el estudiante se retire del programa antes de completar el 60% de horas programadas y se le cobrará $100 como cuota administrativa. No se efectuará ningún reembolso cuando el estudiante se retira del programa al completar el 60% o más, de las horas programadas. La cuota STRF del Estado no es reembolsable y se cobrará a los solicitantes de Préstamos de Ayuda Económica Federal.

Calculación General del Reembolso

El CET calcula el rembolso a partir del día posterior al último día de asistencia utilizando la siguiente formula:

$$\text{Matrícula del Programa} \times \frac{\text{Horas Programadas NO Completadas}}{\text{Horas Programadas del Programa}} - \text{Cuota Administrativa de \$100} = \text{Reembolso}$$

Force Majeure

Center for Employment Training's duties and obligations under *Force Majeure* statutes may be suspended indefinitely without notice during all periods in which CET is closed due to any *Force Majeure* events, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond CET's control.

CET has developed a contingency instruction plan to deliver remote instruction as soon as is reasonably practicable and safe under the circumstances. If such a *Force Majeure* event occurs, CET's duties and obligations, under *Force Majeur*e, may be postponed for a period of time until the School can deliver its contingency course instruction or until such time as CET, in its sole discretion, may safely reopen.

In the event CET is closed for a period of time or must deliver course work remotely due to an event under this statute, the student agrees that CET is under no obligation to cancel, waive, or refund, any portion of tuition that is owed or paid to CET.

Fuerza Mayor

Los deberes y obligaciones del Center for Employment Training bajo los estatutos de *Fuerza Mayor* pueden suspenderse indefinidamente sin previo aviso durante todos los períodos en los que CET esté cerrado debido a eventos de *Fuerza Mayor*, incluidos, entre otros, terremotos, incendios, inundaciones, actos de Dios, guerra, acción gubernamental, acto de terrorismo, epidemia, pandemia, estado de emergencia o cualquier otro evento fuera del control de CET.

CET ha desarrollado un plan de instrucción de contingencia para implementar instrucción remota tan pronto como sea razonablemente posible y seguro bajo las circunstancias. Si ocurre un evento de fuerza mayor, los deberes y obligaciones de CET bajo este estatuto pueden posponerse por un período de tiempo hasta que CET pueda impartir su instrucción de curso de contingencia o hasta que CET, a su exclusivo criterio, pueda reabrirse de manera segura.

En el caso de que CET esté cerrado por un período de tiempo o deba entregar el trabajo del curso de forma remota debido a un evento de *Fuerza Mayor*, el estudiante acepta que CET no tiene la obligación de cancelar, renunciar o reembolsar, ninguna parte de la matrícula adeudada o pagada a CET.

Student Tuition Recovery Fund ("STRF") Fees and Disclosures

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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 edu-

Fondo de Recuperación de Matrícula Estudiantil

El Estado de California estableció el Fondo de Recuperación de Matrícula Estudiantil (STRF) para aliviar o mitigar la pérdida económica sufrida por un estudiante en un programa educativo de una institución elegible, quien, durante su inscripción, residía and California o estaba inscrito en un programa de residencia, si el estudiante se inscribió en la institución, pre-pagó la matrícula, y sufrió una pérdida económica. A menos que se esté exento de la obligación de hacerlo, Usted debe pagar la cuota impuesta por el estado para el STRF, o ésta debe pagarse en su nombre, si Usted es un estudiante de un programa educativo, y es un residente de California o está inscrito en un programa de residencia, y pre-paga todo o parte de su matrícula.

Es importante que mantenga copias del Acuerdo de Matriculación, documentos de ayuda económica, recibos, o cualquier otra información que demuestre la suma que pagó a la escuela. Dirija sus preguntas al Bureau for Private Postsecondary Education (BPPE) localizada en el 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

Para calificar para el STRF, Usted debe ser residente de California o estar inscrito en un programa de residencia. Pre-pagar la matrícula, haber pagado o considerarse haber pagado la cuota de STRF, y haber sufrido una pérdida económica como resultado de lo siguiente:

1. La institución, el domicilio de la institución o un programa educativo ofrecido por la institución fue cerrado o sus-

cational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

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

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

pendido, y usted no eligió participar en un plan de enseñanza aprobado por BPPE Oficina o no completó un plan de enseñanza elegido por BPPE.

2. Usted estuvo inscrito en una institución o en una sucursal de la institución dentro del período de 120 días antes del cierre de la institución o sucursal de la institución, o se inscribió en un programa educativo dentro del período de 120 días antes de que el programa fuera descontinuado.
3. Usted estuvo inscrito en una institución o en una sucursal de la institución más de 120 días antes del cierre de la institución o sucursal de la institución, en un programa educativo ofrecido por la institución en el cual BPPE determinó que había una disminución significativa en la calidad o valor del programa más de 120 días antes del cierre.
4. La institución ha recibido la orden de pagar un reembolso por parte de BPPE pero no lo ha hecho.
5. La institución no ha pagado o reembolsado los fondos del préstamo en virtud de un programa federal de préstamos estudiantiles según lo exige la ley, o no ha pagado o reembolsado los ingresos recibidos por la institución en exceso de la matrícula y otros costos.
6. Se le ha otorgado una restitución, un reembolso u otro laudo monetario por medio de arbitración o tribunal, basado en una violación de este capítulo por parte de una institución o representante de una institución, pero no ha podido cobrar el premio de la institución.
7. Buscó asesoría legal que resultó en la cancelación de uno o más de sus préstamos estudiantiles y tiene una factura por servicios prestados y evidencia de la cancelación del préstamo estudiantil o préstamos.

Para calificar para el reembolso de STRF, la solicitud se debe recibir dentro de cuatro (4) años a partir de la fecha del evento que hizo que el estudiante fuera elegible para la recuperación de STRF.

Un estudiante cuyo préstamo haya sido rescatado por un titular de préstamo o por un cobrador de deudas después de un período de no cobranza, puede, en cualquier momento, presentar una solicitud de recuperación por escrito a STRF por la deuda que de otra manera hubiera sido elegible para la recuperación. Si han pasado más de cuatro (4) años desde que la acción o evento hizo elegible al estudiante, el estudiante debe haber presentado una solicitud escrita de recuperación dentro del período original de cuatro (4) años, a menos que el período haya sido extendido por otro acto de ley.

Sin embargo, no se puede pagar ningún reclamo a ningún estudiante sin un número de seguro social o un número de identificación de contribuyente.

Notification Rights Under FERPA

Under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, a parent or eligible student has a right to inspect and review the student's records and to seek to have them amended in certain circumstances.

Disclosures to parents: Current regulations provide that even after a student has become an "eligible student" under FERPA postsecondary institutions may allow parents to have access to their child's education records, without the student's consent in the following circumstances: the student is a dependent for federal income tax purposes; the disclosure is in connection with a health or safety emergency under the conditions, the student has violated any federal, state or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, if the institution determines that the student has committed a disciplinary violation regarding the use of possession and the student is under 21 at the time of the disclosure. These rights include:

1. The right to inspect and review the student's education records within 30 days of the day CET receives a request for access. Students should submit to the Center Director, or other appropriate official, written requests that identify the record(s) they wish to inspect. The CET 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 CET 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 the amendment of the student's education records that the student believes is inaccurate. Students may ask CET to amend a record they believe is inaccurate. They should write to the CET official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If CET decides not to amend the record as requested by the student, CET will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. Generally, schools must have written permission from eligible students prior to releasing any information from their educational records. FERPA, however, allows schools to disclose those records, without consent, to the following parties or under the following conditions:
    - School officials with legitimate educational interests.
    - Other schools to which a student is transferring.
    - Specified officials for audit or evaluation purposes.
    - Appropriate third parties/contractors in connection with students' financial aid.
    - Organizations conducting certain studies for or on behalf of schools. A written agreement will be required and must specify the purpose, scope, duration of the study, and the information to be disclosed. The study should be conduct-

Derechos de Notificación Bajo FERPA

Bajo la ley de Privacidad (FERPA), 20 U.S.C. 1232g y Derechos Educativos de la Familia, un padre o alumno elegible tiene el derecho de inspeccionar y revisar los registros del estudiante y tratar de hacer modificaciones en ciertas circunstancias.

Declaraciones a los padres: la reglamentación actual prevé que, aunque después de hacerse un estudiante elegible bajo las reglas de FERPA de Instituciones postsecundarias, los padres tengan acceso a los registros académicos de sus hijos, sin el consentimiento del estudiante en las siguientes circunstancias: el estudiante es un dependiente para propósitos de impuestos federales; la divulgación es en relación con casos de emergencia o salud, el estudiante ha violado alguna ley Federal, Estatal o local, o cualquier regla o política de la institución, que rigen el uso o posesión de alcohol o de una sustancia controlada, si la Institución determina que el estudiante ha cometido un violacion disciplinaria en relación con el uso de la posesión y el estudiante es menor de 21 años en el momento de la divulgación. Estos derechos incluyen:

1. El derecho de inspeccionar y revisar el archivo educativo del estudiante dentro de 30 días de la fecha que CET recibe el pedido de acceso. El estudiante debe entregar al Director del CET u otro oficial apropiado, una carta que identifique el archivo que desée inspeccionar. El oficial hará los arreglos necesarios de lugar y fecha para la inspección del archivo. Si dicho archivo solicitado ya no está bajo la responsabilidad del oficial, éste deberá dirigir al estudiante al personal apropiado.
2. El derecho del estudiante a solicitar la corrección de información inexacta en su archivo educativo. El estudiante puede solicitar a CET la corrección de información inexacta que éste crea pertinente. El estudiante deberá solicitar por escrito al Director del CET identificando claramente la parte o sección que desea corregir, explicando también por que cree que la información es inexacta. Si CET decide no corregir la información solicitada por un estudiante, CET informará por escrito al estudiante acerca de la decisión tomada y su derecho a una sesión de audición. Información adicional le será proporcionada al estudiante acerca de los derechos y procesos de la audición.
3. Normalmente, las escuelas deben obtener consentimiento escrito de estudiantes elegibles antes de divulgar información de sus archivos educativos. Sin embargo, bajo la autorización de FERPA, una institución puede divulgar información sin el consentimiento del estudiante a las siguientes entidades bajo las condiciones aqui expresadas:
    - Oficiales escolares con intereses educacionales legítimos.
    - Otras escuelas a donde el estudiante se esté transfiriendo.
    - Oficiales específicos con propósitos de evaluación o auditoria.
    - Entidades apropiadas relacionadas a ayuda económica para el estudiante.
    - Entidades que conducen encuestas para otras escuelas
    - Instituciones de acreditación.
    - En el cumplimiento de un orden judicial o citatorio legal.
    - Oficiales apropiados en casos de emergencias de salubridad

ed in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests. In addition, the organization must specify the time period during which the information will be destroyed or returned to CET.

- Accrediting organizations.
- In compliance with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities within a juvenile-justice system, pursuant to specific state law.
- Parents or legal guardians, if the student is under age 21 and has violated the alcohol and drug policies of the student's school.
- An alleged victim of a crime of violence or non-forcible sex offense, limited to the results of disciplinary hearings.
- Ex parte court orders under USA Patriot Act (the court order itself may instruct the institution not to notify the parent or student or records the disclosure of educational records, or disclosed the existence of the ex part order to any party).
- Registered sex offenders; the Campus Sex Crimes Prevention Act (CSCPA), allows postsecondary institutions to disclose, without consent, information it has received from a State under the Wetterling Act.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CET to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

5. Directory Information: FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information is considered public information and may be released without the student's consent.

   At CET, the following items of information regarding a student's record are considered directory information:

   - Student's full name
   - Address (home and mailing)
   - E-mail address
   - Telephone number
   - Date of birth
   - Dates of attendance
   - Enrollment status (Full or Part Time)
   - Graduation date

   In general, CET does not release directory information to the public or third parties without written consent from the student. In cases where family members, employers, or other interested entities, are seeking student directory information, CET will require a FERPA Release Form to be signed by the student.

y seguridad.

- Autoridades estatales y locales dentro del sistema jurídico juvenil de acuerdo a leyes estatales específicas.
- Padres o guardianes legales, si el estudiante es menor de 21 años y ha violado las reglas de la escuela relacionadas al consumo de substancias prohibidas.
- Una supuesta víctima de algún crimen violento u ofensa sexual consensual, limitada al resultado de una audiencia disciplinaria.
- Órdenes judiciales Ex parte bajo el USA Patriot Act (la orden de la Corte puede indicar a la institución de no notificar a los padres o estudiante de la divulgación de registros educativos o revelar la existencia de la orden ex parte a cualquier partido).
- Los delincuentes sexuales registrados; La Ley de Prevención de Crímenes Sexuales en el Campus (CSCPA), permite a Escuelas Postsecundarias revelar sin consentimiento datos o información que ha recibido de un Estado, bajo la ley de Wetterling.

4. El derecho a abrir un expediente de queja ante el Departamento de Educación de los Estados Unidos acerca de las alegaciones en fallas por parte de CET para cumplir con los requisitos de FERPA. El nombre y la dirección de la oficina que administra FERPA es:

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

5. Información de Directorio: FERPA define la "información de directorio" como la información contenida en los registros educativos de un estudiante que generalmente, en caso de divulgarse, no se considera dañina o no constituye una invasión de la privacidad. La información de directorio se considera información pública y puede ser divulgada sin el consentimiento del estudiante.

   CET considera los siguientes datos del archivo del estudiante como información de directorio:

   - Nombre completo del estudiante
   - Domicilio
   - Correo electrónico
   - Número telefónico
   - Fecha de nacimiento
   - Fechas de asistencia
   - Fecha de inscripción (horario regular, o reducido)
   - Fecha de graducación

   En general, CET no divulga la información de directorio al público o a interesados sin el consentimiento escrito del estudiante. En los casos en que familiares, empleadores, o cualquier otra entitidad interesada, solicite información de directorio sobre algún estudiante, CET pedirá como requisito el Formulario de Autorización de FERPA firmado por el estudiante.

Consumer Information Notice

All institutions that participate in Federal Student Aid Programs are required to notify enrolled and prospective students regarding consumer information that is available to them. This notice is intended to outline consumer information that the student has the right to request and review. The following information is available at all centers. Additionally, the student has the right to request this information in writing by contacting the Center Director at each center during regular business hours.

Rights under Family Education Rights and Privacy Act (FERPA)

Center for Employment Training maintains compliance with the U.S. Family Education Rights and Privacy Act (FERPA) of 1974 (amended in January 1975 and appearing in its final form in June 1976). The Privacy Act defines requirements, which are designed to protect the privacy of the students concerning their records maintained by the center. The disclosure includes students' rights and procedures to review educational records and amend inaccuracies. Generally, information pertaining to a student's records shall not be released to a third party without written authorization from the student, by judicial order, or a lawfully issued subpoena. Education records pertain to all records an institution maintains regarding a student. A copy of the Family Education Rights and Privacy Act Policy is made available to students through the Admission Office.

Personal Identifiable Information (PII): Protecting Student Privacy and Confidentiality

Personal Identifiable Information (PII) is any information about an individual maintained by CET, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Examples of non-sensitive PII include information such as first and last names, email addresses, business addresses, business telephone numbers, general education credentials, gender, or race. However, depending on the circumstances, a combination of these items could potentially be categorized as protected or sensitive PII.

To ensure that such PII is not transmitted to unauthorized users, CET policy requires the encryption of all PII and other sensitive data transmitted via email or stored on CDs, DVDs, thumb drives, etc., using Federal Information Processing Standards (FIPS), 140-2 compliant, and National Institute of Standards and Technology (NIST) validated cryptographics module.

Misrepresentation Policy Statement

CET holds itself to the highest level of integrity, honesty, and responsibility, and will not provide any false, erroneous, or misleading statements to a student or prospective student, to the family of an enrolled or prospective student, or to the Dept. of Education in accordance with 34 CFR 668.71-75. This includes

Informe al Consumidor

Las instituciones que participan en los programas de Ayuda Económica Federal Estudiantil deben informar a los estudiantes registrados y estudiantes prospectos que tienen derecho a acceder cierta información. Esta notificación es un resumen de la información a la que el estudiante tiene derecho de solicitar y revisar como consumidor. También tiene el derecho de solicitar esta información por escrito dirigiéndose al Director del Center durante horas regulares.

Los Derechos bajo la Ley de la Educación Familiar y el Acta de Privacidad (FERPA)

El Centro de Entrenamiento para Trabajo, cumple con las leyes de los Derechos de la Educación Familiar y el Acta de Privacidad de los Estados Unidos (FERPA) de 1974 (bajo la enmienda de Enero de 1975 y con la presentación en su forma final en 1976). El Acta de Privacidad define los requisitos que están designados a proteger la privacidad de los archivos de los estudiantes resguardados por la Institución. Esta notificación incluye los derechos y los procesos que se deberán seguir para revisar su archivo educacional y corregir posibles errores. Por lo general, la información contenida en el archivo del estudiante no será divulgada a una tercera persona sin el consentimiento por escrito del estudiante o por una orden judicial o un citatorio legal. La oficina de admisiones tiene disponibles copias de Los Derechos de la Educación Familiar y el Acta de Privacidad.

Información de Identificación Personal (PII): Protegiendo la Privacidad y Confidencialidad del Estudiante

La Información de Identificación Personal (PII) consiste de toda la información sobre una persona que CET mantiene, incluyendo (1) la información que se puede utilizar para distinguir o rastrear la identidad de una persona, como su nombre, número de seguro social, fecha y lugar de nacimiento, apellido de soltera de la madre, o los registros biométricos y (2) cualquier otra información vinculada o vinculable a un individuo, tales como la información médica, educativa, financiera, y laboral.

Los ejemplos de PII no confidenciales incluyen información como nombres y apellidos, direcciones de correo electrónico, direcciones de negocio y números de teléfono de negocio, las credenciales de educación general, el sexo o la raza. Sin embargo, dependiendo de las circunstancias, una combinación de estos datos podría ser catalogada como PII protegidas o confidenciales.

Para asegurarse de proteger la información PII y no transmitirla a usuarios no autorizados, CET encripta toda la información asi denominada y otros datos confidenciales transmitidos a través de correo electrónico o almacenados en CDs, DVDs, memorias USB, etc., usando Estándares Federales para el Procesamiento de Información (FIPS 140-2), y los módulos criptográficos validados por el Instituto Nacional de Estándares y Tecnología (NIST).

Declaración de Política de Falsificación

CET se apega al nivel más alto de integridad y no proporcionará ninguna declaración falsa, errónea, o engañosa a un estudiante actual o futuro, ni a sus respectivas familias, ni al Depto. de Educación de acuerdo con el estatatuto federal 34 CFR 668.71-75. Esto incluye la difusión de testimonios y avales dados bajo coac-

disseminating testimonials and endorsements given under duress. Likewise, CET does not tolerate any intentional misrepresentation by students or any CET staff and will abide by the laws governing information provided when applying for and receiving financial aid.

CET has procedures in place to ensure that none of CET's representatives, or any ineligible institution, organization, or person with whom CET has an agreement to provide educational programs, marketing, advertising, recruitment or admissions services, makes a substantial misrepresentation regarding CET, the nature of its educational program, its financial charges, or the employability of its graduates.

Academic Program Information and Instructional Facilities Information

Academic program offerings and instructional facilities vary according to the area. Not all programs are available at all locations. Information regarding academic programs, instructional facilities, and current Center contact information may be reviewed on the Student Catalog Addenda.

Services for Disabled Students

CET's goal is to support qualified students with disabilities enrolling in vocational training. CET supports student self-advocacy while providing reasonable accommodations to minimize the effects of a disability and maximize student potential. CET recognizes and accepts its obligations under the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973, as amended, and 34 CFR Part 104, prohibiting discrimination on the basis of a disability and requiring CET provide reasonable accommodations to qualified disabled students in all CET programs and activities. A qualified student with a disability may request "reasonable accommodations" related to his or her disability, provided that the accommodations do not impose an undue hardship on CET.

Students have the responsibility to both self-disclose and request accommodations through the Center Director. Communication with instructors or other staff members does not constitute in itself fulfilling the CET's ADA accommodation requirements. Verification through medical documentation from a health care provider and/or a Qualified Rehabilitation Professional and engaging in an interactive process is required prior to accommodations being determined and fulfilled. The Center Director and Regional Director, in consultation with the Human Resources Director, will review documentation for accommodation consideration. The Center Director is responsible for managing the ADA process including negotiations and finalizing appropriate student accommodations.

Dissemination of Institutional & Financial Assistance Information

Information about institutional and financial assistance is available from the Center Director or designee at each Center or Branch during regular business hours.

Consumer Information Disclosures

In an effort to assist the student in making a more educated decision about enrolling, CET provides the following disclo-

ción. Del mismo modo, CET no tolera ninguna misrespresentaton intencional por los estudiantes o cualquier personal de CET y cumplir con las leyes que rigen la información proporcionada al solicitar y recibir ayuda financiera

CET tiene procedimientos establecidos para garantizar que ninguno de los representantes de CET, o cualquier institución inelegible, organización o persona con quien CET tenga un acuerdo para ofrecer programas educativos, servicios de mercadotécnia, publicidad, reclutación o admisión, haga una declaración falsa sustancial respecto a CET, la naturaleza de sus programas educativos, sus cargos financieros, o la empleabilidad de sus graduados.

Información acerca de los Programas Académicos y las Instalaciones de Instrucción

Los programas académicos y las aulas de instrucción varían de acuerdo a la localidad. No todos los programas están disponibles en todos los Centros. La información acerca de los programas académicos y aulas de instrucción así como la información de contactos podrán ser revisadas en el Catálogo Estudiantil Suplementario.

Servicios para Estudiantes Incapacitados

El objetivo de CET es apoyar a los estudiantes calificados con discapacidades que se matriculan en un entrenamiento profesional. CET apoya autodefensa estudiante mientras que proporciona las acomodaciones razonables para minimizar los efectos de una discapacidad y maximizar el potencial de los estudiantes. CET no discrimina por incapacidad física para ser admitido a los programas académicos, y otros programas y actividades que conduce o patrocina. La Sección 104 del Acta de Rehabilitación de 1973, como se enmendó, y el Acta de Americanos con Incapacidades (ADA) de 1990 prohíbe tal discriminación. Un estudiante con una discapacidad puede solicitar "acomodaciones razonables" relacionados con su discapacidad, siempre que el ajuste no imponga una carga excesiva a CET.

El estudiante tienen la responsabilidad de informar al Director del Centro acerca de su incapacidad y solicitar ante él, acomodaciones razonables en las aulas. El informar al instructor u otro integrante miembro del personal no constituye el cumplimiento por CET de los requisitos y reglas de ADA. Se requiere que el estudiante presente un comprobante de algún proveedor médico antes de determinar y satisfacer las necesidades de la incapacidad. El Director del Centro y el Director Regional, en consulta con la Directora de Recursos Humanos, revisarán la documentación para la consideración de dichas necesidades. El Director del Centro es responsable por el proceso y el cumplimiento de las regulaciones de ADA incluyendo las negociaciones y finalizando con las acomodaciones apropiadas para el estudiante.

Diseminación de la Información Sobre la Ayuda Económica Federal e Institucional

La información acerca de la ayuda económica federal e institucional esta disponible en cada Centro a través del Director o del oficial asignado en cada CET durante el horario de trabajo.

Divulgación de Información al Consumidor

En un esfuerzo para ayudar al estudiante a tomar una decisión más informada acerca de su matriculación, CET ofrece las

sures on its website cetweb.edu or on paper per request or applicable:

- Net Price Calculator – To receive an estimate of how much students similar to you paid to attend CET. Find it at http://cetweb.edu/tuition
- Student-Right-To-Know – Graduation and Placement Rates. Find it at http://cetweb.edu/disclosures
- Campus Crime Statistics Summary – This is to disclose the number of instances in which certain types of crimes have occurred in any building or property owned or controlled by CET, which is used for activities related to the educational purposes. Find the full report at https://cetweb.edu/safety/clery-act
- School Performance Fact Sheet –Find it at: https://cetweb.edu/disclosures/

Drug & Alcohol-Free Workplace and Campus

CET recognizes the abuse of drugs and alcohol is a threat to the health and safety of the campus community. In accordance with the Drug-Free Workplace Act of 1988 and the Drug-free Schools and Communities Act Amendments of 1989, CET will provide a drug-free workplace and learning environment. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while at CET or any of its campuses is prohibited. Abuse of alcohol, including underage drinking, on any CET campuses is also prohibited.

CET imposes sanctions, up to and including dismissal from all programs of study or termination of employment, on any students or employees (or minors) engaged in the consumption or abuse of alcohol or the unlawful possession, use, or distribution of illicit drugs while on CET or at any CET campus and premises. In addition, any student or employee (including minors) involved in such illegal activity is subject to legal sanctions under local, state, and federal law.

CET complies with any state law, which prohibits possession or use of alcohol by, or sale of alcohol to, anyone under twenty-one years of age.

Drug and Alcohol Abuse Prevention Program

The drug and alcohol abuse program was designed in compliance with the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

The Alcohol and Substance Abuse Prevention Program emphasizes prevention and intervention through education. The following is a list of CET's educational services and programs available to staff and students:

- Referral to Employee Assistance Program (EAP) counseling services (employees only).
- Medical insurance carrier monthly newsletters, including listings of website resources (employees only).
- Lectures presented by representatives from local community organizations.
- Informational brochures on alcohol and substance abuse publications.
- Listing of Internet websites for self-help resources.

siguientes declaraciones en su sitio web cetweb.edu o en papel según la petición o caso:

- Calculación de precio neto: http://cetweb.edu/tuition
- Derecho a Saber del Estudiante: http://cetweb.edu/disclosures
- Resumen Estadístico de Crímenes en el Campus: Esto revela el número de casos en los cuales ciertos tipos de crímenes han ocurrido en cualquier edificio o propiedad propiedad o controlada por CET que se utiliza para actividades relacionadas con los fines educativos. Para leer el reporte completo, pulse aqui: https://cetweb.edu/safety/clery-act
- Hoja de Datos de Rendimiento de la escuela: http://cetweb.edu/disclosures

Ambiente de Trabajo y Campus Libre de Drogas y Alcohol

CET reconoce que el abuso de drogas y el alcohol es una amenaza para la salud y la seguridad de la comunidad escolar. En conformidad con la Ley de Trabajo Libre de Drogas de 1988 y las Escuelas Libres de Drogas y Acción en los Campuses de 1989, CET ofrece un lugar de trabajo y aprendizaje libre de drogas. Se prohibe la producción, distribución, dispensación, posesión o el uso ilícito de sustancias controladas en cualquier sucursal de CET. Tambien se prohibe el consumo del alcohol, inclusive a menores de edad, en cualquier sucursal de CET.

CET impone sanciones a estudiantes y empleados (y a menores) por el consumo del alcohol, el uso, posesión o distribución illícita de drogas en cualquier propiedad escolar de CET. Cualquier empleado o estudiante (incluyendo a menores) que participen en tales actividades estarán sujetos a sanciones penales y civiles impuestas por las leyes locales, estatales, y federales.

CET cumple con las leyes estatales que prohiben la posesión, venta, o consumo del alcohol a personas menores de 21 años de edad.

Programa de Prevención del Abuso de Alcohol y Drogas

En conformidad con la Ley de Trabajo Libre de Drogas de 1988 y las Escuelas Libres de Drogas y Acción en los Campuses de 1989, Ley Pública 101-226).

El Programa de Prevención de Abuso de Alcohol y Sustancias enfatiza la prevención y la intervención a través de la educación. Los siguientes servicios educacionales de CET están disponibles para todos los estudiante y empleados de CET:

- Recomendación al Programa de Asistencia de Empleados para servicios de asesoramiento (empleados solamente).
- Boletines mensuales sobre información de seguros médicos que incluye listas de recursos en la internet (empleados solamente).
- Talleres o presentaciones por representantes de organizaciones comunitarias locales.
- Folletos informatives sobe el alcohol y las publicaciones de abuso de sustancias.
- Lista de sitios de internet de recursos de auto-ayuda.

El consumo de drogas provoca dependencia física y emocio-

Drug use causes physical and emotional dependence, interferes with memory, sensation and perception, and in some cases, may cause permanent brain damage or sudden death. The various health risks associated with alcohol abuse and use of specific types of drugs mentioned below is not intended to be an exhaustive or a final statement of all possible health consequences of substance abuse.

Using alcohol and other drugs carries risks. Alcohol and drugs impair judgment, making users more likely to hurt themselves or others, to have trouble with the law, to do poorly at school and work, and hurts relationships. Alcohol and drugs also have specific health risks: they can damage major organs, increase the risk of cancer, and even cause death.

Detailed information concerning the known health hazards resulting from the abuse of drugs and alcohol may be obtained from your physician. On-line self-help sites for drug counseling and rehabilitation programs are included in the Annual Security Report.

Biennial Review

CET will conduct biennial reviews to determine the effectiveness of the Alcohol and Drug Prevention Program through student and employee program evaluations, surveys, alcohol violations, controlled substances violations, and related fatalities as required by Section 485(f)(6) of the Higher Education Opportunity Act. This will include the number of violations and related fatalities reported to the Center Director and CET's Human Resources Department that occurred on CET property or at CET activities as well as the number and type of sanctions imposed by CET.

Non-Smoking Policy

Students and staff at all Centers shall honor the smoke-free zone area of 25 feet outside any entrance, exit or operable window of all our facilities.

"Smoking," as used in this policy, is defined as inhaling, exhaling, burning, or carrying a lighted substance, including but not limited to, tobacco, cloves, or marijuana. "Smoking Products" include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, vaporizers, etc.).

Smoking marijuana on campus with or without a medical marijuana card is prohibited. Furthermore, CET prohibits the sale, distribution, and sampling of all tobacco products and tobacco-related merchandise on all CET-owned and operated property and at CET sponsored events. Littering campus with remains of smoking products is prohibited.

This policy applies to all employees, students, visitors, contractors, vendors, and volunteers.

CET Student Software Code of Ethics

No student shall ever install any software product on a CET computer. No software may be installed on any CET computer by anyone without proper authorization from the Center Director and Corporate Systems Administrator. This applies to Shareware, Freeware, and any other software downloaded from the internet. Unauthorized duplication of copyrighted computer

nal; interfiere con la memoria, la sensación y la percepción, y en algunos casos, puede causar daño cerebral permanente o la muerte súbita. Los diversos riesgos para la salud asociados con el abuso de alcohol y el uso de ciertos tipos de medicamentos que se citan aqui no es una lista exhaustiva o una enunciación definitiva de todas las posibles consecuencias para la salud del abuso de sustancias.

El uso del alcohol y otras drogas conlleva riesgos. El alcohol y las drogas afectan el juicio, lo que hace más probable que se lesione a sí mismo o a los demás, de tener problemas con la ley, de hacer mal en la escuela y en el trabajo, y perjudica las relaciones personales. El alcohol y las drogas también tienen riesgos de salud específicos: pueden dañar los órganos principales, aumentar el riesgo de cáncer, e incluso provocar la muerte.

Usted puede obtener de su médico información más detallada acerca de los riesgos conocidos para la salud derivados del abuso de drogas y alcohol. El informe Anual de Seguridad incluye sitios de internet de autoayuda para la consejería de drogas y programas de rehabilitación.

Evaluación Bienal

La efectividad del Programa de Prevención de Drogas y Alcohol será revisada cada dos años por medio de evaluaciones y encuestas a estudiantes y empleados. Se analizarán las violaciones de alcohol, sustancias controladas, y muertes relacionadas como es requerido por la Sección 485 (f) (6) de la Ley de Oportunidad a la Educación Superior.

Esto incluye el número de violaciónes y defunciones relacionadas reportados al Director del Centro y al Departamento de Recursos Humanos de CET que sucedieron en la propiedad o durante actividades de CET, así como el número y tipo de sanciones impuestas por la CET.

Ordenanza de Prohibición de Fumar

Los estudiantes y el personal en todos los Centros respetarán el área de Prohibición de Fumar de 25 pies fuera de cualquier entrada, salida o ventana operable de cualquiera de las instalaciones de CET.

"El Fumar," como se utiliza en esta póliza, se define como inhalar, exhalar, quemar, o llevar una sustancia alumbrada, incluyendo pero no limitada al tabaco, clavo, o marijuana. En "Productos para fumar" se incluyen, pero se limita a, aquellos productos de cigarro (cigarros, bidis, kreteks, cigarros electrónicos, etc.) y todo producto que produce humo (puros, pipas, pipas de agua, vaporizadores, etc.).

CET prohibe fumar marijuana en el campus escolar con o sin targeta de marijuana medicinal. CET prohíbe la venta, distribución, y el consumo de muestras de todo producto de tabaco y mercancía relacionadas con el tabaco en todas las sucursales de CET y en eventos patrocinados por CET. Tambien se prohibe tirar basura en el campus, como las colillas de cigarros, o los restos de productos para fumar.

Esta póliza aplica a todos los empleados, estudiantes, visitantes, contratistas, vendedores, y voluntarios.

Normas de Etica Referente al Uso de Software

software violates the law and is not allowed under any circumstances.

Information Technology Requirements

CET provides computers, software, and all accessories necessary for training.

Peer-to-Peer Disclosure (P2P)

The Digital Millennium Copyright Act (DMCA), the No Electronic Theft Law (NET Act), and other federal laws make copyright infringement both a criminal offense and provides for civil penalties. A violator can be prosecuted in criminal court and/or sued for damages in civil court. Criminal penalties for first-time offenders can be as high as five years in prison and $250,000 in fines. Civil penalties can run into many thousands of dollars in damages and legal fees.

- *Copyright Infringement:* The unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities and is not permitted.

  Any student who makes, distributes, or uses unauthorized or illegal copies of licensed and/or copyrighted software, media or copyrighted materials, including illegal downloading using the institution's information technology systems, will be subject to disciplinary action. This may include a warning, suspension and/or termination from the program.

- *Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:* Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

  Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at no less than $750 and no more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

  Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at: www.copyright.gov.

EL CET prohibe a todos los estudiantes y al personal instalar cualquier tipo de software en los sistemas de CET. Ningún software será instalado sin la autorización del Director del Centro y del Administrador Corporativo de Sistemas de Technología. Esto incluye programas como Shareware y Freeware," y software descargado de la Internet. La duplicación de programas registrados de software constituye una violación a la ley y no se permite bajo ninguna circunstancia.

Requisitos sobre la Tecnología Informática

EL CET provee computadoras, software, y todos los accesorios necesarios para la capacitación.

Divulgación Sobre el Intercambio de Archivos (P2P)

El Acta del Milenio Digital sobre Derechos de Autor (DMCA), la Ley de No Robo Electrónico (NET Act), y otras leyes federales establecen que la infracción al derecho de autor es un delito serio y proveén sanciones civiles. El infractor puede ser procesado en un tribunal penal y/o demandado por daños en un tribunal civil. El castigo para la primera infracción puede ser de hasta cinco años en prisión y $250,000 en multas. Las multas civiles pueden llegar a miles de dólares en daños y perjuicios y gastos legales.

- *Infracción al Derecho de Autor:* La distribución no autorizada de materiales con derechos de autor, incluyendo el intercambio de archivos *peer-to-peer* no autorizados pueden exponer al estudiante a consecuencias civiles y penales y no está permitido.

  Cualquier estudiante que realice, distribuya, o utilice copias no autorizadas o ilegales de software con licencia y/o derechos de autor, o medios o materiales con derecho de autor, incluyendo descargas ilegales mediante el uso de sistemas de tecnología de información de la escuela, será sujeto a medidas disciplinarias. Esto puede incluir una advertencia, suspensión y / o expulsión del programa.

- *Resumen de Sanciones Civiles y Penales por Violación a las Leyes Federal del Derecho de Autor:* Infringir el derecho de autor es el acto de ejercer, sin permiso o autoridad legal, uno o más de los derechos exclusivos concedidos al titular del derecho de autor en virtud del artículo 106 de la ley de derechos de autor (título 17 del código de Estados Unidos). Estos derechos incluyen el derecho a reproducir o distribuir una obra con derechos de autor. En el contexto del intercambio de archivos, la carga o descarga de partes substanciales de una obra protegida sin autorización constituye una infracción.

  Las sanciones por infracción de derechos de autor incluyen sanciones civiles y penales. En general, cualquier persona que sea culpable de infracción de derechos de autor está sujeta a pagar daños reales o perjuicios "legales" colocados en no menos de $750 y no más de $30,000 dólares por obra infringida.

  La infracción de derechos de autor intencional también puede acarrear sanciones penales, hasta cinco años de prisión y multas de hasta $ 250,000 por infracción. Para obtener más información, consulte la Oficina de Derecho de Autor de EE.UU. en: www.copyright.gov.

Sexual Harassment Policy

In accordance with Title VII Section 1604, and Title IX of the 1972 Education Amendments, CET is committed to providing an educational, employment, and business environment free of sexual harassment.

Sexual harassment is defined as unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that is made either explicitly or implicitly a term or condition of an individual's educational status or employment, is used as a basis for educational or employment decisions affecting such individual, has the purpose or the effect of unreasonably interfering with an individual's educational or work performance or which create an intimidating, hostile, or offensive education, or work environment.

Anyone who engages in sexual harassment shall be in violation of this policy and subject to disciplinary action, up to and including termination or expulsion.

Sexual Harassment:

1. Making written, verbal, physical and/or visual contacts with sexual overtones: written forms may include suggestive or obscene letter, notes and invitations.
2. Oral forms may include derogatory comments, slurs, jokes, and epithets.
3. Physical forms may include assault, unwelcome touching, impeding, or blocking movement.
4. Visual forms may include leering, gestures, and display of sexually offensive objects, pictures, cartoons, or posters.
5. Making reprisals, threats of reprisal, or implied threats of reprisal following a sexual harassing behavior within the educational environment, including withholding or threatening to withhold the graduation certificate.
6. Retaliation for having reported or threatened to report sexual harassment.
7. Continued expressions of sexual interest after being informed the interest is unwelcomed.
8. Engaging in explicit or implicit coercive sexual behavior within the educational environment which is used to control, influence or affect the educational opportunities and/or learning environment of a student.
9. A pattern of conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed, including one or more of the following: unnecessary touching, patting, hugging, or brushing against a person's body, remarks of a sexual nature about a person's clothing, remarks about sexual activity, or speculations about previous sexual experiences.

Complaints should be directed to the Center Director, and the Corporate Human Resources Director located at 701 Vine Street, San Jose, CA 95110. If the Human Resources Director is not available, contact the Human Resources Manager at the same location.

Retaliation

CET will not tolerate retaliation against any individual for initiating or assisting in filing a complaint of sexual harassment. An employee and/or student in violation of this policy may be subject to disciplinary action, up to and including termination or expulsion.

La Política de Acoso Sexual

De acuerdo con la Sección 1604 del Título VII y del Título IX de las Enmiendas Educativas de 1972, CET se compromete a mantener un ambiente de trabajo y aprendizaje libre de acoso sexual.

La solicitud de favores sexuales, de propuestas sexuales y de cualquier otro comportamiento ya sea verbal o físico de naturaleza sexual ya sea explicito o implícito y que es usado como condición en el estatus educativo o de empleo y en decisiones que pueden afectar el estatus educativo o de empleo de un individuo; además de crear un ambiente hostil, intimidante y ofensivo en el ámbito académico y laboral, constituyen acoso sexual o discriminación sexual según lo definido y prescrito como prohibido por las leyes federales y estatales.

Cualquier persona que infrinja los reglamentos sobre el acoso sexual estará sujeto a las medidas disciplinarias incluyendo la terminación o expulsión.

Acoso Sexual:

1. Hacer contacto por escrito, verbal, físico o visual con insinuaciones sexuales: las formas escritas pueden incluir cartas, notas o invitaciones sugestivas u obscenas.
2. La forma oral puede incluir comentarios derogatorios, vulgaridades, bromas, y epítetos despectivos.
3. Las formas físicas pueden incluir asalto, el tocar o el tacto que incomoda, el impedir o bloquear el paso o movimiento de otra persona.
4. Las formas visuales pueden incluir miradas lascivas, gestos, y la exhibición de objetos, cuadros, historietas o de carteles sexuales ofensivos.
5. Las represalias o la amenaza de represalias, represalias implícitas después de un comportamiento de acoso sexual dentro del recinto educativo, incluyendo la retención o amenazar retener el certificado de graduación.
6. Venganza por divulgar o la amenaza de divulgar el acoso sexual.
7. Las expresiones contínuas de interés sexual aun después de ser informado que el interés no es bien recibido o incomoda.
8. El comportamiento sexual explícito o implícito dentro del ambiente educativo que se utiliza para controlar, influenciar o interferir en el desempeño académico de un estudiante.
9. El patrón de conducta que causa malestar y humillación a una persona razonable, puede incluir una o más de las siguientes situaciones: caricias, abrazos, o el roce inapropiado contra el cuerpo de otra persona; comentarios de naturaleza sexual acerca del cuerpo o de la ropa de una persona; observaciones o especulaciones sobre la actividad sexual o sobre experiencias sexuales anteriores.

Todas las quejas relacionadas al acoso sexual se deben dirigir al Director de Centro y al Departamento de Recursos Humanos de la Corporación ubicado en el 701 Vine Street, San Jose, CA 95110.

Represalia

CET no tolera las represalias dirigida a cualquier individuo que inicie o haya iniciado una queja por acoso sexual. El empleado o estudiante que infrinja esta regulación está sujeto a medidas disciplinarias, como despido o expulsión.

Code of Student Conduct

Center for Employment Training has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanction apply at all times on campus as well as to any off-campus functions sponsored or supervised by CET:

1. Deliberate lack of cooperation, habitual profanity or vulgarity, or the open and persistent defiance or abuse of CET personnel.
2. Obstruction or disruption of teaching, or of the education process, administrative process, disciplinary procedures or other CET functions and activities on campus.
3. Cell phones are only allowed for recording class attendance and must be kept out of sight and in vibrate mode during instructional class hours. Any other use of cell phones in classrooms, labs, and school offices is prohibited unless explicitly allowed by the instructor or CET staff.
4. Assault, battery, or any threat of force or violence upon students or CET personnel.
5. Physically intimidating others including such acts as obscene gestures, shouting, fist shaking, and/or blocking egress.
6. Theft of, or damage to, the property of CET, its officers, employees, students, or visitors.
7. Misuse of computers and networks which includes but is not limited to utilizing an unauthorized account, password, campus network, interfering with normal computer operations, circumventing data protection schemes or uncovering security loopholes, or violating terms of the software agreements.
8. Misrepresentation of oneself as a representative of CET including but not limited to any conduct that adversely impacts the student's performance or conduct, or that of other students, customers, or associates of CET's legitimate business interests.
9. Unauthorized entry into or use of CET equipment and facilities or trespassing/violation of a closed campus.
10. Acts of dishonesty, such as lying, knowingly furnishing false information, or reporting a false emergency to any CET official, instructor or other staff member.
11. Cheating, plagiarism, or knowingly furnishing false information in the classroom or to a CET officer.
12. Forgery, alteration, or other misuse of CET documents, records, or identification.
13. Knowingly assisting another person in the commission of a violation of the Student Code of Conduct.
14. Leading or inciting others to disrupt scheduled or normal authorized activities.
15. Disorderly, lewd, indecent, or obscene conduct or expression on any CET owned or controlled property or at any CET sponsored or supervised function.
16. Physical or verbal abuse of any person or group, or conduct which intimidates, threatens, or endangers the health or safety of any person or group.
17. Conducting a series of acts over a period of time and making threats with the intent to place a person in fear of death or bodily injury.
18. Acts of sexual harassment, rape, date rape, sexual assault, threat of an assault upon a student or staff or at a supervised function.
19. Hazing or any acts of discrimination that injures, degrades or dis-

Código de Conducta del Estudiante

El Centro de Entrenamiento para Trabajo tiene la responsabilidad de definir los estándares de conducta del estudiante a seguir dentro del marco normativo educacional de CET. Los siguientes patrones de conducta inapropiada en el campus o en cualquier función o evento patrocinado o supervisado por CET son inaceptables:

1. Falta deliberada de cooperación, profanidad habitual o vulgaridad, o el desafío abierto y persistente o abuso del personal de CET.
2. Obstrucción o interrupción de la enseñanza o del proceso educativo, proceso administrativo, procedimientos disciplinarios u otras funciones y actividades del CET en el campus.
3. Los teléfonos celulares solo se permiten para registrar la asistencia a clase y deben mantenerse fuera de la vista y en modo vibratorio durante las horas de clase. Cualquier otro uso de teléfonos celulares en las aulas, laboratorios y oficinas escolares está prohibido a menos que sea permitido explícitamente por el instructor o el personal del CET.
4. Asalto, batería, o cualquier amenaza de fuerza o violencia sobre los estudiantes o el personal de CET.
5. Intimidar físicamente a otros, incluyendo actos tales como gestos obscenos, gritos, puñetazos y / o bloqueo de la salida.
6. Robo o daño a la propiedad de CET, sus funcionarios, empleados, estudiantes o visitantes.
7. Uso indebido de computadoras y redes que incluye pero no se limita a utilizar una cuenta no autorizada, contraseña, red de campus, interferir con las operaciones normales de computadora, eludir esquemas de protección de datos o descubrir escapatorias de seguridad, o violar los términos de los acuerdos del uso del software.
8. La mala representación de sí mismo como representante de CET, incluyendo cualquier conducta que afecte adversamente la conducta del estudiante, o la de otros estudiantes, clientes, o asociados de los intereses comerciales legítimos de CET.
9. Entrada no autorizada o uso del equipo y las instalaciones de la CET o infracción / violación del campus cerrado.
10. Actos de deshonestidad, tales como mentir, proporcionar información falsa a sabiendas, o reportar una emergencia falsa a cualquier oficial de CET, instructor u otro miembro del personal.
11. Hacer trampa, plagiar o proporcionar información falsa en el salón de clases o a un oficial de CET.
12. Falsificación, alteración u otro uso indebido de documentos, registros o identificación de la AEC.
13. Asistir conscientemente a otra persona en la comisión de una violación del Código de Conducta Estudiantil.
14. Liderar o incitar a otros a interrumpir las actividades autorizadas programadas o normales.
15. Conducta o expresión desordenada, obscena, indecente u obscena en cualquier propiedad de CET o controlada o en cualquier función patrocinada o supervisada de CET.
16. El abuso físico o verbal de cualquier persona o grupo, o conducta que intimide, amenace o ponga en peligro la salud o seguridad de cualquier persona o grupo.
17. Realizar una serie de actos durante un período de tiempo y hacer amenazas con la intención de poner a una persona en el temor de muerte o lesiones corporales.

graces another person or group.

20. The use of alcohol or unlawful drugs, or the distribution, sale, or possession of alcohol or other drugs, or the distribution, sale, or possession of alcohol or other drugs on CET property or at events sponsored by CET.
21. Unauthorized possession or use of firearms, explosives, dangerous chemicals, or other weapons on campus property or at CET sponsored or supervised activities.
22. Gambling in any form.
23. Smoking in classrooms or other unauthorized campus areas.
24. Failure to comply with lawful directions of CET officials, instructors, staff, or campus security officers who are acting within the scope of their duties.
25. Violation of other applicable federal and state statutes and CET rules and regulations.
26. Not adhering to the Student Dress Code.

Sanctions: Warning, Censure, Suspension, & Expulsion

In accordance with the provisions of CET Policies, the following sanctions will proceed for violations of the Code of Student Conduct:

1. Warning: a written notice to the student that he or she is violating or has violated CET regulations.
2. Censure: a written reprimand for a violation of specified regulations. Probation is for a designated time and includes the probability of more severe disciplinary sanctions if the student is found to be violating other CET regulation(s) during the probationary period.
3. Restitution: Reimbursement to CET, as directed by the Center Director, for repair or replacement of campus property misused, misappropriated, or damaged by the student.
4. Temporary Suspension: Suspension of the student from the program by the Unit Team with approval by the Center Director, for 1-3 days.
5. Expulsion: Termination of student status by the Center Director on recommendation of the Regional Director, Corporate Human Resources Director.

Student Anti-Retaliation Policy

CET prohibits and will not tolerate any form of retaliation against any student who has complained of or formally reported discrimination, harassment, or sexual assault, or has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else.

Students with complaints of retaliation should utilize the procedures available under the *Grievance Procedure* and the *Sexual Harassment Policy*, *non-discrimination policies* or other available administrative procedures as appropriate.

18. Actos de acoso sexual, violación, violación en fecha, agresión sexual, amenaza de agresión contra un estudiante o personal o en una función supervisada
19. Novatadas o cualquier acto de discriminación que lesione, degrade o deshonre a otra persona o grupo.
20. El uso de alcohol o drogas ilegales, o la distribución, venta o posesión de alcohol o de otras drogas, o la distribución, venta o posesión de alcohol o de otras drogas en la propiedad CET o en eventos patrocinados por CET.
21. La posesión no autorizada o el uso de armas de fuego, explosivos, sustancias químicas peligrosas, u otras armas en la propiedad de la escuela o en el CET actividades patrocinadas o supervisadas.
22. Juegos de apuestas de cualquier tipo.
23. Fumar en las aulas u otras áreas del campus no autorizadas.
24. El incumplimiento de instrucciones legales de los funcionarios del AEC, instructores, personal u oficiales de seguridad que actúan en el ámbito de sus funciones.
25. Violación de otras leyes federales y estatales aplicables y las normas y reglamentos de CET.
26. No cumplir con el Código de Vestimenta del Estudiante.

La Imposición de Sanciones: Advertencia, Suspensión, y Expulsión

Las siguientes sanciones se aplicarán de acuerdo con las provisiones prescritas en las regulaciones de CET cuando se comenten infracciones al Código de Conducta del Estudiante:

1. Advertencia: una notificación por escrito al estudiante que está violando o ha violado las reglas de CET.
2. Censura: una reprimenda por escrito por una violación de reglas especificas. El estado condicional es por un tiempo designado e incluye la probabilidad de castigo más severo si el estudiante continúa violando la reglas durante el período condicional.
3. Restitución Económica: El estudiante estará obligado a rembolsar a CET los costos por daños, reparaciones y reemplazos a la propiedad CET, siguiendo las instrucciones del Director del Centro.
4. Suspensión Temporal: el Equipo de Instrucción, con la aprobación del Director del Centro, podrá suspender del programa a un estudiante de 1-3 días.
5. Expulsión: es la terminación definitiva y permanente del estudiante con la recomendación hecha por el Director del Centro con la aprobación del Director Regional y del Director de Recursos Humanos de la corporación.

Prohibición de Represalias contra Estudiantes

CET prohíbe y no tolera ningún tipo de represalia contra cualquier estudiante que se ha quejado, o ha denunciado, formalmente un suceso de discriminación, acoso o asalto sexual, o ha participado en una investigación de tal denuncia, independientemente de que el reclamo se refiera a la persona que se queja o a alguien más.

Estudiantes con denuncias de represalias deben utilizar el procedimiento previsto en la política de *Resolución de Quejas* y la política de *Acoso Sexual*, *políticas en contra la discriminación* o de otros procedimientos administrativos disponibles.

CET Campus Rules

CET has established rules to promote a professional learning environment, preparing students for the industry demands and to help students be successful in training and on the job.

1. Students must be at their classroom/labs/shops NO LATER than 8:00 a.m. for the morning classes, Monday through Friday. Being late once in a while is not okay.
2. Students will stay at their training areas during training sessions unless instructed or allowed by their instructors to be elsewhere. Walking around, talking, or interfering with others is not allowed.
3. Whenever a student will be late or absent due to illness or emergency, he/she must contact his/her program instructor before 8:00 a.m. unless other arrangements have already been made.
4. Students will follow grievance procedures, which means presenting a concern first to his/her program instructors before going elsewhere with the problem.
5. Excessive absences or tardiness may result in suspension or up to termination from school. This includes leaving early and/or arriving late from breaks or lunch without authorization from their instructors.
6. Students will adhere to a dress code as follows:
   a) Shirts and/or blouses are to be worn at all times. (This means no halter tops and/or tank tops).
   b) No shorts or miniskirts are to be worn during training time.
   c) The type of shoes worn by students shall be according to the safety standard of that particular skill.
   d) Makeup application and hair combing are restricted to the restroom areas only; and only during breaks and/or lunch periods. Applying makeup or combing hair in training area is never okay.
   e) Body piercings are not allowed due to safety, personal hygiene and professional conduct.
   f) Clothing or accessories that could promote gang activity, drugs/ alcohol or sexual innuendo will not be allowed.
   g) Violations to dress code will result in being sent home to change clothing and will affect your attendance.
7. Consumption or being under the influence of alcoholic beverages and or drugs during the school day will not be tolerated. Doing so will result in suspension from school and a referral to participate in drug rehabilitation. Failure to comply with the above will result in permanent termination from the program.
8. Eating and or drinking is not allowed while classes are in session.
9. Smoking is not allowed inside the building.
10. Students on job search should come to school in appropriate clothing for a job interview which can occur at any time.
11. Fighting, disrespectful conduct or disruptive behavior is not allowed. Violators may incur immediate suspension or termination.
12. Any student caught doing graffiti, stealing, or otherwise vandalizing CET property may incur immediate termination from the program.

Reglas del Campus Escolar

CET ha establecido reglas para promover un ambiente de aprendizaje profesional en la preparación para las exigencias de la industria y ayudar al estudiante a tener éxito en el trabajo.

1. El estudiante debe estar en su aulas/talleres/laboratorios puntualmente a las 8:00 a.m. de lunes a viernes. Llegar tarde a clases de vez en cuando no está permitido.
2. Los estudiantes permanecerán en sus áreas de clases durante las sesiones de entrenamiento a menos que el instructor le indique o permita estar en otro lugar. No está permitido caminar, hablar o interferir con los demás.
3. El estudiante debe comunicarse con su instructor del programa antes de las 8:00 a.m. para reportarse ausente por el día debido a efermedad o emergencia.
4. El estudiante seguirá el procedimientos de quejas, lo que significa presentar la queja primero su instructore del programa antes de ir a otro lugar con el problema.
5. El estudiante puede ser suspendido o cancelado debido a ausencias o tardanzas excesivas. Esto incluye salir temprano y/o llegar tarde de los descansos o almuerzo sin la autorización de su instructor.
6. El estudiante respetará el siguiente código de vestir:
   a) Las camisas y/o blusas deben ser usadas en todo momento. No se permiten escotes de estilo “halter tops” ni “tanktops.”
   b) No se deben usar pantalones cortos o minifaldas durante el entrenamiento.
   c) El calzado debe ser consistente con el estándar de seguridad de la industria.
   d) Maquillarse o peinarse sólo debe hacerse en los baños y sólo durante los descansos o almuerzo, y no en el salón de clases o areas de entrenamiento.
   e) Los piercings no están permitidos debido a la seguridad, la higiene personal, y la conducta profesional.
   f) No se permite la ropa o accesorios que puedan promover actividad de pandillas, drogas/alcohol, o insinuaciones sexuales.
   g) El estudiante que viole el código de vestir será enviado a casa para cambiarse de ropa, lo cual afectará su asistencia.
7. No se tolera el consumo o estar bajo la influencia de bebidas alcohólicas y/o drogas durante el día escolar. Estas violaciones resultan en suspension y remision
8. No se permite comer o beber durante las sesiones de clases.
9. No se permite fumar dentro del edificio.
10. El estudiante que esté en busqueda de trabajo deben venir a la escuela con ropa apropiada para una entrevista de trabajo, la cual puede ocurrir en cualquier momento.
11. No se permite la conducta pugilista, irrespetuosa, o disruptiva. Los infractores pueden ser suspendidos o expulsados de manera inmediata.
12. Cualquier estudiante que sea descubierto haciendo graffiti, robando, o vandalizando cualquier propiedad de CET puede ser expulsado de la escuela de manera inmediata.

Student Rights & Responsibilities

A student who is enrolled at the Center for Employment Training has the right to expect:

- A clean, safe, and supportive environment.
- Instruction from skilled professionals who have experience working in the occupation being taught.
- All information, materials, and equipment needed to complete the training program made available by CET.
- Advice and assistance in human development in order to overcome barriers to successful completion of training and job attainment.
- Expeditious and fair handling of complaints.

Financial Aid & Admissions Responsibilities

A student who is enrolled at the Center for Employment Training has the following responsibilities:

- Read and retain the student catalog and all other information regarding tuition, payment plans, promissory note, refund policies, cancellation periods, attendance requirements, and the admission process.
- Request, if needed, further information or clarification of admissions or financial requirements.
- Complete all necessary application and financial aid forms using true and correct information.
- Provide necessary documentation and verification for financial aid and program eligibility in a timely manner.
- Be an active participant in the admissions process.
- Inform CET of any change of name, address, telephone number, or status that may affect program or financial aid eligibility.

Academic Responsibilities

- Maintain satisfactory progress, good attendance, and be on time for classes.
- Complete classroom and laboratory work as assigned.
- Treat fellow students and staff with respect.

Behavioral Responsibilities

- Refrain from maliciously or willfully damaging property of the Center for Employment Training, other students, or staff.
- Refrain from writing, spraying, or painting graffiti on or around CET property.
- Refrain from stealing or removing, without CET permission, CET property from school grounds.
- Adhere to CET dress code (see CET campus rules)
- Become familiar with and adhere to procedures pertaining to emergency evacuation drills of the Center.

Responsibilities Concerning Health

Students have the responsibility with regards to their own health and safety and the health and safety of the campus community. To promote an optimum personal and physical environment in which to facilitate individual development and learning, a student will:

Derechos y Responsabilidades del Estudiante

Todo estudiante que se matricula en el program de CET tiene derecho a esperar lo siguiente:

- Un ambiente limpio, seguro, y con apoyo.
- La enseñanza por profesionales adeptos con experiencia en el oficio que enseñan.
- Todos los materiales, herramientas, y maquinaria incluyendo la información y documentación necesaria para el curso ingresado.
- Ayuda y la orientación en temas de desarrollo humano (aptitudes sociales) para vencer las barreras que se anteponen a un entrenamiento y a un empleo exitoso.
- Una rápida y justa respuesta a sus quejas.

Responsabilidades de Admisión y Ayuda Económica

Un estudiante que se matrícula en CET tiene las siguientes responsabilidades:

- Leer el catálogo estudiantil y toda la documentación adicional referente a la matrícula, plan de pagos, reembolsos, cancelaciónes, requisitos de ayuda económica, nota promisoria, proceso de admisión, etc.
- Pedir, si necesita, más información o clarificación acerca de los requisitos de asistencia, proceso de admisión y ayuda financiera.
- Completar todas las solicitudes necesarias de admisión y ayuda financiera con información autentica.
- Proveer a tiempo toda la documentación necesaria para procesar ayuda financiera.
- Participar activamente en el proceso de admisión.
- Informar a CET cualquier cambio de nombre, domicilio, nú-mero telefónico, que pueda afectar la elegibilidad de ayuda económica o el programa en general.

Responsabilidades Académicas

- Asistir a clases todos los días programados y puntualmente.
- Cumplir con todo el tabajo académico y manual.
- Tratar con respeto a sus compañeros y al personal de CET.

Responsabilidades de Conducta

- Evitar dañar la propiedad de CET, de otros estudiantes o del personal de CET.
- Abstenerse de escribir, rayar, o pintar grafiti en la propiedad de CET.
- Abstenerse de robar, remover de la escuela de CET y sin permiso cualquier mueble o propiedad de CET.
- Vestir ropa adequada (de acuerdo al código de CET)
- Informarse y seguir los procedimientos concernientes a los simulacros de evacuación de emergencia del Centro.

Responsabilidades Acerca de la Salud

Cada estudiante es responsable de su propia salud y seguridad y la salud y seguridad de la Comunidad del campus. Para promover un óptimo medio ambiente físico y personal que facilite el desarrollo y aprendizaje individual, el estudiante:

- Notify Instructor and Admissions staff for all absences. Provide information about any emergency or hardship that may cause an extended absence.
- Not attend classes if he/she has a contagious condition (i.e. TB, measles, hepatitis, etc.).
- Not attend classes if he/she is under the influence of alcohol or illicit drugs.
- Have a physical exam on file if he/she is attending Early Childhood Teacher Assistant and Truck Driver.
- Observe sound personal hygiene habits.
- Have current TB results on file as required by Early Childhood Teacher Assistant and Medical Assistant training programs.
- Obtain a physician's note and cooperate with CET administration regarding restrictions and/or special accommodations for program training.
- Inform Instructor and Center Director of all medications that may affect the ability to perform safety sensitive activities during hands-on training. CET's Human Resources Department will be contacted to ensure the safety of the student and others.
- Adhere to safety regulations and use safety equipment and protective devices as required.
- CET's Human Resources Department may request a Fitness for Duty (FFD) evaluation for skill training if any medical problems or other situation arises that may threaten the health and/or welfare of self or others. CET will provide an FFD form, a description of safety sensitive activities related to the student's training, and the reasons for this request. The student will be instructed to schedule an appointment and give the documents to their doctor. The student will be responsible for submitting the doctor's response to the Human Resources Department.

Human Resources Director
Center for Employment Training
701 Vine Street, San Jose, CA 95110
(408) 287-7924; Fax: (408) 294-7849
HumanResources@cetweb.edu

There are occasions when students experience emotional problems to such an extent they interfere with the educational progress of others and/or demonstrate behavior representing a danger to themselves or to others. In such instances CET is obligated to protect other students' rights to pursue their training and to take appropriate action, if necessary, to protect the student in question from harming themselves or others. In most situations such as this, the Center Director is able to elicit the cooperation of the student's family so they may obtain appropriate medical treatment for the student and/or withdrawal from the program.

Education Code Section 76021 (CHEC) states: CET may exclude from attendance in regular classes any student whose physical or mental disability is such to cause his attendance to be detrimental to the welfare of other students.

- Informar al Instructor y al personal de admisiones todas las ausencias. Proveer los datos acerca de la emergencia o problemas que puedan causar una ausencia larga.
- No asistirá a la clases si tiene una enfermedad contagiosa (es decir, TB, el sarampión, hepatitis, etc.
- No asistirá a clases si esta bajo la influencia del alcohol o drogas ilícitas.
- Tener un examen físico en si éste está asistiendo programas de Ayudante de Maestro de Educación Infantil y Camionero.
- Observar los hábitos aceptables de la higiene personal
- Tener resultados actuales de TB en conformidad con los requisitos de los programas de Medical Assistant y Early Childhood Teacher Assistant.
- Obtener la nota de un médico y cooperar con la administración de CET acerca de restricciones o acomodaciones especiales del entrenamiento.
- Informar al Instructor y Director del Centro de todas las medicinas que puedan afectar la habilidad de realizar actividades sensitivas prácticas del programa. EL Depto. de Recursos Humanos será contactado para garantizar la seguridad de los estudiantes.
- Seguir las normas de seguridad y utilizar el equipo de seguridad y dispositivos de protección según se requiera.
- El Depto. de Recursos Humanos de CET puede exigir una evaluación de Aptitud de Servicio (FDD)para el programa si surgen problemas o situaciones que arriesgen la salud propia o de los estudiantes. EL CET proveerá la forma FDD, la descripción de las actividades sensitivas pertenecientes al programa y las razones por esta solicitud. El estudiante recibirá instrucciones para acudir al doctor y será responsable por someter la respuesta del doctor al Depto. de Recursos Humanos.

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Hay ocasiones en que los estudiantes experimentan problemas emocionales hasta tal punto que interfieren con el progreso educativo de los demás y exhiben un comportamiento que representa un peligro para sí mismos o para otros. En estos casos el CET está obligado a proteger los derechos de otros estudiantes de continuar su programa y tomar las medidas apropiadas, si fuera necesario, para proteger al estudiante para que no se dañe a sí mismo o a otros. En la mayoría de este tipo de situaciones, el Director del Centro está en condiciones de obtener la cooperación de la familia del estudiante para que puedan obtener el tratamiento médico apropiado para el estudiante, inclusive su retirada del programa.

El Código Educacional, Sección 76021 (CHEC) estipula que CET puede excluir de clases regulares a cualquier estudiante cuya incapacidad física o mental sea tal que su asistencia llegue a ser dañina para el bienestar de los estudiantes.

Grievance Procedure

This process is consistent with the nondiscrimination and equal opportunity provisions found in Section 188 of the Workforce Innovation & Opportunity Act (WIOA) and Title 29 CFR part 38.

Students are encouraged to seek assistance with a complaint or grievance with their primary instructor first. If the complaint is not resolved, the student must submit the complaint in writing to the Center Director; the complaint should describe the specific allegations, the desired outcome, and include evidence or documentation. The Center Director in consultation with the Regional Director will issue a written response within 10 business days.

In the event their complaint or grievance is not resolved to the student's satisfaction using the steps outlined above, the student may address their complaint or grievance to Corporate Administration using the following procedure:

1. Use the following link to file a complaint or grievance: https://cetweb.edu/contact-us/
2. Complete the contact information;
3. Describe the complaint or grievance, and
4. Click on the "Send" box.

In completing the student complaint or grievance information, the student must describe the specific allegations, the desired outcome, and include evidence or documentation.

The Human Resources Director and Regional Director will receive the complaint or grievance and will notify all parties involved of the receipt and nature of the complaint or grievance within three business days.

Upon submittal, the student will be contacted within 10 business days.

The final determination will be made within 45 business days from the initial filing date. Based on the nature of the complaint or grievance, the due process for resolution may be extended but shall not exceed 90 days. The decision of the Human Resources Director and Regional Director shall be final and must contain an explanation of how and why the decision was made.

When solutions from the CET Regional and Human Resources Directors have been exhausted without satisfaction, the student has the option to submit a grievance to the appropriate state, federal, and accreditation agencies listed in the table below:

Proceso de Resolución de Quejas

Este proceso cumple plenamente con las disposiciones sobre la no discriminación y la igualdad de oportunidades que se encuentran en la Sección 188 de la ley de *Workforce Innovation and Opportunity Act* (WIOA) y en el Título 29 CFR, parte 38.

Se les recomienda a los estudiantes recurrir primero con su Instructor para resolver una queja o reclamo. Si la queja o reclamo no se resuelve, el estudiante debe someter la queja o reclamo por escrito al Director del Centro. La queja debe detallar las alegaciones claramente, el resultado deseado, y debe incluir pruebas o documentación para respaldar su caso. El Director del Centro en consulta con el Director Regional emitirá su respuesta por escrito dentro de 10 días hábiles.

Si el estudiante no está satisfecho con la resolución de la queja o reclamo, el estudiante puede dirigir su queja a la Administración Corporativa por medio del siguiente proceso:

1. Utilice el siguiente enlace para presentar un Reclamo o Queja: http://cetweb.edu/contact-us/
2. Complete la información de contacto;
3. Describa el reclamo o queja, y
4. Seleccione el botón "Send."

Al completar la información sobre la queja o reclamo, el estudiante debe describir las alegaciones detalladamente, el resultado deseado, e incluir pruebas o documentación de respaldo.

El Director Regional y el Director de Recursos Humanos recibirán la queja y notificarán a todas partes implicadas de haber recibido la queja y la naturaleza de la queja dentro de tres días hábiles.

Al presentarse la queja, se establecerá comunicación con el estudiante dentro de 10 días hábiles.

La determinación final se hará dentro de 45 días hábiles de la fecha de la presentación inicial. Dependiendo de la naturaleza de la queja o el reclamo, el proceso debido para la resolución puede extenderse, pero no excederá de 90 días hábiles. La decisión de la Administración Regional y del Director de Recursos Humanos de CET será definitiva y deberá contener una explicación de cómo y por qué se tomó la decisión.

Cuando se hayan agotado los recursos de la Administración Regional y de la Administracón de Recursos Humanos sin resolución satisfactoria, el estudiante tiene la opción de presentar una queja formal a las agencias estatales, federales, y de acreditación correspondientes nombrados en la gráfica siguiente:

In California:	
Bureau for Private Postsecondary Education 1747 North Market Blvd., Suite 225 Sacramento, CA 95834 Phone: (888) 370-7589 Fax: (916) 263-1897 Website: www.bppe.ca.gov http://www.bppe.ca.gov/enforcement/complaint.shtml	Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818

In Texas:	**In Virginia:**
Texas Workforce Commission Career Schools and Colleges, Room 226T 101 E. 15th Street, Austin, TX 78778-001 Phone: (512) 936-3100 Website: http://csc.twc.state.tx.us	State Council of Higher Education for Virginia 101 N. 14th St., 9th Floor James Monroe Bldg. Richmond, VA 23219 Phone: (804) 371-2285 Website: http://www.schev.edu

If tuition is paid by Workforce Innovation and Opportunity Act(WIOA) Title I or Section 167 Programs funded directly by the US Dept. of Labor; Student Complainant may file an appeal to:

Human Resources Director Equal Opportunity Officer Center for Employment Training 701 Vine Street, San Jose, CA 95110 Phone: (408) 287-7924 Email: HumanResources@cetweb.edu	Secretary of Labor Attn: Assistant Secretary of ETA U.S. Department of Labor 200 Constitution Avenue, NW Washington, DC 20210	Copy: Regional Administrator Employment and Training Administration U.S. Department of Labor P.O. Box 193767 San Francisco, CA 94119-3767

If tuition is paid by Workforce Innovation and Opportunity Act (WIOA) Title I Programs funded by La Cooperativa; Student Complainant may file an appeal to:

Human Resources Director Equal Opportunity Officer Center for Employment Training 701 Vine Street, San Jose, CA 95110 Phone: (408) 287-7924 Email: HumanResources@cetweb.edu	Chief, Compliance Review Office MIC 22-M Employment Development Department P.O. Box 826880 Sacramento, CA 94280-0001 Copy: EEO/Compliance Officer La Cooperativa Campesina De California 1107 – 9th St., Ste 420 Sacramento, CA 95814	Secretary of Labor Attn: Assistant Secretary of ETA U.S. Department of Labor 200 Constitution Avenue, NW Washington, DC 20210 Copy: EEO/Compliance Officer La Cooperativa Campesina De California 1107 – 9th St., Ste 420 Sacramento, CA 95814

If the program is funded by Workforce Innovation and Opportunity Act (WIOA) Section 167 funds by La Cooperativa; Complainant may file an appeal to:

Human Resources Director Equal Opportunity Officer Center for Employment Training 701 Vine Street, San Jose, CA 95110 Phone: (408) 287-7924 Email: HumanResources@cetweb.edu	Secretary of Labor Attn: Assistant Secretary of ETA U.S. Department of Labor 200 Constitution Avenue, NW Washington, DC 20210	Copy: EEO/Compliance Officer La Cooperativa Campesina De California 1107 – 9th St., Ste 420 Sacramento, CA 95814

For the Virginia State Approving Agency (SAA) and US Dept. of Veterans Affairs:

The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our voffice via email: saa@dvs.virginia.gov

"GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill."

When local or federal remedies have been exhausted, student may file an appeal to:

Council on Occupational Education
7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, GA 30350
Phone: (800) 917-2081
Website: www.council.org

Campus Security & Student Right to Know

CET is committed to the security of the campus community in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20 U.S.C. Section 1092.

CET employees with significant responsibility for operations, training, and services are designated as Campus Security Authorities and are responsible for maintaining a safe work environment for the campus community. The list of Campus Security Authorities, including their job titles, is posted on the Campus Security Bulletin Board at each campus.

Campus Safety/Crime warnings are intended to heighten safety awareness. CET will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.

The Center Director is responsible for issuing timely warnings and emergency notification. The Center Director in consultation with the Human Resources Director, will decide whether to issue a timely campus safety/crime warning or emergency notification on a case-by-case basis considering the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Information for timely campus safety/crime warnings and emergency notifications may also come from other law enforcement agencies.

The Center Director in consultation with the Human Resources Director may use the following methods to ensure the campus is appropriately alerted to the threat in a timely fashion:

1. Utilize all communication devices available to the campus to inform the campus community such as telephone, cell phones, and walkie-talkies, and/or bull horns.
2. Make classroom announcements.
3. Post Safety Notices in places where people are most likely to congregate.
4. Send e-mails to all employees.

Confidential information will not be disclosed to protect victims or to contain, respond to, or otherwise mitigate the emergency. Safety Notices will be issued as soon as possible after the specific event. Safety Notices will include the date, time, location, a summary of the incident to include any suspect description and special preventive instructions. In addition to the Safety Notice, the Center Director or designee will record the incident or crime in the Incident/Crime Log.

Student Right to Know

All CET centers in each state must disclose basic institution information and school performance data in their School Performance Fact Sheet which each student receives and signs prior to his/her enrollment. The School Performance Fact Sheet contains the required calculations and information on completion rates, graduation rates, placement rates, license examination passage rates, salaries or wages, and campus crime statistics in

Seguridad del Campus y El Derecho a Saber

EL CET esta comprometido a la seguridad de la comunidad del campus conforme al Acta 20 U.S.C. de Jeanne Clery sobre la Declaración de Normas de Seguridad y Estadísticas de Crímenes en el Campus, sección 1092.

Los empleados de CET con funciones de operaciones, capacitación y servicios, se designan Autoridades de Seguridad del Campus y se encargan de mantener la comunidad del campus como un ambiente de trabajo seguro. La lista de las Autoridades del Campus, incluyendo sus funciones, están descritas en el Boletin Informativo de Seguridad del Campus de cada Centro.

Los avisos de seguridad/delincuencia están destinados a aumentar la conciencia de seguridad. CET notificará inmediatamente a la comunidad escolar sobre la confirmación de una situación de emergencia o peligro significativo que implique una amenaza inmediata para la salud o seguridad de los estudiantes o personal que ocurre en el campus, a menos que la emisión de una notificación ponga en peligro los esfuerzos para contener la emergencia.

El Director del Centro es responsable de la emisión de alertas oportunas y avisos de emergencia. El Director del Centro en consulta con el Director de Recursos Humanos, decidirá si emite una alerta de seguridad/delincuencia del campus o una notificación de emergencia dependiendo de cada caso, teniendo en cuenta los hechos que rodean un crimen, incluyendo factores tales como la naturaleza del delito, el continuo peligro para la comunidad escolar y el posible riesgo de poner en peligro los esfuerzos de la aplicación de la ley. La información referente a avisos oportunos de seguridad/delincuencia y notificaciones de emergencia también puede provenir de otras agencias policiacas.

El Director del Centro en consulta con el Departamento de Recursos Humanos puede utilizar los métodos siguientes para asegurarse que el campus esté debidamente prevenido para cualquier amenaza:

1. Utilizar todos los dispositivos de comunicación disponibles para el campus como teléfonos, teléfonos celulares, y radios walkie-talkies para informar a la comunidad escolar.
2. Hacer anuncios an las aulas de clases.
3. Poner avisos de seguridad en lugares donde las personas tienden a congregarse.
4. Enviar mensajes electrónicos a todos los empleados.

La información que sea de carácter confidencial no será anunciada con el fin de proteger a las víctimas, o para contener, acudir a, o mitigar la emergencia. Se emitirán Avisos de Seguridad tan rápido como sea posible despues de un evento específico. Las alertas detallarán fecha, tiempo, lugar, un resumen del incidente con descripción del sospechoso e instrucciones preventivas. Además de la Aviso de Seguridad, el Director del Centro o designado documentarán el incidente en el Registro de Delitos.

Derecho de Saber

CET y sus sucursales en cada estado, publican información básica institucional y datos de aprovechamiento escolar en su Informe de

accordance with the Campus Security Act of 1990, as amended by the Higher Education Opportunity Act of 2008.

Incident/Crime Log

CET maintains electronic and hard copies of the Incident/Crime Log. The Incident/Crime Log is available in hard copy by the Center Director. The Incident/Crime Log contains limited categories: the date the incident or crime occurred or was reported; the nature of the incident or crime; the location—on campus or off campus buildings, or public property within or adjacent to a CET campus, and the disposition of the complaint, if known. An entry to the Incident/Crime Log, or an addition to an entry, must be made within 2 days of the report of information to Campus Security Authorities.

All other information is considered strictly confidential and will not be posted on the Incident/Crime Log to avoid jeopardizing the confidentiality of the victim. Information may be withheld if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of individuals cause a suspect to flee or evade detention, or result in the destruction of evidence.

The Incident/Crime Log must be publicly available during normal business hours. Any portion of the Incident/Crime Logs older than 60 days can be made available within two business days of a request.

The determination on whether or not CET will include incidents/crimes in the Annual Crime Report is based upon the following type of incidents/crimes/arrests/disciplinary actions:

Murder/non-negligent manslaughter	Negligent manslaughter
Sex Offense; forcible or non-forcible	Robbery
Aggravated assault	Burglary
Motor vehicle theft	Simple Assault
Hate Crimes	Larceny-theft
Arson (as determined & investigated by law enforcement)	Destruction/damage/vandalism of property
Intimidation	Liquor law violations
Drug law violations	Illegal weapons possession

Annual Security Reports

CET publishes an Annual Security Report by October 1 of each year in accordance with the Student Right-to-Know and Campus Security Act of 1990. The Report discloses statistics from crime reports received by the Center Director. The Directors make a good faith effort to obtain crime reports from local police agencies having jurisdiction within the geographic area of each campus and satellite and which occurred during the most recent calendar year and the two preceding years. The Report also includes the U.S. Department of Education specification about retention, graduation, and job placement rates for the most recent year.

The Annual Security Report is posted on CET's website. Cop-

Rendimiento Escolar que cada estudiante recibe y firma antes de su inscripción. El Informe de Rendimiento Escolar contiene los datos requeridos sobre tasas de terminación, graduación, colocación de empleos, aprobación de licencias, y datos sobre sueldos y salarios, como también estadísticas de delitos en el campus de acuerdo con el Acta de Seguridad del Campus de 1990, enmiendada por el Acta de Oportunidad para la Educacion Superior del 2008.

Registro de Delitos

EL CET mantiene copias carbón y electrónicas del Registro de Delitos. El Director del Centro hace disponible este reporte que contiene información editada com la fecha del incidente ocurrido o reportado; el tipo de incidente; el lugar—dentro o fuera del campus; y la disposición de la queja, si fué documentada. El registro de Delitos debe actualizarse dentro de 2 días de que las Autoridades del Campus fueron notificadas.

Toda información que se considere confidencial acerca de la víctima no será incluída en el Registro de Delitos. También será excluída, toda información cuya divulgación ponga en peligro, de manera clara y convincente, una investigación criminal, la seguridad de la gente, o ayude a algún sospechoso a huir y evadir captura, o resulte en al destrucción de la evidencia.

El Registro de Delitos debe estar a la disposición del público durante horas de negocios. Cualquier parte del Reporte que exceda los 60 días de su documentación debe hacerse desponible dentro de dos días de su solicitud.

La determinación de incluir o no incidentes y delitos en el Reporte Anual de Seguridad depende de los siguientes tipos de incidentes/delitos/arrestos/acciones disciplinarias:

Asesinato/homicidio no-negligente	Homicidio invountario
Delito sexual; forzado o no forzado	Robo con fractura
Asalto agravado	Hurto/Robo
Robo de vehículo motorizado	Asalto
Delitos de Odio	Robo
Incendio provocado	Destrucción/daño/vandalismo de propiedad
Intimidación (amenaza)	Violaciones a la ley de licores
Violaciónes de la ley de drogas	Posesión de armas ilícitas

Reportes Anuales de Seguridad

El CET publica un Reporte Anual de Seguridad cada Octubre primero de cada año, en conformidad con "El Derecho de Saber" del Estudiante," y el Acta de Seguridad del Campus de 1990. Este reporte publica reportes de delitos recibidos por el Director del Center, quien hace un gran esfuerzo para obtener reportes de delitos de las agencias policiacas con jurisdicción en el area geografica dentro de la cual CET esta ubicado. Tales reportes incluyen estadísticas de delitos ocurridos durante el año corriente y los dos años anteriores; también incluyen datos sobre retención, graduación y colocación de empleos del año más reciente publicados por el Departamento de EEUU.

El Reporte Anual de Seguridad se encuentra en el sitio de inter-

ies can also be obtained by contacting the Corporate Human Resources Department at 701 Vine Street, San Jose, CA 95110; (408) 287-7924 or logging onto our website: https://cetweb.edu/safety/clery-act

Security Awareness & Crime Prevention

Personal responsibility is a key component to safety, security, and crime prevention. Students and staff can prevent crime by being alert and aware of their surroundings at all times:

- Walk in pairs or groups; avoid isolation.
- Be alert; project confidence; look people in the eye.
- Stay in well-lit areas away from potential hiding places.
- Know where you are and where places of refuge are.
- If followed, go toward well-lit areas where other people are.
- Walk on the left, facing traffic so vehicles can't easily approach you from behind.
- Wear clothing and shoes that enable you to move fast!
- Carry only lightweight objects.
- Wear or carry items like jewelry and cash that are minimal in value and don't attract attention.
- Avoid approaching strangers in vehicles for any reason.
- Carry a whistle or other noisemakers.
- If you think you are in trouble, do anything to attract attention –Scream! Break glass! Sound a horn!
- Carry a cell phone.

CET is responsible for informing students and staff of any criminal activity or security problems that may pose a reasonable threat to their physical safety. CET will make every effort to provide timely information. Each center may use a variety of methods when communicating: make phone calls, send text messages, use a paging system, utilize two-way radios, send staff e-mails, make announcements in the classrooms, post Safety Notices, and provide briefings as needed.

Upon seeing or hearing anything that may seem suspicious, students should contact one of the CET staff and the police if needed. Students and staff will review campus security procedures and practices on a biannual basis.

Campus Security Authorities

All Campus Security Authorities do not have any law enforcement authority throughout California. Campus Security Authorities are responsible for providing support, including crime reports, investigations, medical emergencies, fire emergencies, accidents, and all other incidents requiring police assistance.

Reporting Incidents and Crimes

The Center Director will normally take responsibility for reporting an incident or crime. If the Center Director is not available, an employee with significant responsibility for students is considered a Campus Security Authority. Campus Security Authori-

net de CET. Se pueden obtener copias contactando al Departamento Corporativo de Recursos Humanos localizado en el 701 Vine Street, San Jose, CA 95110, telefono (408) 287-7924; sitio de internet: https://cetweb.edu/safety/clery-act

Concientización de Seguridad y la Prevención de Delitos

La responsabilidad personal es un componente clave para la seguridad y la prevención de delitos. Tanto los estudiantes como el personal pueden evitar delitos estando alertas y concientes de sus alrededores:

- Evite caminar solo; camine en grupos.
- Este siempre alerta; proyecte confianza; mantenga contacto ocular con la gente a su alrededor.
- Manténgase en lugares iluminados lejos de lugares que sirven de posible escondite.
- Si se siente seguido, diríjase a hacia lugares iluminados donde hay gente.
- Camine al lado izquierdo de la calle, contra el tráfico; así vehículos no podrán aproximarse por atrás.
- Lleve objetos livianos solamente.
- Vista o lleve objetos de valor mínimo y no atraiga atención.
- Evite que personas extrañas se aproximen en vehículos por cualquier razón.
- Lleve un silbato o cualquier cosa que produzca ruido.
- Si se cree en problemas, haga cualquier ruido para llamar la atención – Grite! Rompa algún vidrio! Suene el claxon!
- Lleve un teléfono celular.

EL CET se toma la responsabilidad de informar a la comunidad del campus de cualquier peligro a su bienestar con prontitud. Cada campus de CET puede llevar a cabo las funciones de comunicación utilizando una variedad de maneras: hacer llamadas telefónicas, enviar mensajes de texto, utilizar un sistema de localización, utilizar radios de dos vías, correo electrónico, poner anuncios en las aulas, poner Avisos de seguridad, y proporcionar informes según sea necesario.

Los estudiantes deben comunicarse con un miembro del personal CET, y la policía si es necesario, cuando oigan o vean actividades sospechosas. Los estudiantes y el personal revisarán los procedimientos de seguridad del campus y las prácticas cada seis meses.

Autoridades de Seguridad del Campus

En California, no todas las autoridades de seguridad poseen la autoridad de enforzaar la ley. Las Autoridades de Seguridad del Campus son responsables por proveer ayuda, informe de crímenes, investigaciones, emergencias medicas, emergencias de incendios, accidentes, y todo tipo de incidentes que requieran ayuda policiaca.

Reportes de Incidentes y Delitos

El director del centro normalmente se encargará de reportar un incidente o crimen. Si el Director del Centro no está disponible, un empleado con responsabilidad importante sobre los estudi-

ties are posted on the Campus Crime Bulletin Board at each campus and may vary at each campus, and may include the following staff:

- Center Director
- Training Manager
- Office Manager
- Financial Aid Officer
- Admissions Advisor
- Instructor
- Support Advisor
- Job Developer or Industrial Relations Specialist
- Corporate Staff

CET Campus Security Authorities will notify local law enforcement agencies whenever an incident or crime poses any threat to the campus community. Campus Security Authorities will render all possible assistance provided such assistance can be given without significantly endangering themselves, the officer, or others involved in the crime.

Crimes in progress and crimes that have just occurred should be reported immediately by calling 9-1-1. Whenever possible, the actual victims or witnesses of the crime should be directly involved. First-hand information is always more accurate and complete.

When calling to report a crime or incident, please be ready to give information such as:

- a brief description of the occurrence,
- when and where the incident occurred,
- weapons the suspect(s) carried,
- where and when the suspect(s) was last seen, description of the suspect(s) (including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars) and any other relevant information.

Offenses which are committed by students or staff may be referred for criminal prosecution. CET may impose sanctions up to and including expulsion of students and/or termination of employment in accordance with the Student Catalog and the Personnel Policy Handbook.

Reporting Sexual Assault

All sexual assaults on or around campus should be reported immediately to the police by dialing 9-1-1 and the Center Director by dialing the telephone number of the appropriate center or contacting the Corporate Human Resources Department by dialing (408) 287-7924. Regardless of how a report is made, it is important to report incidents promptly so that an investigation can be conducted and evidence preserved.

- Get to a safe place.
- Call the Police Department 9-1-1. (the police agency having jurisdiction of the location where the crime occurred)
- Call the Rape Crisis Line (Sexual Assault) (800) 656-4673. If not, the police department can assist with identifying treatment, counseling, and other services.
- Inform the Center Director or any Campus Security Authority on campus.
- Call Human Resources Department during business hours (8:00 a.m. to 5:00 p.m.) at (408) 287-7924.

antes se considera la autoridad de seguridad del campus.

Las autoridades de seguridad del plantel se publican en el Boletín de Delitos del Campus en cada escuela y puede variar en cada campus:

- Director del Centro
- Gerente de Capacitación
- Gerente de Oficina
- Oficial de Ayuda Económica
- Consejero de Admisión
- Instructor
- Consejero de Soporte
- Especialist en Colocación de Empleo
- Personal Corporativo

Las Autoridades de Seguridad del Campus notificarán a la policía local cada vez que un incidente o crimen representa una amenaza para la comunidad estudiantil. Las autoridades de seguridad del campus prestarán toda la asistencia posible provisto que tal ayuda se pueda brindar sin ponerse en peligro de manera significativa, el oficial u otras personas involucradas en el crimen.

Los delitos en progreso y los delitos que han ocurrido recientemente debe ser reportados inmediatamente llamando al 9-1-1. Siempre que sea posible, las verdaderas víctimas o testigos del delito debe estar directamente involucrados. Información de primera mano es siempre más exacta y completa.

Cuando llame para reportar un crimen o incidente, por favor, estar dispuestos a dar la información, tales como:

- una breve descripción de la ocurrencia,
- ¿Cuándo y dónde ocurrió el incidente,
- armas del sospechoso (s) transportada,
- ¿Dónde y cuando el sospechoso(s) fue visto por última vez, descripción del sospechoso (s) (incluyendo género, raza, edad, altura, peso, color de pelo / longitud, la ropa, el pelo facial, tatuajes / cicatrices) y cualquier otra de la información.

Los delitos que son cometidos por los estudiantes o el personal pueden ser referidos para enjuiciamiento penal. CET podrá imponer sanciones que puedan incluir la expulsión de los estudiantes y / o terminación del empleo, de acuerdo con los reglamentos del Catálogo Estudiantil y el Manual de Política del Personal.

Reportando Asalto Sexual

Todas las agresiones sexuales en o alrededor del campus debe ser reportado inmediatamente a la policía marcando el 9-1-1 y el Director del Centro, marcando el número telefónico del centro apropiado o ponerse en contacto con la Dirección General de Recursos Humanos a los teléfonos (408) 287-7924. Es importante denunciar los hechos con prontitud, sin importar la manera, a fin de que la investigación se lleve a cabo y se conserve la evidencia.

- Vaya a un lugar seguro.
- Llame a la Policía al 9-1-1. (la agencia judicial con jurisdicción en el lugar del atentado.)
- Llame a la Línea de Crisis de Violación (Asalto Sexual) (800) 656-4673. La policía tambien puede recomendar tratamiento, consejería, y otros servicios.
- Notifique al Director u a otra Autoridad de Seguridad del campus.

- Call Corporate Security at (408) 591-3337.
- Seek medical attention regardless of your intention to notify police. A medical examination is important to check for sexually transmitted diseases, other infections, injuries, and pregnancy.
- Preserve evidence; physical evidence is paramount in the prosecution of assailants. Generally evidence should be collected immediately after the assault and only by a certified medical facility upon the request of a law enforcement agency.
- To preserve evidence after an attack, you should not change your clothes, bathe, shower, apply medication, or take any other personal hygiene action before contacting police. If it becomes absolutely necessary that you change your clothes, each item should be packaged separately in a paper bag. If oral contact took place, do not brush your teeth, use mouthwash or smoke.
- Do not straighten up or clean the area where the assault took place.

Every effort is made to ensure our campus environment promotes and assists in prompt reporting of sexual assaults. CET has limited resources and will transfer the investigation of sexual assault crimes to the local agency having concurrent jurisdiction.

The police department will assist with identifying treatment, counseling, and other services. Additional hotline phone numbers are posted on the Campus Security Bulletin Board.

Offenses which are committed by students may be referred for criminal prosecution and/or dealt with by CET in student disciplinary proceedings. CET's disciplinary proceedings may impose sanctions up to and including expulsion. A public log of crimes reported to CET is available for public inspection during normal office hours.

CET, upon written request, will disclose to the alleged victim of any crime of violence, or a non-forcible sex offence, the results of any disciplinary proceedings conducted by CET against the student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of alleged victim.

Criminal Prosecution

Notification to a police agency begins the criminal prosecution process. CET will facilitate contact with the local law enforcement agency or provide information about how to contact them directly. Trained police officers will facilitate medical and counseling services, referrals, and the collection of evidence and information. You will be interviewed at a location of your choice and will be allowed or offered an advocate to accompany you during all aspects of the investigation. The protection of the victim's name and any identifying information will be of the highest priority. Your decision to prosecute does not necessarily have to be made during initial contact with officers and your decision determines the officers' subsequent investigation protocol. Officers have legal authority to arrest as appropriate and to forward the case to the District Attorney's Office for criminal prosecution.

- Llame al Depto. de Recursos Humanos durante horario regular (8:00 a.m. to 5:00 p.m.), (408) 287-7924.
- Notique a los Oficiales de Seguridad Corporativa en el (408) 591-3337.
- Busque atención médica sin importar su intención de notificar a la policía. Un examen médico es importante para detectar enfermedades de transmisión sexual, otras infecciones, lesiones, y el embarazo.
- Preserve evidencia; evidencia física es fundamental en la persecución de los asaltantes. En general, la evidencia debe ser recogida inmediatamente después del asalto y sólo por un centro certificado médico en el momento de la solicitud de agentes de la ley.
- Para preservar la evidencia despues de un asalto, no debe cambiarse de rope, bañarse, durcharse, untarse medicamentos, o tomar cualquier accion higienica antes de comunicarse con la policía. Si llega a ser absolutamente necesario que se cambie de ropa, cada elemento debe ser empacados por separado en una bolsa de papel. Si hubo contacto oral, no se cepilla los dientes, no use enjuague bucal y no fume.
- No arregle o limpie el lugar donde el asalto ocurrió.

CET se esfuerza por asegurar que el entorno escolar promueva y colabore en la notificación rápida de las agresiones sexuales. CET tiene recursos limitados y transferirá la investigación de los delitos de agresión sexual a la policía local.

El departamento de policía ayudará a identificar el tratamiento, consejería y otros servicios. Otros números de teléfono de línea directa se publican en los boletines de seguridad del campus.

Los delitos que son cometidos por los estudiantes pueden ser referidos a enjuiciamiento penal y/o tratados por CET a traves de procedimientos disciplinarios. Tales reglamentos pueden imponer sanciones, incluyendo la expulsión. Un registro público de los delitos denunciados a CET está disponible para inspección pública durante las horas normales de oficina.

CET informará a la presunta víctima (si ésta lo solicita por escrito) de cualquier delito de violencia, o un delito sexual no forzada, los resultados de cualquier procedimiento disciplinario llevado a cabo por CET en contra del presunto autor del crimen o delito (si es estudiante). Si la presunta víctima ha fallecido como consecuencia de un crimen o delito, la información se proporcionará, a los familiares de la presunta víctima, si asi es solicitado.

Persecución Penal

La notificación a una agencia de la policía es el primer paso del proceso de enjuiciamiento penal. CET facilitará el contacto con la policiía local o proporcionará la información de cómo comunicarse con ellos directamente. El personal policiáco facilitará los servicios médicos, de consejería, de referencias, y colectará la evidencia e información. La víctima será entrevistada donde prefiera y se le ofrecerá un abogado para que le acompañará durante todos los aspectos de la investigación. La protección del nombre de la víctima y cualquier información de identificación será de la más alta prioridad. Su decisión de enjuiciar no necesariamente tiene que hacerse durante el contacto inicial con los investigadores y su decisión determina el protocolo a seguir de los oficiales de investigación. Los oficiales tienen autoridad le-

Sex Offender Registration Information

In order to fulfill the requirements of the "Campus Sex Crimes Prevention Act" of 2000, CET is providing a link to an online registry for sex offenders. This act requires all institutions of higher learning to provide instruction to students and staff on how to access information on sex offenders on or near campus. The sex offender sex offender registry can be found online for the states below at:

California	http://www.meganslaw.ca.gov
Virginia	http://sex-offender.vsp.virginia.gov/sor/
Texas	https://records.txdps.state.tx.us/SexOffender/

This registry is not intended to punish the offender and specifically prohibits using the information to harass or commit any crime against an offender. In California, the California Department of Justice is responsible for maintaining this registry.

Statement of Intent Regarding the Dating and Domestic Violence Protocol

Dating and domestic violence (also known as intimate partner violence) is a crime punishable by both civil and criminal legal action and a serious violation of CET's Standards of Conduct. Dating and domestic violence will not be tolerated within our community. The Dating and Domestic Violence Response Protocol prohibits all forms of dating, domestic, and/or intimate partner violence, including but not limited to: physical violence (e.g., kicking, hitting, pinching, choking, biting), sexual violence (e.g., forcing a partner to take part in a sex act when the partner does not consent), emotional violence - including verbal/written violence (e.g., isolation, intimidation, belittling, stalking, "outing" someone against his/her will, cyber bullying/harassment, threat of physical force), and economic abuse (i.e., withholding financial resources to intimidate, threaten, or cause a person to remain in a relationship because of access to finances).

Dating and domestic violence are criminal offenses, and should be reported to the proper authorities. CET students are charged with the responsibility of being familiar with and abiding by the Standards of Conduct set forth in our on-line Student Handbook. Students may be subject to both criminal prosecution and on-campus disciplinary action. Staff, students, and visitors of the CET community are strongly encouraged to report all incidents of dating, domestic, and/or intimate partner violence.

If you have experienced or are experiencing dating, domestic, and/or intimate partner violence, consider the following:

1. Go to a safe place and/or find someone you can trust. If possible, separate yourself from the alleged perpetrator(s).
2. Find support for yourself by contacting a friend, family member, member of your church. CET does NOT have any confidential campus resource such as Student Health and Counseling Staff, Chaplain and/or Rabbi).
3. The CET Center Director can assist you in identifying immediate strategies and actions that can be taken to increase your safety.
4. Obtain medical attention, if needed. We strongly suggest gal para hacer detenciones relacionadas con su caso y remitir el caso a la Oficina del Fiscal del Distrito para su procesamiento penal.

Información sobre el Registro de Ofensores Sexuales

Con el fin de cumplir con los requisitos de la "Ley de Prevención de Delitos Sexuales del Campus", del 2000, el CET proporciona un enlace a un registro en línea para los delincuentes sexuales. Esta ley requiere que todas las instituciones de educación superior enseñen a los estudiantes y al personal sobre cómo acceder a la información sobre delincuentes sexuales en o cerca del campus. El registro de delincuentes sexuales se puede encontrar en la internet para los estados que aparcen en la gráfica siguiente:

California	http://www.meganslaw.ca.gov
Virginia	http://sex-offender.vsp.virginia.gov/sor/
Texas	https://records.txdps.state.tx.us/SexOffender/

Este registro no tiene la intención de castigar al delincuente y específicamente prohíbe el uso de la información para acosar o cometer cualquier crimen en contra de un delincuente. En California, el Departamento de Justicia de California es responsable de mantener este registro.

La Declaración de Intenciones Respecto al Protocolo de Violencia Doméstica y la Violencia de Pareja

La violencia doméstica y la violencia de noviazgo (también conocida como la violencia de pareja) son delitos punibles legales civiles y penales y ambos constituyen una grave violación de las normas de conducta del CET. Este tipo de violencia doméstica o de pareja no se tolera en nuestra comunidad y está prohibida por el Protocolo de Respuesta a la Violencia Doméstica y de Pareja. La violencia de pareja, incluye pero no se limita a: la violencia física (por ejemplo, patadas, golpes, pellizcos, asfixia, mordizcos); la violencia sexual (por ejemplo, obligando a un socio para participar en un acto sexual cuando la pareja no da su consentimiento); la violencia emocional (por ejemplo: actos de violencia verbal/escrita como el aislamiento, intimidación, menosprecio, acecho, revelación de secretos personales en contra de la voluntad de una persona, acoso cibernético, amenaza con fuerza física); y el abuso económico, es decir, la retención de los recursos económicos para intimidar, amenazar o causar una persona a permanecer en una relación a cambio de acceso a dinero).

La violencia doméstica y la violencia entre pareja son delitos criminales y deben ser reportados a las autoridades correspondientes. Es la responsabilidad del estudiante de CET estar informado y cumplir con las normas de conducta establecidas en el catálogo del estudiante localizado en el sitio de internet de CET (cetweb.org). El estudiante está sujeto a consecuencias penales y a medidas disciplinarias en el campus de CET. Se recomienda al personal y a estudiantes de CET, como también a los visitantes de la comunidad, que reporten todos los incidentes de violencia doméstica y violencia de pareja.

Si usted ha sido víctima o está sufriendo violencia doméstica o de pareja considere estas recomendaciones:

that if you believe an exam/testing is desired and/or necessary that you request a Sexual Assault Nurse Examiner (S.A.N.E.) to provide the examination. You have the right to have a support person accompany you to the exam. Document for yourself as soon as possible what happened (i.e., time, date, sequence of events, descriptions, witnesses). It is important to not destroy any evidence of violence (e.g., email/Facebook/Plans correspondences, voicemail/text messages).

5. Report incident to the Center Director and/or local police.
6. Call the National Domestic Violence Hotline at 1800-799-7233 or connect to www.ndvh.org
7. Report the incident to the Human Resources Department at (408) 287-7924 (Business Hours: 8:00 a.m. – 5:00 p.m.)
8. You have the right to choose to do any or all of these options, or to do nothing. The choice is yours.

The CET Emergency Response

The emergency response and evacuation procedures are publicized each year as part of CET's Cleary Act compliance effort; the information is available on CET's website. CET is required to test emergency procedures on at least an annual basis. The test includes scheduled drills, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

1. Busque apoyo o refugio en un lugar seguro y/o acuda a alguién en quién confíe. Si es posible, sepárese del presunto responsable.
2. Busque el apoyo de un amigo, un familiar, miembro de la iglesia. CET no dispone de recursos de confidencialidad como personal de consejeria y salubrida, un capellán o rabí, en ninguno de sus sucursales o campuses.
3. El Director de CET puede ayudarle a identificar inmediatamente estrategias y acciones que usted puede tomar para aumentar su seguridad.
4. Obtenga atención medica, si es necesario. Si usted piensa que debe, quisiera o necesita ser examinado/a le sugerimos que pida una enfermera especializada en casos de asalto sexual (*Sexual Assault Nurse Examiner)*. Usted tiene derecho de tener una persona de apoyo durante la examinación. Documente lo sucedido lo más pronto posible (por ejemplo, tiempo, fecha, secuencia de eventos, descripciones, testigos). Es importante no destruir ninguna evidencia de violencia (por ejemplo, correo electrónico, Facebook, correspondencias, mensajes de voz y textos).
5. Reporte cualquier incidente al Director de la escuela y/o a la policía local.
6. Llame al Número Nacional de Violencia Doméstica: (1-800-799-7233 o conéctese a www.ndvh.org.
7. Reporte el incidente al Departamento de Recursos Humanos de CET llamando al (408) 287-7924 durante el horario normal de trabajo: 8:00am - 5:00pm.
8. Usted tiene el derecho de elegir una o todas las opciones de acción mencionadas o de no hacer nada. La decisión es suya.

Protocolo de Emergencia de CET

La respuesta de emergencias y procedimientos de evacuación se publican anualmente en el sitio de Internet de CET con el fin de cumplir con la Ley Cleary. El CET está obligado a poner a prueba los procedimientos de emergencia al menos una vez al año. La prueba incluye ejercicios simulados y un seguimiento adecuado a través de actividades, diseñado para la evaluación y la evaluación de los planes de emergencia y las capacidades.

Students with Disabilities

CET shall not discriminate against a qualified individual with a disability because of the disability with regard to the provision of CET training, programs, services, and activities.

A person who is otherwise qualified may request accommodation related to his or her disability, provided that the accommodations do not impose an undue hardship on CET.

Students have the following rights under: Section 504 of the 1973 Rehabilitation Act, as revised (29 U.S.C. 794); The American Disabilities Act 28 CFR 35.102-35.104; CA Assembly Bill 803 Government Code Section 11135 et.seq., and Title V, Section 56008 of CA Education Code.

- Right to confidentiality and protected disclosure of student records.
- Right to access training, programs, activities, services and facilities to facilitate learning. CET will make every reasonable effort to provide access.
- Right to request reasonable accommodation to facilitate participation in training and campus activities.
- Right to protection against discrimination based on association with a person with a disability. As a friend or companion of a student with a disability, a student should not be treated differently from other students who are non-disabled.
- Right to safety requirements based on actual risks, not speculation or stereotype.
- A right to participate in campus activities and class demonstrations to the extent a disability does not pose a risk to the student or to other students.
- Right to request academic adjustments to facilitate student participation in hands-on training and campus activities.
- Right to modification in policies unless the modification fundamentally alters the nature of services or activities. The student has the right to request changes in class or campus policies to facilitate the student participation in training and campus activities. Request will be evaluated in terms of how the modification might affect training standards.

If a student feels that he/she is the target of discriminatory treatment, the student can file a complaint with the Human Resources Director, (408) 287-7924, during business hours. Dial 711 for Relay Services.

Student Responsibilities

A student with disabilities has the following responsibilities:

- Apply for and secure available comparable services and benefits from outside government agencies such as vocational rehabilitation programs, social security programs, and other disability agencies.
- Provide documentation of disability.
- Provide the name and contact information of the rehabilitation counselor.
- Engage in an interactive process as needed.
- Request accommodations and access to training, programs,

Estudiantes con Incapacidades

EL CET no discriminará respecto a empleo o provisión de entrenamiento, cursos, servicios y actividades, a individuos incapacitados en base a su incapacidad. Una persona que este calificada puede solicitar “acomodación” relacionada a su incapacidad provisto que tal acomodación no imponga dificultades desmedidas para CET.

EL estudiante tiene los siguientes derechos bajo estos estatutos: la Sección 504 del Acta de Rehabilitación de 1973, enmendada (29 U.S.C. 794), Acta de Americanos con Incapacidad 28 CFR 35.102-104; Ley 803 de La Asamblea de CA, Código Gubernamental Sección 11135 et seq., y Título V, Sección 56008 del Código Educacional de CA.

- Derecho de confidencialidad y revelación protegida de expedientes académicos.
- Derecho de acceso a entrenamiento, programas, actividades, y servicios de aula para facilitar el aprendizaje.
- Derecho de solicitar adaptaciones apropiadas para facilitar el entrenamiento y las actividades del campus.
- Derecho de protección contra la discriminación por asociación: un amigo o compañero de una persona incapacitada no debe ser tratado de manera diferente por estudiantes que no tengan incapacidades.
- Derecho a requisitos de seguridad basada en riesgos actuales, no en especulaciones o estereotipos.
- Derecho a participar en actividades del campus, demonstraciones escolares de manera que la incapacidad no exponga a algún riesgo al estudiante o a otros estudiantes.
- Derecho a solicitar ajustes académicos para facilitar la participación del estudiante en trabajos manuales y otras actividades del campus.
- Derecho a solicitar una modificación a las reglas al menos que tal modificación altere fundamentalmente la naturaleza de los servicios o actividades. Tal solicitud será considerada en vista del efecto o impacto a los estándares del entrenamiento o capacitación.

Si un estudiante considera que está recibiendo trato discriminativo, debe registrar una queja con la Directora de Recursos Humanos, (408) 287-7924 durante las horas de servicio. Marque el 711 para servicios de retransmision de telecomunicaciones.

Responsabilidades del Estudiante

El estudiante con incapacidades tiene las siguientes responsabilidades:

- Solicitar y asegurar servicios y beneficios disponibles comparables de agencias exteriores del gobierno, tales como los programas de formación y rehabilitación profesional, programas del seguro social, y otras agencias de discapacidad.
- Proporcionar documentación de la discapacidad.
- Proporcionar el nombre del consejero de rehabilitación y la información para comunicarse con el consejero.
- Participar en un proceso interactivo, según sea necesario

activities, services, and facilities in a timely manner.

- Use accommodations appropriately.
- Notify approximately 24-hours in advance for planned absences from training where services are being provided.
- Assist CET staff with the determination and assessment of your individual needs.
- Students who need reasonable accommodations must meet with the Center Director and the Human Resources Director to assess the nature of the disability and accommodations.

- Proporcionar servicios de discapacidad que actualmente reciben.
- Solicitar adaptaciones y acceso a entrenamiento, programas, actividades, servicios e instalaciones de manera oportuna.
- Utilizar adaptaciones adecuadamente.
- Notificar aproximadamente 24 horas por adelantado las ausencias previstas de entrenamiento donde se proporcionan los servicios.
- Ayudar al personal de CET con la determinación y la evaluación de sus necesidades individuales.
- Estudiantes que necesitan adaptaciones razonables deben reunirse con el Director del Centro y la Directora de Recursos Humanos para evaluar la naturaleza de la discapacidad y la adaptación.

Board of Directors

The CET Board of Directors is comprised of volunteer community members committed to ensuring quality education for all who desire training. The Board of Directors hires the President/CEO, sets policy, and plays an active part in the development of CET programs.

Mesa Directiva

La Mesa Directiva de CET se compone de miembros voluntarios de la comunidad dedicados a proveer una educación excelsa a todos los que deseen ingresar a la escuela. La mesa directiva contrata a la Directora Ejecutiva, establece las pólizas de la corporación, y desempeña una parte activa en el desarrollo de los programas de CET.

Board of Directors / Mesa Directiva

Chairman
Bob Martinez
IBM Outreach Program Manager-retired

Vice-Chair
Chris Longoria
Personnel Chair
Fundrasing & Marketing Chair, San Diego State University

Secretary
Daniel Ezquerro
SJECCD- IT Helpdesk

Treasurer - Finance Chair
Randy Lee
First Bank – Retired

Greg Adams
Pepsi Beverages Company
Sr Director Sales Support: S&D and Warehouse Operations, CA Region-retired

Irene Gutierrez
NBD, SJECCD - Senior Help Desk

Sam Ho
San Jose City/Evergreen Community College District

Rosa Perez
Small Business Owner

Jose S. Romero
Intel Corporation
Program Manager-retired

Ed Ramirez
Boeing (SDC)
Manager - Systems Test Engineering, Commercial Programs

Nancie Fimbel
Strategic Planning Chair
Prof. Emeritus, SJSU

Ruben Solorio
Presdient - Sacred Heart Divinity Schools

Juan Regalado
Department of Labor - Retired

Staff: Hermelinda Sapien, President / CEO
Marite Marlow, Chief Financial Officer

CET Management System

CET utilizes a three-tiered management system. Each center operates under the supervision of a Director. The Center Directors report to Regional Directors, who report to the Chief Operations Officer. Most of CET Corporate Directors operate out of Corporate headquarters in San Jose, California. CET has Regional Administrative Offices in San Diego, California, Alexandria, Virginia, and in Watsonville, California.

President and CEO

Hermelinda Sapien

Legal Status

Center for Employment Training is a California non-profit corporation authorized to do business by the California Department of State.

Bankruptcy

The undersigned as the Chief Financial Officer for the Center for Employment Training (CET), herein makes the following statement: "*CET does not have a pending petition in bankruptcy nor is operating as a debtor in possession. Furthermore, CET has not filed a petition within the preceding five years nor has had a petition in bankruptcy against it within the preceding five years that resulted in a reorganization under Chapter 11 of the United States Bankruptcy code (11 U.S.C. Sec. 1101 et Seq.). 94909(a)(12).*"

Marite Marlow

Marite Marlow, Chief Financial Officer

Administración de CET

CET utiliza un sistema de Administración de tres niveles. Cada Centro opera bajo la supervisión de un Director; los Directores de Centro se reportan a Directores Regionales; y estos se reportan al Director de Operaciones. La mayoría de los Directores Corporativos están situados en la Oficina Corporativa de CET ubicada en San Jose, California. CET tiene oficinas Administrativas Regionales en San Diego, California, Alexandria, Virginia, y en Watsonville California.

Presidente y Directora Ejecutiva

Hermelinda Sapien

Estado Legal

El Centro de Entrenamiento para Trabajo es una corporación no lucrativa con licencia de negocios otorgada por el Departamento de Estado de California.

Bancarrota

El firmante de abajo, como el Director Financiero para el Centro de Entrenamiento para Trabjajo (CET), declara lo siguiente: "*el CET no tiene una petición pendiente en caso de bancarrota, ni está operando como un deudor en posesión. Además, la CET no ha presentado una petición dentro de los cinco años anteriores o ha tenido una petición de bancarrota en su contra en los últimos cinco años, que dió lugar a una reorganización bajo el Capítulo 11 del Código de Bancarrota de Estados Unidos (11 USC sec. 1101 et seq.). 94909 (a) (12).*"

Marite Marlow

Marte Marlow, Chief Financial Officer

Main Campus & Branch Locations

Center for Employment Training - San Jose Main Campus
701 Vine Street
San Jose, California 95110
(408) 534-5360

Center for Employment Training - Alexandria Branch
6295 Edsall Road, Plaza 500, Suite 220
Alexandria, Virginia 22312
(703) 461-9767

Center for Employment Training - Coachella Branch
49-111 Highway 111, Suite 5
Coachella, California 92236
(760) 398-8889

Center for Employment Training - Colton Branch
1099 N. Pepper Avenue
Colton, California 92324
(909) 478-3818

Center for Employment Training - El Centro Branch
294 South Third Street
El Centro, California 92243
(760) 337-6565

Center for Employment Training - El Paso Branch
294 Candelaria Street
El Paso, Texas 79907
(915) 859-1070

Center for Employment Training - Oxnard Branch
761 South C Street
Oxnard, California 93030
(805) 487-9821

Center for Employment Training - Salinas Branch
24 East Alvin Drive
Salinas, California 93906
(831) 424-0665

Center for Employment Training - Soledad Branch
930 Los Coches Drive, Suite 103
Soledad, California 93960
(831) 678-0448

Center for Employment Training - San Diego Branch
4153 Market Street, Suite C
San Diego, California 92102
(619) 527-4895

Center for Employment Training - San Jose
Main Campus Extension*
1780 Angela Street
San Jose, California 95125
(408) 292-9525

* Administered by the Main Campus

Center for Employment Training - Santa Maria Branch
509 Morrison Avenue
Santa Maria, California 93458
(805) 928-1737

Center for Employment Training - Watsonville Branch
10 Blanca Lane
Watsonville, California 95076
(831) 728-4551

CATALOG ADDENDA

Academic Year 2023 – 2024

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CENTER FOR EMPLOYMENT TRAINING
SAN JOSE MAIN CAMPUS
701 VINE STREET, SAN JOSE, CA 95110
Extension: 1790 Angela Street • San Jose, CA 95125
Tel: (408) 534-5360 • Fax: (408) 534-5314 • Website: www.cetweb.edu

Academic Year: July 1, 2023 – June 30, 2024

CENTER FOR EMPLOYMENT TRAINING
SAN JOSE MAIN CAMPUS

Business Hours:
Monday – Friday 8:00am – 5:00pm
Evening hours available by appointment only.

PASCAL DO – CHIEF OPERATING OFFICER
EDWARD ROMERO – INTERIM CENTER DIRECTOR

Mission Statement

The Mission of CET, an economic and community development corporation, is to promote human development and education by providing people with marketable skills training and supportive services that contribute to self-sufficiency.

Facility Description

The San Jose Main Campus of the Center for Employment Training is situated in a residential area of downtown San Jose. The school is readily accessible by either private transportation or public transit, and is in close proximity to Interstate 280 (at the southbound Vine/Almaden Exits) and Highway 87. Buses and light rail through the Santa Clara Valley Transit Authority (VTA) run regularly, and the Convention Center light rail station is ½ mile north of the CET San Jose building. In addition, there is a bus stop for the VTA #25 bus line at the southwest corner of the campus. For those who drive, ample parking is available in our own adjacent lots. The campus is located in a spacious, renovated historic structure that formerly served as Woodrow Wilson Junior High School, and is accessible to those with physical disabilities.

The 110,000 square foot facility houses numerous classrooms and offices, including the CET Corporate offices on the second floor, as well as an outdoor Spanish-style courtyard, a 531-capacity theatre, several conference rooms and a 300-capacity multipurpose room. The amenities of the Center include a state-of-the-art culinary facility, which is managed by two Chef Instructor-Advisors, and a catering team. In addition, immigration and/or naturalization, and citizenship services can be found on the first floor. Finally, the CET San Jose main campus hosts a variety of programs serving the surrounding community in the evenings and on weekends.

An Extension of the San Jose Main Campus is located at 1790 Angela Street. This location, located in the heart of an industrial area of San Jose, is 1.2 miles away from the main San Jose Campus. The facility is 7,144 square feet and houses the Automotive Specialist program, a spacious shop for hands-on training, and a computer lab.

Program Delivery Format

Some programs at this campus are approved as both Traditional and Hybrid. CET reserves the right to offer programs in either or both formats based on local needs and demands, or in the event of campus closures due to force majeure events, e.g. floods, fires, climate catastrophes, pandemic, etc. Current delivery format is noted for each program.

Program Description

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Automotive Specialist	**AS30**	**810**	**27**	**$14,221**

Program Tuition: The published tuition for this program are the "Total Charges". No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives
This program will prepare students to perform the duties and responsibilities required by entry-level positions in the automotive field, such as auto mechanic apprentice, brake repairer, front end mechanic, brake drum lathe operator, tire installer, and tune-up mechanic. Students will learn automotive theory, OSHA safety standards, auto-related math, including troubleshooting and repairing carburetor systems, emission control systems, and brake systems. Additionally, students will demonstrate proficiency in customer service, the use of the internet, and job search skills. Finally, students will become proficient in performing tune-ups and wheel alignment and balancing.

Methods of Instruction
This program is offered as a Traditional on-campus program and will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation
Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria
Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements
To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

Instructional Materials and Uniforms
The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

Note: Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. The appropriate cost will be deducted from the published program tuition. Students opting out must do so at enrollment or prior to the end of the 10-day cancellation period. Students may not opt out of purchasing books/e-books that have been customized for CET training programs, the toolkit, and PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

Program Competencies		Hours
1.	Automotive Related Math	90
2.	Shop Safety	75
3.	Automotive Theory	95
4.	Fuel Delivery Systems	100
5.	Emission Control Systems	100
6.	Diagnostics and Tune-Ups	100
7.	Brake Systems	100
8.	Steering and Suspension Systems	100
9.	Job Preparedness	20
10.	Customer Service Skills	10
11.	Basic Computer Skills	20
Total Hours of Instruction		**810**

Because instruction is personalized, competency completion time may vary among students.

Instructional Equipment
Students will have access to a variety of automotive tools, equipment, and shop materials and supplies for training on a daily basis, including, but not limited to: multiple vehicle lifts, wheel alignment and wheel balancing equipment, tire repair equipment, presses, lathes, grinders, compressors, assorted jacks, brake service equipment, electronic scopes, tune-up and timing equipment, battery chargers, assorted electrical and mechanical testing equipment, and multiple computer/vehicle scanners. Students will also have access to computer systems running with Windows 10 and Microsoft Office 2016, wireless internet, and printers.

Program Schedule
Schedule for AS30: M – F 8:00 am – 3:00 pm

Program Location
San Jose Main Campus Extension located at
1790 Angela Street, San Jose, CA 95125.

Program Description

*This program is no longer accepting enrollments – see **Low Voltage Applications Technician***

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Cable and Wireless Installation Technician	**CWIT30**	**900**	**30**	**$15,249**

Program Tuition: The published tuition for this program are the "Total Charges". No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives
This program will prepare learners to perform the duties and responsibilities required by entry-level installation technician positions. Graduates of the program will be responsible for the installation and troubleshooting of IoT, physical security systems, building access control and structured cable racking and networking technologies in commercial buildings, multifamily housing and data centers.
Additionally, learners will demonstrate proficiency in business communications with diverse team members and customers, the use of the Internet, hand, power and digital installation tools, electrical technology safety and job search skills. Strong foundational skills will be developed in various physical and wireless networking technologies and how to troubleshoot and resolve problems. Additionally, students will demonstrate proficiency in customer service and job search skills.

Methods of Instruction
This program is offered as a Traditional on-campus program and will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation
Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria
Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements
To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

Instructional Materials and Uniforms
The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of market rates. Prices are subject to change without notice.

Program Competencies		Hours
1.	Business Communication and Study Skills	30
2.	Customer Service and Teamwork Skills	30
3.	PC, Network and Mobile Devices	40
4.	NFPA 70E Qualified Person Safety	30
5.	Field Service Operations	60
6.	NEC/NFPA Limited Energy Electrical Building Code Manual	30
7.	Blueprint and Network Diagrams	30
8.	Residential and Commercial Structured Cabling	210
9.	Commercial and Data Center Racking and Cabling	240
10.	Troubleshooting Structured Wiring and Wireless Systems	160
11.	Job Preparedness	40
Total Hours of Instruction		**900**
Because instruction is personalized, competency completion time may vary among students.		

Note: Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. The appropriate cost will be deducted from the published program tuition. Students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Students may not opt out of purchasing books/e-books that have been customized for CET training programs, the toolkit, and PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

Instructional Equipment
Learners will have access to a variety of tools and equipment for daily training including, but not limited to: online simulation labs and electronic books, virtual reality safety labs and tablet computers for simulated field service technician use cases. Learners will have access to physical lab workplaces simulating commercial, multifamily housing and data center settings with laptop computers, rackable equipment and servers, panel-based security systems and digital, power and hand tools required to complete installation tasks.

Program Schedule: M – F, 8:00 am – 3:00 pm

Program Description

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Culinary Arts	**CUA30**	**810**	**27**	**$15,200**

Program Tuition: The published tuition for this program are the "Total Charges". No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives
This program will prepare students to perform the duties and responsibilities required by entry-level positions such as cook, pantry/prep cook, cafeteria cook, and baker/pastry assistant. Students will learn safety and sanitation and will have the opportunity to earn a Food Manager's Serve-Safe certificate. They will study and practice kitchen-related math and vocabulary, methods of cooking, sauces, stocks and soups, starches, and vegetable cookery. They will also practice in the pantry, learn baking and pastry skills, and study nutrition concepts. Additionally, students will demonstrate proficiency in customer service, the use of the internet, and job search skills. Students will also have the opportunity to participate in CET's catering and banquet events.

Methods of Instruction
This program is offered as a Traditional on-campus program and will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation
Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria
Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements
To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

Toolkit
Students enrolled in this program become eligible to receive a toolkit during the third week of enrollment in the program. It will be delivered to the student during regular program hours. Once issued, the toolkit becomes property of the student; the student is responsible for replacement of lost, stolen, or damaged items.

Instructional Materials and Uniforms
The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.

Program Competencies		Hours
1.	Culinary Terminology & Math Skills	70
2.	Safety & Sanitation	90
3.	Knife Skills	30
4.	Nutrition & Menu Planning	30
5.	Pantry	100
6.	Stocks, Soups, & Sauces	100
7.	Methods of Cooking	160
8.	Baking Basics	180
9.	Job Preparedness	20
10.	Customer Service Skills	10
11.	Basic Computer Skills	20
Total Hours of Instruction		**810**
Because instruction is personalized, competency completion time may vary among students.		

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e- books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

Note: Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. The appropriate cost will be deducted from the published program tuition. Students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Students may not opt out of purchasing books/e-books that have been customized for CET training programs, the toolkit, and PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

Instructional Equipment
Students will have access to a variety of tools and equipment for training on a daily basis, including, but not limited to: gas stoves and grills, convection and micro-wave ovens, deep fryers, mixers, scales, blenders, tilt
skillet, pots, pans, and cooking utensils. Students will access freezers, refrigerators, dishwashing equipment, food warmers, speed racks, icemakers, and stainless steel, wood, and steam worktables, among other kitchen implements.

Program Schedule
Schedule for CUA30 M – F, 8:00 am – 3:00 pm

Program Description

Coming soon; see the Admissions Advisor for information.

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Cybersecurity & DFIR Analyst	**CYSA30**	**900**	**30**	**$15,249**

Program Tuition: The published tuition for this program are the "Total Charges". No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives

This program prepares individuals for a career in the field of cybersecurity. It covers topics such as network security, operating system security, incident response, vulnerability assessment, cryptography, and compliance. The program focuses on providing both theoretical knowledge and practical skills in areas relevant to cybersecurity analysis and risk mitigation. Students will learn how to use tools that will focus on securing computer systems from unauthorized intruders and hackers. Graduates may also have the opportunity to obtain industry certifications to enhance their professional credentials and career. Additionally, students will demonstrate proficiency in customer service, extensive use of the internet, and job search skills for a career in this field.

Methods of Instruction

This program provides traditional in-the-classroom delivery and will be taught through a combination of lectures, hands-on, classroom, shop/lab projects, small group, and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements

To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

Instructional Materials and Uniforms

The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

Program Competencies		Hours
1.	Business Communication	60
2.	Victimology & Social Engineering	30
3.	Career Fundamentals	30
4.	Windows and Mobile OS Endpoint Protection	90
5.	Linux & MacOS Endpoint Protection	120
6.	Hybrid & Onsite 5G Fundamentals	100
7.	Descriptive Statistics & Investigation	90
8.	Principles of DFIR	60
9.	Digital Forensics & eDiscovery	80
10.	Ethical Hacking & Network Defense	90
11.	Cybersecurity Practice Labs	90
12.	Career Preparedness	60
Total Hours of Instruction		**900**

Because instruction is personalized, competency completion time may vary among students.

Note: Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. The appropriate cost will be deducted from the published program tuition. Students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Students may not opt out of purchasing books/e-books that have been customized for CET training programs, the toolkit, and PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

Instructional Equipment

Students will have access to a variety of tools, equipment, software, hardware and simulations for training on a daily basis, including, but not limited to a laptop or computer workstation, external storages, a forensic workstation to conduct forensic analysis, a virtualization platform with software such as VMware of VirtualBox to assist with various tests and analysis, a variety of routers, switches, and network cables for setting up isolated lab environments, malware analysis tools, physical evidence bags and much more.

Program Schedule

Schedule for **CYSA30:** M – F, 8:00 am – 3:00 pm

Program Description

*This program is no longer accepting enrollments – see **Early Childhood Care & Education***

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Early Childhood Teacher Assistant	**ECTA30**	**900**	**30**	**$15,249**

Program Tuition: The published tuition for this program are the "Total Charges". No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives

This program will prepare students to perform the duties and responsibilities required by entry-level positions in the childcare industry, such as early childhood teacher assistant, family childcare provider, family childcare business owner, childcare attendant, child monitor, and nursery attendant. Students will learn about the stages of child development and theories of learning, how to develop curriculum and materials for use with children, and childcare administration. They will study early childhood related English and math, and how to develop art and language programs. Students will have ample opportunity to interact with children in a childcare center setting and will plan and implement center activities. Additionally, students will demonstrate proficiency in customer service, the use of the internet, and job search skills. Finally, students will be taught how to work with parents and will gain proficiency in CPR/First Aid and related childcare center health and safety practices.

Special Requirements

This program requires students to have a clean record (*absence of criminal record for child abuse, child pornography, child endangerment, sexual offense, and/or any other felony*); be able to pass a fingerprint background check; a health screening, including a tuberculosis test (TB) and Flu shot.

Methods of Instruction

This program is offered as a Traditional on-campus program and will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer or laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements

To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

Program Schedule

Schedule for ECTA30: M – F, 8:00 am – 3:00 pm

Program Competencies		Hours
1.	Components of Early Childhood	85
2.	CPR – Health & Safety	85
3.	Work Experience A: Basic Child Care Center Procedures	80
4.	Work Experience B: Planning & Implementing Activities	160
5.	Curriculum/Materials Development	80
6.	Child Care Administration	85
7.	Art/Language Program Development	95
8.	Learning Philosophies	70
9.	Parent Interactions	70
10.	CCP Related English & Math	50
11.	Job Preparedness	20
12	Basic Computer Skills	20
Total Hours of Instruction		**900**

Because instruction is personalized, competency completion time may vary among students.

Instructional Equipment

Students in this program will have access to the following equipment for training on a daily basis, including, but not limited to: computer running Windows 10 and MS Office 2016, wireless internet, networked printers, television set, DVD/VHS player, paper cutters, and laminating tools. Students have access to the campus computer lab.

Instructional Materials and Uniforms

The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items. Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

Note: Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. The appropriate cost will be deducted from the published program tuition. Students opting out must do so at enrollment or prior to the end of the 10-day cancellation period. Students may not opt out of purchasing books/e-books that have been customized for CET training programs. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

Program Description

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Early Childhood Care & Education	**ECCE30**	**900**	**30**	**$15,249**

Program Tuition: The published tuition for this program are the "Total Charges". No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives

This program will prepare students to perform the duties and responsibilities required by entry-level positions in the childcare industry, such as early childhood teacher assistant, family childcare provider, family childcare business owner, childcare attendant, child monitor, and nursery attendant. Students will learn about the stages of child development and theories of learning, how to develop curriculum and materials for use with children, and childcare administration. They will study early childhood related English and math, and how to develop art and language programs. Students will have ample opportunity to interact with children in a childcare center setting and will plan and implement center activities. Additionally, students will demonstrate proficiency in customer service, the use of the internet, and job search skills. Finally, students will be taught how to work with parents and will gain proficiency in CPR/First Aid and related childcare center health and safety practices.

Special Requirements

This program requires students to have a clean record (*absence of criminal record for child abuse, child pornography, child endangerment, sexual offense, and/or any other felony*); be able to pass a fingerprint background check; a health screening, including a tuberculosis test (TB) and Flu shot.

Methods of Instruction

This program is offered as a Traditional on-campus program and will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer or laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements

To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

Instructional Equipment

Students in this program will have access to the following equipment for training on a daily basis, including, but not limited to: computer running Windows 10 and MS Office 2016, wireless internet, networked printers, television set, DVD/VHS player, paper cutters, and laminating tools. Students have access to the campus computer lab.

Program Competencies		Hours
1.	Components of Early Childhood	85
2.	CPR – Health & Safety	85
3.	Work Experience A: Basic Child Care Center Procedures	80
4.	Work Experience B: Planning & Implementing Activities	160
5.	Curriculum/Materials Development	80
6.	Child Care Administration	85
7.	Art/Language Program Development	95
8.	Learning Philosophies	70
9.	Parent Interactions	70
10.	CCP Related English & Math	50
11.	Job Preparedness	20
12	Basic Computer Skills	20
Total Hours of Instruction		**900**

Because instruction is personalized, competency completion time may vary among students.

Instructional Materials and Uniforms

The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items. Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

Note: Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. The appropriate cost will be deducted from the published program tuition. Students opting out must do so at enrollment or prior to the end of the 10-day cancellation period. Students may not opt out of purchasing books/e-books that have been customized for CET training programs. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

Program Schedule

Schedule for ECCE30: M – F, 8:00 am – 3:00 pm

Program Description

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Electrician (Residential & General)	**ELEC30B**	**900**	**30**	**$16,375**

Program Tuition: The published tuition for this program are the "Total Charges". No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives
This program will prepare students to perform the duties and responsibilities required by entry-level positions in the residential and light commercial electrical field. Students will learn to plan, layout, install, repair, and maintain electrical equipment that provides light, heat, communications, and power. Stu-dents will learn to read and follow blueprints and specifications to install electrical wires, cables, and conduit systems. All students will develop mechanical ability and a thorough know-ledge of the principles of electricity, circuitry, and power distribution within a building, and will gain fa-miliarity with the materials and techniques of construction. Students will become acquainted with local building and national electrical codes (NEC) and solar photovoltaic instal-lation and will demonstrate proficiency in customer service, internet use, and job search skills. Upon enrollment, students become eligible to register with the California DLSE to receive an Electrician Trainee card.

Methods of Instruction
This program is offered as a Traditional on-campus program and taught through a combination of lectures, hands-on classroom, shop and lab projects, small group, and individual projects.

Methods of Evaluation
Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer or laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria
Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements
To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

Instructional Materials and Uniforms
The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.
Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

Note: Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Students may not opt out of purchasing books/e-books that have been customized for CET training programs, the toolkit, and PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

Program Competencies		Hours
1.	Basic Safety	10
2.	Electrical Math	60
3.	Residential I	85
4.	Residential II: Wiring & Installation Methods	90
5.	Commercial I	150
6.	Commercial II	150
7.	Specialty Systems	150
8.	Basic Photovoltaics	150
9.	Customer Service Skills	10
10.	Basic Computer Skills	20
11.	Job Preparedness	25
Total Hours of Instruction		**900**

Because instruction is personalized, competency completion time may vary among students.

Toolkit
In this program, students become eligible to receive a toolkit during the third week of enrollment in the program. It will be delivered to the student during regular program hours. Once issued, the toolkit becomes property of the student; the student is responsible for replacement of lost, stolen, or damaged items.

Instructional Equipment
Students will access and utilize a variety of hand/power tools, electrical machinery, equipment, and materials for training daily. Such equipment includes, but not limited to: power drills, band saws, cordless Sawzall, ladders, and EMT benders, irradiance meters, solar cell classroom sets and associated components, solar water pumps, solar fountain kits, and associated components. A broad assortment of cabling, electrical boxes, hardware, connectors, staples, and hand tools are also available for use by students. Students will access a computer lab equipped with Windows 10 and MS Office 2016, networked printer, and internet access.

Program Schedule for ELEC30B: M – F, 8:00 am – 3:00 pm

Program Information

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
HVAC Technician & Green Technology	**HVGT30A**	**900**	**30**	**$15,500**

Program Tuition: The published tuition for this program are the "Total Charges". No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives
This program will prepare students to perform the duties and responsibilities required by entry level positions in the HVAC field, such as, HVAC and refrigeration mechanic, installer, and maintenance technician, AC Unit Tech, and heating and air conditioning installer. Students will learn safety, hand tools, basic electricity, equipment, and plumbing related to HVAC maintenance and repair. They will learn fundamental concepts of refrigeration, air distribution systems, silver brazing, soldering, and tubing practices, as well as refrigeration recovery. Students will demonstrate proficiency in customer service, the use of the internet, and job search skills.

Industry Certifications
Upon completion of this program, students will be prepared to take certification exams in EPA 410A and 608 Universal and ESCO's Green Awareness exam, and applicable HVAC Excellence Employment Ready Certifications.

Methods of Instruction
This program is offered as a Traditional on-campus program and will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless authorized by the CET Education Department following industry standards.

Scoring Criteria
Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements
To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

Industry Requirement
Due to the nature of the HVAC field, a valid driver's license is often a requirement for employment. Students are advised to obtain one prior to completing the program.

Instructional Materials and Uniforms
The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items. Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

Note: Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Students may not opt out of purchasing books/e-books that have been customized for CET training programs and PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

Instructional Equipment
Students will have access to a variety of materials, tools, and equipment on a daily basis, including, but not limited to: gauges, scales, meters, testers, detectors, manifold gauge sets, manifolds, leak detectors, crimpers, seamers, hand notchers, snips, tube benders, riveters, refrigerant recovery machinery, Bacharach Portable Gas Leak Detector, Fyrite Tech Analyzers, Wizard Stick Air Leak Indicator, and an assortment of hand tools, tool sets, and accessories used in the technical aspect of this trade.

Program Schedule
Schedule for HVGT30A: M – F, 8:00 am – 3:00 pm

Program Competencies		Hours
1.	Orientation to HVAC, Safety & Tools	30
2.	Trade Math	60
3.	Electricity	150
4.	Air Conditioning Fundamentals	150
5.	Heating Equipment	120
6.	Heat Pumps	60
7.	Brazing and Soldering	60
8.	Air Distribution Systems	120
9.	Green Technology	60
10.	Basic Computer Skills	30
11.	Customer Service Skills	30
12.	Job Preparedness	30
Total Hours of Instruction		**900**

Because instruction is personalized, competency completion time may vary among students.

Program Description

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
IT Support Specialist	**ITSS30**	**630**	**21**	**$11,476**

Program Tuition: The published tuition for this program are the "Total Charges". No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives
This program is an updated version of the Computer Support Specialist program, which includes new competency organization, new name, and 180 additional instructional hours in new content. The program will prepare students to perform the duties and responsibilities required by entry-level positions in the computing and IT support fields. Students will learn about computer hardware and operating systems, troubleshooting and repairing various devices, and using a helpdesk ticketing system. This program prepares students to take the CompTIA A+ certification exam, which is the industry standard for establishing a career in IT. Students will also demonstrate proficiency in customer service, the use of the internet, and job search skills.

Methods of Instruction
This program is offered as a Traditional on-campus program and will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation
Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria
Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Instructional Materials and Uniforms
The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

Note: Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Program Competencies		Hours
1.	Computer Hardware and Components	90
2.	PC Customization and Configuration	60
3.	Introduction to Network Topologies	50
4.	Small Office Home Office Networking	60
5.	Mobile Device Support	50
6.	Microsoft Windows	70
7.	OS Administration	70
8.	Linus and Mac OS	40
9.	Introduction to Cloud Computing	40
10.	OS Trouble Shooting	40
11.	Customer Service	30
12.	Job Preparedness	30
Total Hours of Instruction		**630**

Because instruction is personalized, competency completion time may vary among students.

Students may not opt out of purchasing books/e-books that have been customized for CET training programs, the toolkit, and PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

Instructional Equipment
Students in this program will have access to a variety of tools, equipment, and computer hardware and software required to learn and take part in this career path. Students will have access to the computer lab equipped with Windows 10 and MS Office 2016, networked printer, and internet access.

Graduation Requirements
To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

Program Schedule for ITSS30: M – F, 8:00 am – 3:00 pm

Program Description

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Low Voltage Applications Technician	**LVAT30**	**900**	**30**	**$15,249**

Program Tuition: The published tuition for this program are the "Total Charges". No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives
This program will prepare learners to perform the duties and responsibilities required by entry-level installation technician positions. Graduates of the program will be responsible for the installation and troubleshooting of IoT, physical security systems, building access control and structured cable racking and networking technologies in commercial buildings, multifamily housing and data centers.
Additionally, learners will demonstrate proficiency in business communications with diverse team members and customers, the use of the Internet, hand, power and digital installation tools, electrical technology safety and job search skills. Strong foundational skills will be developed in various physical and wireless networking technologies and how to troubleshoot and resolve problems. Additionally, students will demonstrate proficiency in customer service and job search skills.

Methods of Instruction
This program is offered as a Traditional on-campus program and will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation
Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria
Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements
To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

Instructional Materials and Uniforms
The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of market rates. Prices are subject to change without notice.

Program Competencies		Hours
1.	Business Communication	30
2.	Customer Service and Teamwork Skills	30
3.	PC, Network and Mobile Devices	40
4.	NFPA 70E Qualified Person Safety	30
5.	Field Service Operations	60
6.	NEC/NFPA Limited Energy Electrical Building Code Manual	30
7.	Blueprint and Network Diagrams	30
8.	Residential and Commercial Structured Cabling	210
9.	Commercial and Data Center Racking and Cabling	240
10.	Troubleshooting Structured Wiring and Wireless Systems	160
11.	Job Preparedness	40
Total Hours of Instruction		**900**
Because instruction is personalized, competency completion time may vary among students.		

Note: Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. The appropriate cost will be deducted from the published program tuition. Students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Students may not opt out of purchasing books/e-books that have been customized for CET training programs, the toolkit, and PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

Instructional Equipment
Learners will have access to a variety of tools and equipment for daily training including, but not limited to: online simulation labs and electronic books, virtual reality safety labs and tablet computers for simulated field service technician use cases. Learners will have access to physical lab workplaces simulating commercial, multifamily housing and data center settings with laptop computers, rackable equipment and servers, panel-based security systems and digital, power and hand tools required to complete installation tasks.

Program Schedule: M – F, 8:00 am – 3:00 pm

Program Information

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Medical Assistant	**MA30**	**900**	**30**	**$15,249**

Program Tuition: The published tuition for this program are the "Total Charges". No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives: This program will prepare students to perform the duties and responsibilities required by entry-level positions in the allied health care field, such as medical assistant, optometric assistant, blood donor unit assistant, electrocardiograph technician, optician apprentice, podiatric assistant, chiropractic assistant, or medical records clerk. Students will also become familiar with healthcare-related communication and interpersonal skills, receptionist and clerical procedures, and therapeutic and laboratory procedures. Students will study anatomy, physiology, safety precautions, medical emergencies, pharmacology, and issuing medications. They will demonstrate proficiency in customer service, the use of computers, and internet as well as job search skills. Upon completion, the students will be prepared to take the American Medical Technologists (AMT) Registered Medical Assistant (RMA) certification exam.

Special Requirements: Students must have required immunizations complete prior to enrollment in this program. They must have a clean record and be able to pass a fingerprint background check, if requested, for externship placement. (This requirement is consistent with employer requirements in the medical industry.)

Externship: This program requires full completion of a 160-hour externship in a hospital, clinic, or similar environment under the supervision of professional personnel.

Methods of Instruction: This program is offered as a Traditional on-campus program and will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation: Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria: Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements: To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

Instructional Materials and Uniforms: The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.

Program Competencies		Hours
1.	Introduction to Allied Health Care for Medical Assisting	40
2.	Communication and Office Skills	70
3.	Medical Records & Billing and Coding	70
4.	Anatomy & Physiology I	90
5.	Anatomy & Physiology II	90
6.	Clinical Laboratory Practicum Level I	100
7.	Clinical Laboratory Practicum Level II	100
8.	Pharmacology	85
9.	Handling Medical Emergencies	45
10.	Basic Principles of Nutrition	30
11.	Job Preparedness	20
12.	Externship	160
Total Hours of Instruction		**900**

Because instruction is personalized, competency completion time may vary among students.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books/e-books to students at below competitive market rates. Prices are subject to change without notice.

Note: Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Students may not opt out of purchasing books/e-books that have been customized for CET training programs. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

Instructional Equipment: Students in this program will have access to a variety of clinical lab equipment, instruments, and materials for training on a daily basis. These include, but are not limited to: blood pressure monitors, thermometers, stethoscopes, sphygmomanometers, adult and pediatric scales, EKG machines, wall-mounted otoscopes and ophthalmoscopes, hemoglobin meters, glucometers, cholesterol machine, centrifuge, readacrit centrifuge for hematocrit, autoclave machine, Wesco microscope, skeletons, mannequins, torsos, artificial limbs and injection simulation models. Students have access to a complete computer lab.

Program Schedule:
MA30: M – F, 8:00 am – 3:00 pm

Program Information

This program is currently inactive – see Admissions Advisor for more information.

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Medical Administrative Assistant	**NA**	**900**	**30**	**$14,939**

Program Tuition: The published tuition for this program are the "Total Charges". No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives

This program will prepare students to perform the duties and responsibilities required by entry level positions, such as health information clerk, health information specialist, medical records coordinator/technician, outpatient admitting clerk, hospital admitting. Students will learn about medical ethics and responsibilities required in the allied health care field. They will also become familiar with health care related communication and interpersonal skills, receptionist and clerical procedures, and basic principles of health care. Students will also gain knowledge and skills in Electronic Health Records systems, ICD 10 billing and coding computer software and HIPAA compliance certification, as well as computerized accounting, and information management systems. Finally, students will participate in a required 160-hour externship in a hospital, clinic, or similar medical environment.

Upon completion, the students will be prepared for certification in Medical Administrative Assistant (CMAA), Electronic Health Records Specialist (EHRS), and Billing and Coding Specialist (CBCS) through the National Healthcare Association (NHA).

Special Requirements

This program requires English language proficiency due to the nature of the related field of work. This program also requires students to have a clean record and to be able to pass a fingerprint background check, if requested, for externship placement. (This requirement is consistent with employer requirements in the medical industry.)

Externship

This program requires full completion of a front office 160-hour externship in a hospital, clinic, or similar environment under the supervision of professional personnel.

Methods of Instruction

This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Graduation Requirements

To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

Program Competencies		Hours
1.	Introduction to Allied Health Care	40
2.	Allied Health Care Foundation	90
3.	Basic Anatomy & Physiology	120
4.	Electronic Health Records Management	70
5.	Computer Literacy for Health Care Professionals	150
6.	ICD Coding & CPT Coding	120
7.	Medical Office Financial Management	120
8.	Job Preparedness	30
9.	Externship	160
Total Hours of Instruction		**900**

Because instruction is personalized, competency completion time may vary among students.

Instructional Materials and Uniforms

The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items. Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

Note: Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. Cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period. Students may not opt out of purchasing books/e-books that have been customized for CET training programs. Students will be required to sign a statement of receipt for issued items. For more information, see page 18 of the Student Catalog.

Instructional Equipment

Students in this program have access to the following equipment for training on a daily basis, including, but not limited to: computer systems running Windows 10 and MS Office 2016 and MS Office 365, IEHR in eConnect, MS Teams web conferencing, printers, audio-visual equipment, and multimedia projectors.

Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Medical Administrative Assistant – Continued

This program is offered as a Hybrid program. The Hybrid program requires students to attend on-campus classes as scheduled during the week with ongoing online/blended instruction. Students enrolled in the Hybrid program will have 24-hour access to the online Canvas Learning Management System (LMS), with 24-hour technical support. Students in the Hybrid program must meet the attendance criteria outlined in the program schedule, have reliable internet, a laptop or workstation with a computer, with audio and camera capability.

Program Schedule

Traditional: not offered at this time
Hybrid *Schedule*: On campus **M, T, THU**, 8:00 am – 3:00 pm
On-line **W, F**, 8:00 am – 3:00 pm
Synchronous Session 8:00 am
Canvas LMS available 24/7

Criteria for Earning Attendance for Off-Campus Participation in Facility Maintenance Technician– Hybrid

1. Students are responsible for checking program announcements in Canvas frequently (at least twice a day) to obtain a listing all assignments and activities required to earn attendance hours for each day of online instruction. Students should also check their MS Office 365 CET student email and discussion forums/boards.
2. Students must log-in to attend a scheduled synchronous opening session. Attendance will be tracked by log-in into Canvas; submission/completion of assignments; online substantive interaction with instructors and other students on class discussions/assignments; and individual substantive communication with the instructor.
3. Students can find the program syllabus and the instructor's contact information and office hours in Canvas.
4. The instructor will inform you of assignment attendance equivalency hours. All student hybrid assignments must be completed by the time indicated by the instructor but no later than 11:59 p.m. on the day they are assigned so the assignment completion can be validated by the instructor to earn attendance for that day.
5. Multi-day assignments or long term projects will have daily criteria and tasks outlined to substantiate attendance for each day.
6. All final Competency tests will be taken <u>on campus</u>.
7. All written assignments will be checked by anti-plagiarism software which is integrated into Canvas.

Additional information or assignment criteria will be provided by the Instructor and on the Program Syllabus.

Enrollment/Cancellation Period

A student has the right to cancel and obtain a refund of charges paid through attendance at the first class sessions, or the 10th day after enrollment, whichever is later. Students will not be eligible to receive access codes to e-books until the 11th business day.

During the first 10 days of class, students will use the classroom set of books to complete work assignments; students may also complete any assignments in Canvas that do not require an access code to e-books.

Faculty

Automotive Specialist

Jaime Tovar – Instructor
Mr. Tovar has over 22 years of experience in the automotive industry as a lead automotive shop repairperson specializing in vehicle alignment, suspension, braking systems, engine diagnostics, and tune-ups. He has operated his own automotive mobile repair business for over 20 years in Monterey County. Mr. Tovar holds an Associate of Science degree in Automotive. As an instructor, he brings a wealth of experience and knowledge that not only benefits the classroom but also the automotive shop.

Lemuel Petit-Compere – Assistant Instructor
Mr. Petit-Compere is a skilled military Veteran with a background of Preventive Maintenance Checks and Services (PMCS) in the U.S. Army. This includes checks, services, and thorough maintenance performed before, during, and after any type of movement or before the use of military vehicles to enable training and mission accomplishment. Mr. Petit-Compere strengths are in automotive repair air brakes, wheel alignments, suspensions, fluids and engine performance. As an instructor, Mr. Petit-Compere is able to bring motivation, experience, and knowledge that can help individuals succeed in the Automotive Specialist Program.

Culinary Arts

Juan Yanez – Instructor, Catering Executive Chef
Mr. Yanez is a highly motivated, progressive culinary professional with over 24 years of experience in establishments that include world-class resorts and upscale fine dining restaurants, and catering and events. He not only possesses a unique blend of creative flair and passion for food, but also has a strong business sense and engaging interpersonal skills. Mr. Yanez holds a strong record of streamlining operations and service while preserving the highest levels of quality. Natural ability to create enthusiastic, productive working environment with costumer-oriented professionals. Highly skilled at performing financial analysis troubleshooting operations and recommending effective cost controls. Mr. Yanez was a nominee for the spirit pride award by Hilton worldwide in 2002 and earned the Leadership Award for in 2004 at the Hilton San Jose & Towers. Mr. Yanez has appeared on several TV shows and volunteers for Santa Clara County healthy cooking classes at health fairs and non-profits fundraising events.

Ben Turley – Instructor
Mr. Turley's pastry journey started at CET as a student in 2015. After graduation, Mr. Turley worked in many catering jobs where pastry was always involved. A successful Pastry Chef, he manages and owns Confections by Ben. Additionally, Mr. Turley became part of the pastry team for Levi Stadium. Mr. Turley started teaching as a substitute at CET and gained an interest in sharing his love and knowledge of everything there is about baking and pastries to every student.

Early Childhood Care & Education/Early Childhood Teacher Assistant

Ernestine Howard
Ms. Howard possesses a Bachelor Degree in Early Childhood Education from National University, Degree Honors: Summa Cum Laude, AA degree in Child and Family Studies/Human Development from Syracuse University, and a graduate of the International Montessori Institute. She currently has a California Technical Education Teaching Credential, Child Development Program Director Permit, and Child Development Site Supervisor Permit.

Ms. Howard has over 50 years of professional experience teaching, director of infant, toddler, and preschool programs, as well as an Early Childhood Training Manager. She is an Instructor, Mentor Teacher Trainer and Advisor, and Early Childhood Advocate in the community. Ms. Howard has received several prestigious childcare recognition awards and achievements. She served as the Chairperson of the Santa Clara County Child Care Coalition, San Jose Child Care Task Force Committee, and Head Start Policy Board Member. She has been serving on the Early Childhood Advisory Board at San Jose Community College for over 20 years. Ms. Howard is working towards pursuing a Master's Degree in Education.

Faculty (*continued*)

Electrician (Residential & General)

Abel Jimenez
Mr. Jimenez has over 30 years of experience in the trade which includes Sr. electrical, mechanical, and software engineering experience in the Silicon Valley. In 2009, he completed his five year (750 hours) electrical training program at Construction Craft Training Center, an accredited electrical training school. In 2016, Mr. Jimenez earned his California teachers credential. Mr. Jimenez is bilingual and has helped to translate industry related terms and concepts into Spanish. Mr. Jimenez is an NCCER SME subject matter expert for both HVAC and Electrical. He has taught Low Voltage and PLC programming through the years. Mr. Jimenez continues educating himself by staying up-to-date with current industry requirements pertaining to the electrical industry field.

Larry Tumale
Mr. Tumale has over 30 years of experience in the Construction Industry. He has a journeyman certification in masonry and experience in carpentry, drywall and plumbing for commercial and residential projects. Mr. Tumale has been doing electrical work for the past 20 years. He owns his own electrical business and has a C-10 Electrical Contractors License. He holds a vast number of certifications including California and Hawaii Journeyman Certifications, Commercial Building Inspectors Certification, and the following auxiliary certifications: Arc Flash Certified, OSHA 10 Certified, forklift qualification, scissor lift qualification, boom-lift qualification, CPR qualification. Mr. Tumale continues to keep up with industry codes and standards through continuing education courses and brings his real world knowledge and experience to pass on to future generations of electricians.

Ernesto Avila
Mr. Avila has extensive experience as a Project Manager in both small and large projects in the technical trade industry. He has provided instruction for the State of California Apprenticeship program for 30 years. Mr. Avila is also a part of the State committee on updating the Manual for students in the Apprenticeship program. He has certifications in CPR, OSHA 10, and a Teaching Credential. Mr. Avila brings his specialized expertise to students in the CET Electrician program.

HVAC Technician & Green Technology

Rodney Gilchrist
Mr. Gilchrist has over 28 years of experience working with residential and commercial split systems and packaged units. He is EPA certified and has a Bachelor of Sciences in Business Management. Mr. Gilchrist is skilled in working on installing compressors, evaporators, motors, and temperature controls. Service FUB's, FBD's, walk-in coolers and freezers, ice makers, and soda fountains, safes, ovens, microwaves, coffee units and roller grills. He has worked on residential and commercial air condition units and commercial and industrial refrigeration units. He is a registered EPA proctor and can administer HVAC/R certification exams.

IT Support Specialist

Jeremy Figueroa
Mr. Figueroa, a Bay Area native, has 40 years of Information Technology experience in the high tech industry which includes 6 years with the Department of Defense (DoD) as a Cyber security professional. Additionally, he spent 30 years as a System Administrator and various IT support roles at AMD, Wells Fargo (San Francisco), HP, Cisco, VMWare and Seagate technology. Most recently, he was an instructor at Intel Corporation for the IT support technicians at the Santa Clara campus data centers. Mr. Figueroa holds an AA degree obtained in 1981 and has U.S. Government security clearances, bringing his industry experience and knowledge to CET students enrolled in this program.

Faculty (*continued*)

Low Voltage Applications Technician/Cable and Wiring Installation Technician

Javier Cardenas
Mr. Cardenas is a graduate of Center for Employment Training (CET). Upon graduation Mr. Cardenas was employed by Outsource where he worked on multiple job sites including residential and commercial. After 3 years with Outsource, Mr. Cardenas was hired full time by Red Rock Security and Cabling, there he worked on fire and security systems. In 2018 he joined the IBEW Local 332 in San Jose as part of their Sound & Communications division where he worked on multiple high end jobs including Apple, Google, and the San Francisco Airport. In 2023 Mr. Cardenas joined the CET staff as the Cable and Wireless Installation Technician Instructor and he hopes to pass on his extensive knowledge from the field on to his students along with expanding his knowledge of the trade. Mr. Cardenas is certified in OSHA 30, Hilti Powder Actuated Tools and Scissor/Boom Lift operations.

Medical Administrative Assistant *(This program is currently inactive.)*

Medical Assistant

Georgi Tatarski
Dr. Tatarski graduated as a Doctor of Medicine from the Medical University in Sofia, Bulgaria in 1993, and completed a 6-year residency in Internal Medicine at the Regional Hospital in Rzlog. He was in private practice until moving to the U.S. with his family in 2001. Georgi earned EKG and MA certification in the U.S. in 2002 and was employed as a full-time Medical Assistant Instructor at Bryman College in San José for a year before coming to teach at CET in May 2006.

Basic Skills, GED, and AECP

Valerie Ormeno
Valerie Ormeno is a graduate of the Monterey Institute of International Studies where she obtained a Master's Degree in Teaching English as a Second Language and a Bachelor's Degree in French Studies. Ms. Ormeno has been teaching English as a Second Language (ESL) in Silicon Valley for over 25 years. In addition to teaching Basic Skills and GED prep at CET, she has taught multiple ESL courses in various locations, including specialized vocational courses in a company setting, citizenship, and most levels of ESL in both Adult Education & Community College. Ms. Ormeno also speaks French, Brazilian Portuguese, and Spanish fluently. She is a dynamic instructor who utilizes a multitude of teaching strategies and techniques to assist her students in reaching their personal goals. Students in Ms. Ormeno's classes will enjoy a fun and comfortable atmosphere intended to waken their love for learning and assist them in discovering their limitless potential.

Mohammad (Noori) Modallalkar
Mr. Modallalkar is a graduate of San Jose State University and holds a Bachelor of Arts in Economics, and Master of Science degree in Electrical Engineering. Mr. Modallalkar has been working in the semiconductor field for more than 25 years. He has been involved in the design and implementation of integrated circuits in Bipolar, CMOS technology from definition to production. Mr. Modallalkar has been employed by companies, such as National Semiconductor as a design engineer for seven years, TOSIBA Semiconductor as a technical Staff senior design engineer for seven years, Clear Logic as Director of Integrated Circuit design Engineering for more than four years, and for Incav Technologies as a Director of Marketing. He has also taught DC/AC circuits and electronics at Northern California Vocational College for more than a year. Mr. Modallalkar currently teaches basic skills, focusing on mathematics and electronics/electricity.

Suggested Program Bibliographies
All Programs

Accounting Clerk

Century 21 Accounting: General Journal 11e Gilbertson, C., Lehman, M., and D. Gentene E-book and MindTap access integrated through Canvas	Cengage 2020 ISBN: 978-1337623124
Working Papers, Chapters 1-17 for Century 21 Accounting General Journal 11e Gilbertson, C., Lehman, M. E-book integrated through Canvas	Cengage 2019 ISBN: 978-0357236819
Business Skills Exercises, 5e Barker, L. E-book integrated through Canvas	Cengage Learning (South-Western), 2013 ISBN: 978-1-133995104
Using QuickBooks Online for Accounting 2021 4th edition Owen, Glenn E-book integrated through Canvas	Cengage Learning 2021 ISBN: 978-0357442166
Business Math, 17e Hansen, M. E-book integrated through Canvas	Cengage Learning, 2010 ISBN: 978-113466482
Business English 13e Guffey; Seefer E-book and MindTap integrated through Canvas	Cengage 2020 ISBN: 978-1337910811
Shelly Cashman Series Microsoft Office 365 & Office 2019 Introductory E-book and MindTap Integrated Through Canvas	Cengage Learning 2020 ISBN: 978-0357119167
Library Resources	
Century 21 Accounting: General Journal, 11e - Textbook Gilbertson, C., Lehman, M., and D. Gentene	Cengage 2019 ISBN: 978-1-337-62312-4
Business Math, 17e - Textbook Hansen, M.	Cengage Learning, 2010 ISBN: 978-0-538-44873-4
Century 21 Accounting: General Journal, 11e – Print Working Papers Ch.1 -17 Gibertson, C., Lehman, M.	Cengage 2019 ISBN: 978-1-337-62323-0
Business Skills Exercises, 5e Barker, L	Cengage Learning (South-Western), 2013 ISBN: 978-1-111-57219-8
Business Math, 17e - Workbook Hansen, M.	Cengage Learning, 2010 ISBN: 978-0-538-44884-0
Using QuickBooks Online for Accounting 2021 4th edition Owen, Glenn	Cengage Learning 2021 ISBN 9780357442166
Business English 13e Guffey; Seefer	Cengage 2020 ISBN 9780357033784

Suggested Program Bibliographies (*continued*)

Administrative Medical Assistant

French's Administrative Medical Assisting, 8th edition French (E-book and MindTap integrated through Canvas - Cengage Unlimited)	Cengage 2018 ISBN 9781305859265
Simmers DHO Health Science Simmers, L; Simmers, K; Simmers, S. (E-book and MindTap integrated through Canvas - Cengage Unlimited)	Cengage 2016 ISBN 9781305509511
Medical Office Simulation Software 3.0 (E-book and MindTap integrated through Canvas - Cengage Unlimited)	Cengage Learning 2018 ISBN 9781337626378
Medical Terminology for Health Professions 8e Ehrlich; Schroeder. (E-book and MindTap integrated through Canvas - Cengage Unlimited)	Cengage Learning 2018 ISBN 9781305634350
Illustrated Microsoft Office 365 & 2016 Introductory Beskeen (E-book and MindTap integrated through Canvas - Cengage Unlimited)	Cengage Learning 2018 ISBN 9781337389112
Library Resources	
Administrative Medical Assisting, 8e Workbook French, L	Cengage Learning, 2017 ISBN: 978-1-305-85918-0
Diversified Health Occupations, 8e, Workbook *CUSTOM* Simmers, L.; Simmers, K.; Simmers, S.	Cengage Learning, 2016 ISBN: 978-1-305-50965-8
Administrative Medical Assisting, 8e, Textbook French, L	Cengage Learning, 2018 ISBN: 978-1-305-50951-1
Medical Terminology for Health Professionals, 8e (spiral bound) Ehrlich, A.; Schroeder, C.; Ehrlich, L.; & K. Schroeder	Cengage Learning (Delmar), 2016 ISBN: 978-1-305-63435-0
Microsoft Word 2013: Medical Professionals, 1e Duffy, J. & C. Cram	Cengage Learning, 2012 ISBN: 978-1-285-08394-0
Microsoft Excel 2013 for Medical Professionals, 1e Reding, E.	Cengage Learning, 2012 ISBN: 978-1-285-09333-8
CPT 2019 Professional Edition (spiral bound) American Medical Association	American Medical Association, 2019 ISBN: 978-1-62202-752-1
ICD-10-CM 2019: The Complete Official Codebook American Medical Association	American Medical Association, 2019 ISBN: 978-1-62202-773-6

Automotive Specialist

MindTap for Automotive Technology: A Systems Approach 7e, Erjazec, J. E-book and resources integrated through Canvas - Cengage Unlimited)	Cengage Learning, 2020 ISBN: 978-1-337-79421-3
Library Resources	
Automotive Technology: A Systems Approach 7e, Erjazec, J. and R. Thompson (print copy)	Cengage Learning, 2020 ISBN: 978-1-428311497

Suggested Program Bibliographies (*continued*)

Business Office Administration

Shelly Cashman Series Microsoft Office 365 & Office 2019 Introductory E-book and MindTap Integrated Through Canvas	Cengage Learning 2020 ISBN: 978-0357119167
Using QuickBooks Online for Accounting 2022 5th edition Glenn Owen E-book integrated through Canvas (Cengage Unlimited)	Cengage ISBN: 978-0357710913
Business Math, 17e Hansen, M. E-book integrated through Canvas (Cengage Unlimited)	Cengage Learning, 2010 ISBN: 978-1133466482
Your Career: How to Make it Happen 9th Edition Harwood, Owens, Kadakia E-book and MindTap integrated through Canvas	ISBN: 978-1305494831
Library Resources	
Shelly Cashman Series Microsoft 365 Office 2021 Introductory	ISBN 9780357676783
Using QuickBooks Online for Accounting 2022 5th Edition Glen Owen	ISBN-13: 9780357516539
CET Business Communication Essentials 7e *CUSTOM* Courtland L. Bovée and John V. Hill	Pearson ISBN: 978-1-323-68782-6
Business Math, 17e - Textbook Hansen, M.	Cengage Learning, 2010 ISBN: 978-0-538-44873-4
The Administrative Professional: Technology & Procedures, 15e Ranking, D. and K. Shumack	Cengage Learning, 2017 ISBN: 978-1-305-58116-6
Internet Office Projects, 2e Jennings S., and S. James	Cengage Learning, 2004 ISBN: 978-0-538-72747-1
BUSN – Introduction to Business, 11/E w/ access card Kelly, M. and C. Williams	Cengage Learning 2017 ISBN: 978-1-337-40712-0

Culinary Arts

Professional Cooking, 9e Gisslen, W.	Wiley, Johns & Sons, Inc., 2018 ISBN: 978-1-119-39965-0
Professional Cooking, 9e, Study Guide	Wiley, Johns & Sons, Inc., 2018 ISBN: 978-1-119-50565-5

Early Childhood Care & Education/Early Childhood Teacher Assistant

Creative Activities for Young Children, 11e Mayesky, Ph.D., M	Cengage Learning, 2015 ISBN: 978-1-285-42817-8
Beginnings & Beyond: Foundations in Early Childhood Education, 10e Gordon, A. and K. Browne	Cengage Learning, 2013 ISBN: 978-1-305-50096-9
Library Resources	
Preschool Appropriate Practices Environment, Curriculum, & Development 5e Beaty, J.	Cengage Learning, 2014 ISBN: 978-1-337-56621-6
Infant and Toddlers: Curriculum and Teaching, 9e Swim, T	Cengage Learning 2017 ISBN: 978-1-305-50101-0
Child, Family & Community: Family-Centered Early Care & Education, 7e Gonzalez-Mena, J.	Pearson, 2017 ISBN: 0134042271

Suggested Program Bibliographies (*continued*)

Electrician (Residential & General)

Electrician's Trainee Manual, VOL 1: Safety NCCER Contren Learning Series	Pearson Custom Library 2018 ISBN: 9781323991688
CET Electrical, Vol 2. Trainee Guide Residential 1 & 2 NCCER Contren Learning Series	Pearson NCCER, 2018 ISBN: 9781323991701
CET Electrical, Vol 3: Trainee Guide Commercial 1 & 2 NCCER Contren Learning Series	Pearson NCCER, 2018 ISBN: 9781323991725
CET Electrical, Vol 4: Trainee Guide Specialty Sys & Basic Photovoltaics NCCER Contren Learning Series	Pearson NCCER, 2018 ISBN: 9781323991749
National Electrical Code 2020 First Edition National Fire Protection Association	NFPA, 2020 ISBN: ISBN-13. 978-1455922970

Facility Maintenance Technician

TPC Custodial Maintenance - Courses 719 – Safety and Health 851 – Cleaning Chemicals 852 – Floors and Floor Care Equipment 853 – Maintaining Floors and Other Surfaces 854 – Rest Room Care 855 – Carpet and Upholstery Care	Schoolcraft Publishing
The Big Book on Auto Detailing, 3e, Dumond Publishing	2013 ISBN: 978-0989401708
Construction Academy: Facilities Maintenance: Maintaining, Repairing, and Remodeling, 3rd Edition Standiford	ISBN: 1-133-28243-1
Library Resources	
Classroom Library Resources	
ANSI/IICRC S500-2021: Standard for Professional Water Damage Restoration, 5th edition	ANSI/IICRC
ANSI/IICRC S520 Standard for Professional Mold Remediation and IICRC R520 Reference Guide for Professional Mold Remediation, 3rd edition	ANSI/IICRC

Green Building Construction Skills (Textbooks Vary by Center, see Center Addenda for Specifics)

Green Building Construction Trainee Guide: Electrical NCCER Contren Learning Series	Pearson NCCER, 2017 ISBN: 1323536469
Green Building Construction Trainee Guide: Carpentry NCCER Contren Learning Series	Pearson NCCER, 2017 ISBN: 1323536523
Green Building Construction Trainee Guide: Plumbing NCCER Contren Learning Series	Pearson NCCER, 2014 ISBN: 132353654X
Library Resources	
Solar Photovoltaics System Installer Trainee Guide NCCER Contren Learning Series	Pearson (Prentice Hall), 2012 ISBN: 0-13-257110-2
Home Improvement 1-2-3 (Watsonville Only)	The Home Depot, 2008 ISBN: 978-0-696238505
Home Wiring (Watsonville Only) McReynolds, E. & R. McReynolds	Step by Step Guide Book Co., 1989 ISBN: 978-0-961920104

Suggested Program Bibliographies (*continued*)

HVAC Specialist

MindTap for Refrigeration and Air Conditioning Technology, 9th Edition (*e-book and resources integrated through Canvas - Cengage Unlimited*)	Cengage Learning, 2021 978-0-357-12227-3
The Complete HVAC Lab Manual	Cengage Learning 2019, ISBN: 978-1-337-39938-8
Library Resources	
Green Awareness, 2e HVAC Excellence & Ferris State University	ESCO Press, 2016 ISBN: 1-930044-44-5

HVAC Technician & Green Technology

MindTap for Refrigeration and Air Conditioning Technology, 9th Edition (*e-book and resources integrated through Canvas - Cengage Unlimited*)	Cengage Learning, 2021 978-0-357-12227-3
The Complete HVAC Lab Manual	Cengage Learning 2019, ISBN: 978-1-337-39938-8
Library Resources	
Refrigeration and Air Conditioning Technology, 9th Edition Tomczyk, J. and E. Silberstein (print edition)	Cengage Learning 2021 ISBN:9780357122273
Green Awareness, 2e HVAC Excellence & Ferris State University	ESCO Press, 2016 ISBN: 1-930044-44-5
Math for HVACR Xavier, G.	Goodheart-Wilcox 2018 ISBN: 978-1-63126-928-8

IT Support Specialist

CompTIA A+ Guide to IT Technical Support, 10th edition E-book with MindTap Inclusive Access (Cengage Unlimited) Andrews, Dark & West	Cengage 2020 ISBN: 9780357108291
Your Career: How to Make it Happen 9th edition ebook with MindTap Inclusive Access	Cengage 2018 ISBN: 978130549831
CompTIA Fundamentals Study Guide: Exam FC0-U51 Docter. Sybex, 2015	ISBN: 978-1-119-09648-1
CompTIA A+ Core 1 Exam: Guide to Computing Infrastructure 10th edition, e-book	Cengage 2020 ISBN: 9780357692325
CompTIA A+ Core 2 Exam: Guide to Operating Systems and Security 10e, e-book	Cengage 2020 ISBN 9780357694244

Suggested Program Bibliographies (*continued*)

Low Voltage Applications Technician

Essentials of Business Communication 12th edition Ebook and MindTap integrated through Canvas	Cengage 2023 ISBN: 978-0-357-71497-3
Discovering Computers: Digital Technology, Data, and Devices 17th edition Ebook and MindTap integrated through Canvas	Cengage 2023 ISBN-13: 978-0-357-67536-6
Understanding Construction Drawings 7th edition Ebook and MindTap integrated through Canvas	Cengage 2019 ISBN-13: 978-337-40863-9
CompTIA Network+ Guide to Networks, 9th edition Ebook and MindTap integrated through Canvas	Cengage 2022 ISBN-13: 978-0-357-50813-8
Residential Construction Academy: House Wiring 5th edition Ebook and MindTap integrated through Canvas	Cengage 2019 ISBN-13: 9781337402415
Introduction to Low Voltage Systems, 2nd edition Ebook integrated through Canvas	Cengage 2013 ISBN-13: 9781285243290
Your Career: How to Make it Happen 9th edition Harwood, Kadakia Ebook and MindTap integrated through Canvas	Cengage 2017 ISBN 9781305494831

Medical Administrative Assistant

Health Information Management and Technology M. Beth Shanholtzer, David Ozanich	McGraw-Hill, 2016 ISBN: 978-1264045167
Medical Language for Modern Health Care, 4e David Allan, Rachel Basco	McGraw Hill 2019 ISBN: 978-0-07-78207-5
Integrated Electronic Health Records, A Worktext for Greenway Prime Suite, 4e. Shanholtzer.	McGraw Hill, 2021 ISBN: 978-1-260-08226-5
Computers in the Medical Office, 9e Connect Access, and PMO *"E-Text"* Sanderson, S	McGraw Hill 2016 ISBN-10: 978-1-25-976649-7
Library Resources	
Physicians' Desk Reference, 71st edition. PDR Staff	PDR Network 2017 ISBN: 9781563638381
Microsoft® Office 2013 for Medical Professionals Beskeen, Duffy, Friedrichsen & Reding.	Cengage, 2014 ISBN: 978-1285083902

Medical Assistant

Medical Assisting, Administrative & Clinical Procedures with Anatomy & Physiology, 7e, (E-book through McGraw-Hill Connect in Canvas) Booth, K., Whicker L, Wyman, T.	McGraw-Hill, 2021 ISBN: 978-1259608544
Medical Assisting, Administrative & Clinical Procedures with Anatomy & Physiology, 7e, Student Workbook, Booth, K., Whicker L, Wyman, T.	McGraw-Hill, 2017 ISBN: 978-1265136178
Integrated Electronic Health Records, 4th edition Shanholzter, Ensign Loose-leaf book with Connect access.	McGraw-Hill ISBN: 978-1-260-08226-5
Computers in Medical Office 9e, Connect Access, and PMO *"E-Text"* Sanderson, S. (*optional alternative to IEHR 4e*)	McGraw Hill, ISBN: 1264100884
Library Resources (Varies per Campus)	
Medical Assisting: Administrative & Clinical Procedures w/Anatomy & Physiology, 7e (print copy) Booth, K., Whicker L, Wyman, T.	McGraw Hill, 2021 ISBN: 978-1259608544
Computers in the Medical Office, 9e Book Only Sanderson, S.	McGraw Hill, ISBN: 978-0077836382
Medical Language for Modern Healthcare, 4th edition Allan, D., Lockyer, K.	McGraw-Hill 2019 ISBN: 978-0077820725

Suggested Program Bibliographies (*continued*)

Medical Assistant (Watsonville Campus)

Medical Assisting, Administrative & Clinical Procedures with Anatomy & Physiology, 7e, (E-book through McGraw-Hill Connect in Canvas) Booth, K., Whicker L, Wyman, T.	McGraw-Hill, 2021 ISBN: 978-1259608544
Medical Assisting, Administrative & Clinical Procedures with Anatomy & Physiology, 7e, Student Workbook, Booth, K., Whicker L, Wyman, T.	McGraw-Hill, 2017 ISBN: 978-1265136178
Computers in Medical Office 9e, Connect Access, and PMO "*E-Text*" Sanderson, S. (*optional alternative to IEHR 4e*)	McGraw Hill, ISBN: 1264100884
Library Resources (Varies per Campus)	
Medical Assisting: Administrative & Clinical Procedures w/Anatomy & Physiology, 7e (print copy) Booth, K., Whicker L, Wyman, T.	McGraw Hill, 2021 ISBN: 978-1259608544
Computers in the Medical Office, 9e Book Only Sanderson, S.	McGraw Hill, ISBN: 978-0077836382
Medical Language for Modern Healthcare, 4th edition Allan, D., Lockyer, K.	McGraw-Hill 2019 ISBN: 978-0077820725
Integrated Electronic Health Records, 4th edition Shanholzter, Ensign Loose-leaf book with Connect access.	McGraw-Hill ISBN: 978-1-260-08226-5

Truck Driver and Truck Driver I

(Textbooks may vary by Center, see Center Addenda for specifics.)

Alcohol & Drug Testing: What Divers Need to Know – Driver Handbook	J.J. Keller & Associates, Inc. ISBN: 38797
Alcohol & Drug Employee's Certified Receipt	ISBN: 6793
CMV Driver Basics Training Program – Driver Handbook	J.J. Keller & Associates, Inc. ISBN: 9750
Federal Motor Carrier Safety Regulations Pocketbook (Green Book)	J. J. Keller & Associates, Inc. ISBN: 978-1-60287-594-4
Rand McNally Motor Carriers' Road Atlas	Rand McNally, 2018 ISBN: 0-528-01756-X
Tractor-Trailer Truck Driver Training, 4e Adams, A.	Cengage Learning, 2013 ISBN: 978-1-111-03648-5
Library Resources	
Alcohol & Drug Employee's Certified Receipt	J.J. Keller & Associates, Inc. ITEM#: 6793
Entry Level Driver Training Certificate	J.J. Keller & Associates, Inc. ITEM#: 9643
Driver's Daily Log Book (2ply w/carbon)	J.J. Keller & Associates, Inc. ITEM#: 8525

Suggested Program Bibliographies (*continued*)

Welding Fabrication (Textbooks Vary by Center, see Center Addenda for Specifics)

Welding: Principles and Applications, 9e Jeffus, L.; E-book and MindTap Integrated through Canvas	Cengage Learning, 2011 ISBN: 978-1-111-03917-2
Practical Problems in Mathematics for Welders 6th edition E-book integrated through Canvas - Cengage Unlimited	Cengage Learning (Delmar), 2010 ISBN: 978-1-435-42788-4
Blueprint Reading for Welders 9th edition E-book integrated through Canvas - Cengage Unlimited	American Technical Publishers, Inc., 2014 ISBN: 978-08269-3085-9
Your Career: How to Make it Happen 9th edition E-book and MindTap integrated through Canvas	
Library Resources	
Welding: Principles and Applications, 9e; Jeffus, L.; E-book and MindTap Integrated through Canvas	Cengage Learning, 2021 ISBN: 978-1-111-03917-2
Practical Problems in Mathematics for Welders 6th edition E-book integrated through Canvas - Cengage Unlimited	Cengage Learning (Delmar), 2010 ISBN: 978-1-435-42788-4
Blueprint Reading for Welders 9th edition E-book integrated through Canvas - Cengage Unlimited	American Technical Publishers, Inc., 2014 ISBN: 978-08269-3085-9
Your Career: How to Make it Happen 9th edition E-book and MindTap integrated through Canvas	

Note: The following books are made available in each program as program sets in the program Resource Library. As such, the books can be loaned out to students and collected when the student completes the related competency.

Base Books – All Programs

The World of Customer Service, 3e Gibson, P.	Cengage Learning, 2011 ISBN: 978-0-8400-6424-0
Your Career: How to Make it Happen, 9e Harwood, L.	Cengage Learning, 2012 ISBN: 978-1-111-57231-0
Integrated Computer Applications: Microsoft Office 2016, 6e VanHuss, S., Forde, C., Woo, D., and M. Lehman	Cengage Learning (South-Western), 2010 ISBN: 978-1-111-98809-8
CET Job Search Skills Handbook	CET Education Department, 2008

Program Information Supplement

The following programs are NOT offered at the San Jose Main Campus; they are offered at other campuses and are described here for information and disclosure purposes only.

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Accounting Clerk	**AC30**	**900**	**30**	**$15,249**

Program Objectives

This program will prepare students to perform duties and responsibilities required by various positions in the accounting field. Upon completion, the student will have the working knowledge and skills to work at entry level positions such as accounting clerk, invoice-control clerk, payroll clerk, bookkeeper (clerical), cost-accounting clerk, calculating-machine operator, and general clerk. Students will learn to apply basic accounting principles and procedures, demonstrate the ability to use computerized accounting software, use spreadsheets, maintain an employee database, calculate taxes and other deductions, produce paychecks and registers, attain increased speed and accuracy using a calculator, and use the technical terminology of the accounting field. Students gain skills to prepare them for testing for Microsoft Office Specialist certifications (Word and Excel). Additionally, students will demonstrate proficiency in customer service, the use of the internet, and job search skills.

Program Competencies		Hours
1.	Basic Principles of Accounting	210
2.	Accounting Systems	70
3.	Spreadsheets	70
4.	Payroll	70
5.	Business Math	90
6.	Calculator Skills	70
7.	Keyboarding/Computer Skills	50
8.	Word Processing	70
9.	Communications	100
10.	General Office Skills	20
11.	Job Preparedness	20
12.	Customer Service Skills	10
Total Hours of Instruction		**900**

Because instruction is individualized, competency completion time may vary among students.

Offered at the following campus: CET El Centro

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Administrative Medical Assistant	**AMA30, AMA30H**	**630**	**21**	**$11,476**

Program Objectives

This program prepares students to perform the duties and responsibilities required by entry-level positions in a medical office setting, such as medical records clerk, out-patient admitting clerk, hospital admitting clerk, unit clerk, or medical voucher clerk. Students will learn about allied health care, health care communication skills, and the basic principles of health care. Students will also gain exposure on how to utilize medical records systems, as well as receptionist and clerical procedures needed in a medical office environment. Students will also study computer literacy for health care and computerized accounting and information management systems. Additionally, students will demonstrate proficiency in customer service, the use of the internet, and job search skills.

Program Competencies		Hours
1.	Introduction to Allied Health Care	40
2.	Communication and Professionalism	115
3.	Basic Principles of Health	95
4.	Medical Records Systems	85
5.	Receptionist and Clerical Procedures	50
6.	Computer Literacy for Health Care Professionals	105
7.	Information Management Systems	120
8.	Job Preparedness	20
Total Hours of Instruction		**630**

Because instruction is individualized, competency completion time may vary among students.

Offered at the following campuses: CET Watsonville, CET Oxnard, CET Salinas

Program Information Supplement *(Continued)*

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Business Office Administration	**BOA30**	**900**	**30**	**$15,249**

Program Objectives

This program will prepare students to perform duties and responsibilities required by various positions in the accounting field. Upon completion, the student will have the working knowledge and skills to work at entry level positions such as accounting clerk, invoice-control clerk, payroll clerk, bookkeeper (clerical), cost-accounting clerk, calculating-machine operator, and general clerk. Students will learn to apply basic accounting principles and procedures, demonstrate the ability to use computerized accounting software, use spreadsheets, maintain an employee database, calculate taxes and other deductions, produce paychecks and registers, attain increased speed and accuracy using a calculator, and use the technical terminology of the accounting field. Students gain skills to prepare them for testing for Microsoft Office Specialist certifications (Word and Excel). Additionally, students will demonstrate proficiency in customer service, the use of the internet, and job search skills.

Program Competencies		Hours
1.	Introduction to Business	60
2.	Computer Techniques	60
3.	Business Office Basics	30
4.	Business Math Review	120
5.	Essentials of Business Communication	120
6.	Word Processing	120
7.	Spreadsheets	90
8.	Presentations	60
9.	Computerized Accounting Fundamentals	90
10.	Customer Service	90
11.	Job Preparedness	60
Total Hours of Instruction		**900**

Because instruction is individualized, competency completion time may vary among students.

Offered at the following campuses: CET Coachella, CET Salinas, and CET Santa Maria.

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Facility Maintenance Technician	**FMT30, FMT30H**	**630**	**21**	**$11,486**

Program Objectives

This program will prepare students to perform the duties and responsibilities required by entry-level positions in the commercial cleaning industry, such as commercial cleaner, industrial cleaner, janitor, facility maintenance, floor care specialist and vehicle cleaner. Students will learn occupational related English and math computations, safety and building security, commercial cleaning techniques, mildew and mold removal, auto detailing, sanitizing, use of industrial cleaning chemicals and maintenance equipment. Additionally, students will demonstrate proficiency in customer service, the use of the internet, and job search skills.

Offered at the following campuses: CET Salinas and CET Watsonville.

Program Competencies		Hours
1.	Trade English	30
2.	Trade Math	50
3.	Safety & Building Security	60
4.	Cleaning Chemicals and Supplies	60
5.	Residential and Commercial Janitorial Techniques	90
6.	Remediation, Decontamination, and Sanitation	60
7.	Building Maintenance	130
8.	Cleaning and Detailing Vehicles and Machines	60
9.	Basic Computer Skills	30
10.	Customer Service	30
11.	Job Preparedness	30
Total Hours of Instruction		**630**

Because instruction is individualized, competency completion time may vary among students.

Program Information Supplement *(Continued)*

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Green Building Construction Skills	**GBC30**	**900**	**30**	**$15,249**

Program Objectives
This program will prepare students to perform the duties and responsibilities required by entry-level positions in the building maintenance and the solar energy systems fields, such as plumbing assembler-installer, maintenance, carpenter, carpenter (construction) helper, electrician helper, plumber helper, and solar energy systems installer. They will also be eligible to apply for energy efficiency-related occupations in the residential building industry. Students will learn construction related math, OSHA-based safety standards, carpentry, electrical skills, plumbing, exterior and interior finish, and basic photovoltaics (PV). Students will demonstrate proficiency in customer service, the use of the internet, and job search skills.

Offered at the following campuses:
CET Coachella, CET Colton, CET El Centro, CET Oxnard, CET San Diego, CET Santa Maria, CET Soledad, and CET Watsonville

Program Competencies		Hours
1.	Introduction to Carpentry	60
2.	Construction Math	90
3.	Rough Carpentry	90
4.	Electrical Skills I	90
5.	Electrical Skills II	120
6.	Plumbing Skills I	60
7.	Plumbing Skills II	90
8.	Exterior & Interior Finish	150
9.	Basic Photovoltaics	90
10.	Job Preparedness	30
11.	Customer Service Skills	10
12.	Basic Computer Skills	20
Total Hours of Instruction		**900**

Because instruction is individualized, competency completion time may vary among students.

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
HVAC Specialist	**HVSA30, HVSNA25**	**780**	**39**	**$13,736**

Program Objectives
This course will prepare students to perform the duties and responsibilities required by entry-level positions in the heating, ventilation, and air-conditioning installation and service trade, such as air conditioning window unit installer servicer, HVAC installer-service helper, refrigeration mechanic helper, refrigeration unit repairer, maintenance technician, and air conditioning installer servicer helper. Students will learn safety, hand tools, electrical trouble-shooting, equipment, and plumbing related to HVAC maintenance and repair. Students will learn aspects of refrigeration and ductwork, silver brazing and soldering, tubing, pipe, and fittings, as well as refrigeration recovery. In addition, students will demonstrate proficiency in customer service, the use of the internet, and job search skills.

Offered at the following campus: CET Alexandria

Program Competencies		Hours
1.	Introduction to HVAC	40
2.	Safety	20
3.	And Tools	20
4.	Piping systems	60
5.	Electricity	150
6.	Heating Systems	130
7.	AC Systems	120
8.	Refrigerant Recovery	105
9.	Ductwork	90
10.	Basic Computer Skills	15
11.	Job Preparedness	30
Total Hours of Instruction		**780**

Because instruction is individualized, competency completion time may vary among students.

Program Information Supplement *(Continued)*

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Truck Driver	**TD30**	**630**	**21**	**$11,476**

Program Objectives

Upon completion of the Truck Driver program, the student should be able to obtain a Class A CDL to obtain a job as an over-the-road truck driver, van driver, milk driver, heavy and light truck driver. This course will provide fundamental knowledge of over-the-road truck driving industry. Students will learn the Department of Transportation rules and regulations as it pertains to truck driving, how to safely operate a semi-truck and trailer, mapping, and log book rules. Additionally, students will demonstrate proficiency in customer service, the use of the internet, and job search skills.

Offered at the following campuses:

CET El Centro, CET El Paso, and CET Soledad.

Program Competencies		Hours
1.	Basic Operation	130
2.	Safe Operating Procedures	130
3.	Advanced Operating Procedures	70
4.	Vehicle Maintenance	110
5.	Driver Responsibilities	60
6.	State License Preparation	80
7.	Job Preparedness	20
8.	Customer Service Skills	10
9.	Basic Computer Skills	20
Total Hours of Instruction		**630**

Because instruction is individualized, competency completion time may vary among students.

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Truck Driver I	**TDIN25**	**300**	**10**	**$5,875**

Program Objectives

The Truck Driver I program will prepare students to obtain their Class A CDL in order to find employment as an over-the-road truck driver, van driver, tanker drivers, or heavy and light truck driver. This accelerated course will cover all requirements of truck drivers including Compliance, Safety, and Accountability as required by FMCSR as well as safe operating procedures, maintenance, and license preparation. Students will learn Department of Transportation rules and regulations as they pertain to truck driving, how to safely operate a semi-truck and trailer, mapping, and e-log book rules and requirements.

Offered at the following campuses:

CET Soledad and CET El Centro

Program Competencies		Hours
1.	Introduction to Tractor-Trailer Driving	40
2.	Safe Operating Procedures	80
3.	Fundamentals of Vehicle Maintenance	45
4.	Truck Driver Accountability	45
5.	State License Preparation	70
6.	Job Preparedness	20
Total Hours of Instruction		**300**

Because instruction is individualized, competency completion time may vary among students.

Program Information Supplement *(Continued)*

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Welding Fabrication	**WF30**	**900**	**30**	**$15,500**

Program Objectives

This course will prepare students to perform the duties and responsibilities required by entry-level positions in the welding industry. Graduates of the course are qualified to work in employment such as a Welder, Arc Welder, Mig Welder, Tig Welder, Flux-Core Welder, Combination Welder and General Fabricator. Students will first learn about welding shop safety, shop math, shop English, and blueprint interpretation. In addition, they will study the SMAW process, GTAW process, GMAW process, FCAW process, as well as the Oxy-Fuel process. While learning the welding processes, students will also become familiar with the various tools and equipment such as grinders, cutters, and welding machines involved in each process.

Offered at the following campuses:

CET Colton, CET El Centro, CET El Paso, CET San Diego, and CET Watsonville

Program Competencies		Hours
1.	Welding Shop Safety	70
2.	Shop Math	80
3.	Shop English	100
4.	Blueprint Interpretation	70
5.	SMAW Process	145
6.	Oxy-Fuel Process	115
7.	GMAW & FCAW Process	135
8.	GTAW Process	135
9.	Job Preparedness	20
10.	Customer Service Skills	10
11.	Basic Computer Skills	20
Total Hours of Instruction		**900**

Because instruction is individualized, competency completion time may vary among students.

Program Standard Occupational Classification Codes

Students graduating from the following programs will be prepared to perform work-related tasks and duties in preparation for employment in occupational fields related to, but not limited to, the following:

Accounting Clerk

SOC Code	Occupation
43-3031.00	Bookkeeping, Accounting, and Auditing Clerks
43-3021.00	Billing, Cost, and Rate Clerks
43-3021.00	Billing and Posting Clerks
43-3051.00	Payroll and Timekeeping Clerks
43-9061.00	Office Clerks, General

Administrative Medical Assistant

SOC Code	Occupation
29-2071.00	Medical Records & Health Information Technicians
43-3021.00	Billing, Cost, and Rate Clerks
43-4111.00	Interviewers, Except Eligibility & Loans
43-6013.00	Medical Secretaries
43-9061.00	Office Clerks, General

Automotive Specialist

SOC Code	Occupation
49-3023.00	Automotive Specialty Technicians
49-9098.00	Helpers – Installation, Maintenance, and Repair Workers

Business Office Administration

SOC Code	Occupation
27-3031.00	Public Relations Specialists
27-3099.00	Media and Communication Workers, All Other
41-2031.00	Retail Salespersons
41-9041.00	Telemarketers
43-3061.00	Billing, Cost, and Rate Clerks
27-3031.00	Procurement Clerks
27-3099.00	Public Relations Specialists
41-2031.00	Media and Communication Workers, All Other
43-3071.00	Tellers, Bank
43-4171.00	Receptionists and Information Clerks
43-6014.00	Secretaries, (except Legal, Medical, & Exec.)
43-9061.00	Data Entry Keyers, Word Processors and Typists
43-9199.00	Office Clerks, General

Cleaning Service and Maintenance Technician/Facility Maintenance Technician

SOC Code	Occupation
37-2011.00	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
37-1011.00	First-Line Supervisors/Managers of Housekeeping and Janitorial Workers
53-7061.00	Cleaners of Vehicles and Equipment
37-2012.00	Maids and Housekeeping Cleaners
51-9192.00	Cleaning, Washing, and Metal Pickling Equipment Operators and Tenders
49-9071.00	Maintenance and Repair Workers, General

Program Standard Occupational Classification Codes *(Continued)*

Culinary Arts

SOC Code	Occupation
35-3021.00	Combined Food Preparation and Serving Workers, Including Fast Food
35-2012.00	Cooks, Institution and Cafeteria
35-2021.00	Food Preparation Workers
35-2015.00	Cooks, Short Order
35-2011.00	Cooks, Fast Food
35-2014.00	Cooks, Restaurant

Cybersecurity & DFIR Analyst

SOC Code	Occupation
15-1211.00	Computer Systems Analyst, Systems Analyst
15-1232.00	Computer User Support Specialist
15-1299.06	Digital Forensics Analyst
15-1212.00	Information Security Analyst, Security Analyst
15-1299.04	Penetration Testers
13-1199.07	Security Management Specialist

Early Childhood Care & Education/Early Childhood Teacher Assistant

SOC Code	Occupation
25-9041.00	Teacher Assistants
39-9011.00	Child Care Workers
25.2011.00	Preschool Teachers

Electrician (Residential & General)

SOC Code	Occupation
47-2111.00	Electricians
47-3013.00	Helpers -- Electrician

Green Building Construction Skills

SOC Code	Occupation
47-3013.00	Helpers -- Electricians
47-2031.00	Construction Carpenters
47-2231.00	Solar Photovoltaic Installers
47-3012.00	Helpers -- Carpenters
49-9071.00	Maintenance and Repair Workers, General
49-9095.00	Manufactured Bldg. & Mobile Home Installer
47-3015.00	Helpers – Pipelayers, Plumbers, Pipefitters & Steamfitters
47-4011.01	Energy Auditors

Program Standard Occupational Classification Codes *(Continued)*

HVAC Specialist, HVAC Technician & Green Technology

SOC Code	Occupation
49-9031.00	Home Appliance Repairers
49-9021.00	Heat and Air Conditioning Mechanics and Installers
49-9098.00	Helpers—Installation, Paint. & Repair Workers
49-9071.00	Maintenance and Repair Workers, General
49-9021.02	Refrigeration Mechanics and Installers
47-4011.01	Energy Auditors

IT Support Specialist

SOC Code	Occupation
15-1151.00	Computer User Support Specialist
15-1152.00	Computer Network Support Specialist
49-2011.00	Computer, Automated Teller, and Office Machine Repairers
43-9011.00	Computer Operator

Low Voltage Applications Technician

SOC Code	Occupation
49-2098.00	Security and Fire Alarm Installer
15-1231.00	Computer Network Support Specialist
17-3023.00	Electrical and Electronic Technologists and Technicians (Installers)
49-2022.00	Telecommunications Equip. Installers and Repairers, Except Line Installers
49-2094.00	Electrical and Electronic Repairers, Commercial and Industrial Equipment
49-3041.00	Farm Equipment Mechanics and Service Technicians

Medical Administrative Assistant/Health Information Technology

SOC Code	Occupation
29-2071.00	Medical Records & Health Information Technicians
43-3021.00	Billing, Cost, and Rate Clerks
43-4111.00	Interviewers, Except Eligibility & Loans
43-6013.00	Medical Secretaries

Medical Assistant

SOC Code	Occupation
29-2071.00	Medical Records & Health Information Technicians
43-3021.00	Billing, Cost, and Rate Clerks
31-9092.00	Medical Assistants
43-4111.00	Interviewers, Except Eligibility & Loans
43-6013.00	Medical Secretaries
31-1011.00	Home Health Aides
39-9021.00	Personal Care Aides

Program Standard Occupational Classification Codes *(Continued)*

Truck Driver and Truck Driver I

SOC Code	Occupation
53-3032.00	Heavy and Tractor-Trailer Truck Drivers
53-3032.00	Truck Driver, Heavy
53-3022.00	Truck Driver, Light
53-3031.00	Driver/Sales Workers
53-7121.00	Tank-Truck
53.3022.00	Van Driver
53-3053.00	Shuttle Drivers and Chauffeurs
53-3051.00	Bus Drivers, Schools
53-3052.00	Bus Drivers, Transit and Intercity

Welding Fabrication

SOC Code	Occupation
51-4121.00	Welders, Cutters and Welder Fitters
51-4122.00	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

CET Campus/Branch Locations

Center for Employment Training
San Jose Main Campus
701 Vine Street
San Jose, California 95110
(408) 534-5360

Center for Employment Training – Alexandria Branch
6295 Edsall Road, Plaza 500, Suite 220
Alexandria, Virginia 22312
(703) 461-9767

Center for Employment Training – Coachella Branch
49-111 Highway 111, Suite 5
Coachella, California 92236
(760) 398-8889

Center for Employment Training – Colton Branch
1099 N. Pepper Avenue
Colton, California 92324
(909) 478-3818

Center for Employment Training – El Centro Branch
294 South Third Street
El Centro, California 92243
(760) 337-6565

Center for Employment Training – El Paso Branch
294 Candelaria Street
El Paso, Texas 79907
(915) 859-1070

Center for Employment Training – Oxnard Branch
761 South C Street
Oxnard, California 93030
(805) 487-9821

Center for Employment Training – Salinas Branch
24 East Alvin Drive
Salinas, California 93906
(831) 424-0665

Center for Employment Training – San Diego Branch
4153 Market Street, Suite C
San Diego, California 92102
(619) 527-4895

Center for Employment Training – San Jose Main Campus Branch Extension*
1790 Angela Street
San Jose, California 95125
(408) 292-9525
* Administered by the Main Campus

Center for Employment Training – Santa Maria Branch
509 Morrison Avenue
Santa Maria, California 93458
(805) 928-1737

Center for Employment Training – Soledad Branch
930 Los Coches Drive, Suite 103
Soledad, California 93960
(831) 678-0448

Center for Employment Training – Watsonville Branch
10 Blanca Lane
Watsonville, California 95076
(831) 728-4551