



**Philadelphia Technician**  
TRAINING INSTITUTE

# School Catalog

**2020– 2021**

**PTTI**

**Philadelphia Technician Training Institute**  
A Postsecondary Technology School

**Catalog Version 6.2 – Effective July 2020**

1901 West Girard Avenue  
Philadelphia, Pennsylvania 19130  
and  
7446 Ogontz Avenue  
Philadelphia, Pennsylvania 19138

PTTI is licensed by the Pennsylvania State Board of Private Licensed Schools  
Accredited by Middle States Commission on Secondary Schools  
PTTI is approved for the training of Veterans and other individuals  
PTTI participates in the Federal Student Aid Programs offered by the U.S. Dept. of Education

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# Message from the President

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Greetings!

It is my pleasure to welcome you to the Philadelphia Technician Training Institute!

PTTI is an exceptional post-secondary technical training experience. We offer a dynamic learning environment consisting of teachers, students and community partners working together to pursue excellence in technology. Students just like you, with your abilities and strengths, come to PTTI to learn new skills and pursue a career.VA

Taking advantage of what PTTI has to offer is a great beginning to your personal path to success. On behalf of our faculty, administration and alumni; I congratulate you on taking the first steps towards a promising future!

Sherman McLeod  
President / CEO

## Executive Administration

Sherman McLeod.....President  
Donal Jackson.....Director of Education

## Licensure and Memberships

- PTTI is licensed by the Pennsylvania State Board of Private Licensed Schools
- PTTI is accredited by Middle States Commission on Secondary Schools

## **Our Mission**

Philadelphia Technician Training Institute (PTTI) is a post-secondary school that seeks to create a challenging technology-based learning environment that is instructor led and hands-on. PTTI encourages high expectations for success through development-appropriate technical instruction that allows for individual differences and learning styles to acquire technology skills and secure long-term employment in diverse industries.

PTTI's vision is consistent with The Pennsylvania STEM (Science, Technology, Engineering and Math) Initiative which seeks to dramatically increase the number of students (especially females, minorities and the underrepresented) entering STEM-related careers.

Our school promotes a safe, orderly, caring, and supportive environment. We strive to have our students, faculty, and community members actively involved in our students learning process and employment opportunities. Opportunities are presented to recognize and use the student's gifts and talents that will serve the student in all aspects of life. The PTTI's programs of study are designed to provide the strongest entry level training to students entering the workforce.

## **Philosophy and Objectives**

The Philadelphia Technician Training Institute seeks to prepare a student for an entry-level career. It is the school's objective to impart knowledge, skills and confidence to students so that they may work successfully and experience enjoyment with what they accomplish in the field.

The school's philosophy is one that promotes hands-on training and real-world education to prepare the student to meet the challenges as they occur in the field. These challenges are met by promoting learning, encouraging academic inquiry, and supporting the practical application of the technology training, all to enable the student to achieve success.

## **Facilities**

The school's training facility is designed for training and education in several technical fields. The school is easily accessible by public transportation and is in the heart of Philadelphia. The school's facilities consist of:

- 10,000 square-foot training and administrative facility
- Computer Lab & Internet presentation training center
- Two (2) Hunter Hawkeye alignment machines & four post lifts
- Six (6) two post vehicle lifts
- Pennsylvania Emission & Safety Equipment Training Center, OBDII & Dynamometer
- On-board diagnosis scanners (including Snap-On Modus & MT2500)
- Nachi Robotic Arm – 90, 150- & 270-Pound Lifting Units
- Nachi AR Robot Controllers
- 15.0 KVA Robotic Transformer
- Multi-Meters, Oscilloscopes, Cognex Vision Systems, Robotics
- Controls & Electrical Panels, Automatic Sequencing Machines & Packaging Equipment
- Thermal Arc 252i Fabricator Multi Process Welding Inverter
- Thermal Dynamics 52 Cutmaster Plasma Cutting System
- Thermal Arc 95 S Inverter Arc Welder
- Weldmark Auto Darkening Welding Helmet
- Diversi-Tech Inc. Downdraft Table Model MiniDD

# Admission

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Philadelphia Technician Training Institute (PTTI) maintains appropriate admissions standards, policies, and procedures designed to ensure that all enrolled students have the ability and the opportunity to succeed, both at the school and in their chosen careers.

## **Non-Discrimination in Admissions Policy**

In accordance with Title IX of the Education Amendments Act of 1972, PTTI does not discriminate in admission or any other aspect of our programs based on race, religion, ethnicity, sex, age, disability, sexual preference, or national origin.

Applicants with disabilities must be physically able to complete the training program with reasonable accommodations. Further, certain physical and intellectual abilities are bona fide occupational qualifications and thus certain disabilities might disqualify a student from any potential employment. Please check with the Admissions Office if you have a disability that might interfere with your ability to succeed in school or in your chosen career.

## **General Requirements for Admission**

In order to be accepted to PTTI as a regular student, an applicant must:

- Express a desire to pursue higher education, and to pursue an associated career,
- Possess a valid high school credential (diploma), equivalent credential, or higher education degree
- Participate in a Personal Admission Interview and campus tour (see details below),
- Achieve appropriate scores on tests of basic reading skills, mathematical skills, and mechanical aptitude,
- Be a U.S. Citizen, legal resident, or otherwise legally eligible to study in the United States,
- Be at least eighteen years of age as of the class start date or seventeen years of age and have the legal permission of a parent or legal guardian, and
- Pay the appropriate Registration Fee.

## **Personal Admissions Interview**

Everyone who seeks admission to PTTI will be interviewed by an Admissions Officer prior to acceptance. The interview is designed to:

- Explore the prospective student's background and interest as they relate to the programs offered at PTTI,
- Assist prospective students in identifying an appropriate area of study consistent with their interests and abilities,
- Provide general information concerning the school, its facilities, its policies, and the available support services for students, and
- Determine the prospective student's level of motivation and evaluate whether the candidate possesses the minimum verbal and written communication skills required for success in the program.

Prospective students will also tour the campus at the time of the Personal Admission Interview. Arrangements for an interview and tour of PTTI may be made by contacting the Admissions Department.

## **Transfer of Credit (Credit for Previous Training)**

PTTI welcomes applications for admission from students who have studied at other accredited post-secondary education institutions. Transfer applicants are subject to the regular admission requirements of the school.

PTTI will accept transfer credits from post-secondary institutions accredited by an agency recognized by the U.S. Department of Education, and legitimate foreign institutions as determined by the school. Transfer credits will be granted on a course-by-course basis based upon substantially equivalent course content. No course for which a student received a grade of less than 2.0 (“C” or equivalent) will be accepted for transfer. PTTI reserves the right to validate the student’s knowledge through assessment mechanisms prior to accepting transfer credit. Regardless of how many credits a student may obtain through transfer or other means, each student must earn at least 50% of all clock hours in their program “in-residence” at PTTI.

## **Application Procedure**

Students who choose to enroll must complete an Enrollment Agreement. The student will generally complete the Agreement when visiting the campus for the personal interview and tour.

## **Required Documentation**

Prior to beginning classes at PTTI, an applicant must provide the following documents (as appropriate to the individual applicant):

- Copy of Driver’s License or Release Form\* (Automotive Tech & Repair Program only),
- Signed Enrollment Agreement (parent signature also required if under eighteen),
- Official high school transcript, copy of high school diploma, home-schooling documentation, or copy of GED Certificate (as appropriate), and
- Official college/higher education transcript (for transfer credit only).

If the applicant is unable to provide one or more of the above documents, the Admissions Office may allow the applicant additional time (up to thirty days after the start of classes) to obtain the appropriate documentation. If the required documents are not submitted within this timeframe, the school may rescind the student’s acceptance, at the discretion of the Director of Education or the Director of Administration.

Override Authority: The Director of Administration (or the President in the absence thereof) has the authority to override certain requirements (indicated above with an asterisk \*) for purposes of allowing the student to start classes.

## **Home-Schooled Students**

Students who received their high school education through home-schooling must submit documentation appropriate under laws of the State in which the home-schooling occurred.

## **Satisfactory Payment Arrangements**

No student will be allowed to begin classes at PTTI without making satisfactory arrangements to pay for the training provided. Satisfactory arrangements may include a combination of methods, including financial aid (including Federal Pell grants, PHEAA Grants, federal student loans and federal parent loans), veterans’ benefits, other outside aid, private education loans, payment plans, and/or personal payment (cash, check, money order or credit card).

# Academic Policies

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## Grading Policies

Grades will be determined by a combination of instructor evaluation, hands-on assessments and tests. Each course has unique combinations of activities, learning, assessments, and tests, and is determined by the instructor who notifies students of how they are evaluated at the beginning of each class through the course syllabus. In general, the following will be applied to component course grades: Midterm and final exams – 60%, tests, quizzes and Attendance – 10%, teacher evaluations – 30% and the minimum passing grade for a component course will be 70%. Student performance will be evaluated at the midpoint and last week of the course by the instructor. Grade reports will be given to the student at the completion of each component course. A copy of each student's grade report for component courses will be kept in the student's permanent record kept at the school. The instructors will grade and return all assignments in a timely fashion after the students' completion of the given assignment.

### Component Course Assignment Grades

**Grade Scale**  
A = 90% to 100%  
B = 80% to 89%  
C = 70% to 79%  
F = 69 or less

### Component Course Grades

**Grading Scale** A = 90% to 100%  
B = 80% to 89%  
C = 70% to 79%  
F = 69% to 00%

### Program Final Grades Corresponding GPA

A = 90% to 100% 4.0  
B = 80% to 89% 3.0  
C = 70% to 79% 2.0  
F = 69% or below 0.0

## Graduation Requirements

To graduate from a program, a student must:

1. Successfully complete the academic requirements listed in the "Academic Progress".
2. Be in good standing as defined in "Student Conduct".
3. Fulfill all financial commitments to the school.
4. Be in good standing with required attendance listed in "Attendance Policy".
5. Schedule an exit interview with a school official to assess the student's status and plans for gaining employment.
6. Successfully complete and pass 200 hours of the Internship or 400 hours of the Externship component.

Upon completion of a course, students will receive a grade transcript for that course. Upon successful completion of a program students will receive a diploma and/or any certification(s) provided the student has fulfilled all financial, attendance, student and academic obligations to the school.



## **Attendance Policy**

All students are required to scan their Student ID Card to record daily classroom attendance. Attendance in external internship is recorded either by the on-site faculty or by the employer (and monitored by a member of the faculty). Students are expected to attend and actively participate in all instructional sessions and are expected to notify the Registrar's Office prior to class if they will be absent, late, or leaving early.

Students are required to be in attendance for at least 70% of all scheduled hours in each course. Students whose attendance is less than this standard will not be allowed to take the final test for the course (or receive a passing grade for the course) until the student has attended sufficient "make-up" hours to meet the standard. All make-up hours must be completed (and the final test passed) within thirty calendar days of the last scheduled date of the course. Students must complete 100% of all required hours in any internship course, hence any hours of absence must be "made-up" with additional hours.

Students who are absent from classes for a consecutive fourteen calendar day period shall be deemed to have "unofficially withdrawn" and will be administratively withdrawn from the school.

## **Tardiness Policy**

Students who arrive late to a classroom/theory or laboratory/shop session will be charged a one-half hour absence upon being five minutes late for any session and will be charged as absent for the entire hour upon being fifteen minutes late. Students who leave earlier than their scheduled departure time or are late returning from established breaks will be charged using the same formula. These late hours will be charged against the student's overall attendance for calculation under the Attendance Policy (above).

## **Excused Absences**

Students with a legitimate reason for missing class may be granted an "excused absence" for one day or a period of up to three consecutive days. Excused absences are not charged against a student in the attendance policy, and make-up hours are not required. In general, excused absences require advance notice and approval by the Director of Education. Except in unusual circumstances, excused absences will not be granted retroactively. A student's total excused absences may not exceed 10% of the scheduled instructional hours in any payment period. Excused absences are not permitted during an internship. (All absences from internship hours must be made-up).

## **Leave of Absence**

Occasionally students encounter a medical, personal, or family crisis that requires an extended absence from classes. A student in this situation may be granted a Leave of Absence (LOA) for a period not to exceed 180 days at the discretion of the President. A Leave of Absence (LOA) is a planned absence. A student must request a LOA by providing a verbal or written, signed, and dated request, with documentation which must include the reason for the request. The LOA request must be approved by the President (or designee) prior or on the first day of absence for the leave. However, if extreme and unforeseen circumstances prevent a student from providing a prior written request, the President may grant the student's request for a LOA up to seven days after the first day of absence for the leave. The return date from the LOA shall be established upon the granting of the leave and shall be designed for the student to re-join the school in a subsequent class cohort at a point in the program no further ahead than the point at which the leave began. A student who fails to return by the established return date is considered withdrawn from the school.

## **Official Withdrawal Policy**

A student who intends to withdraw from the school is expected to notify the Student Services Office of his/her intent to withdraw. Whenever possible, the notification shall be either in written or in-person format. Withdrawal notifications by telephone, e-mail, or other communications method are deemed an "official-

withdrawal” based upon the credibility of the communication in the judgment of an appropriate school official. In rare cases, the school may accept third-party notifications, particularly when the student may be incapacitated or otherwise unable to communicate with the school.

## Academic Progress

This Satisfactory Academic Progress (SAP) policy applies to all students registered in any eligible aid/benefit program at Philadelphia Technician Training Institute (PTTI). Each student is required to make satisfactory academic progress towards the completion of their program. Academic progress is measured both by grade point average (qualitative standard), and by the number of hours of attendance in the program of study (quantitative standard).

## Course Policy

All the programs at PTTI are technical in nature and the achievement of both a passing grade and technical proficiency in each course (academic subject) is required for graduation. Students are expected to maintain appropriate attendance and passing grades in each course. Any student who fails a course or is unable to take the examination for a course because of poor course attendance will be allowed to continue to the subsequent course(s) while actively pursuing make-up hours/examinations as appropriate and acceptable to the school’s faculty.

Students who fail to adequately complete make-up hours/examinations will be suspended from the school. Suspended students may request re-admission by submitting a written request to the Director of Administration and attending an academic counseling session. Based upon the results of the counseling session, the suspended student may be permitted to return to the school in a subsequent class cohort at the discretion of the Director of Administration.

## Academic Progress

This Satisfactory Academic Progress (SAP) policy applies to all students registered in any eligible aid/and benefit program at Philadelphia Technician Training Institute (PTTI). Each student is required to make satisfactory academic progress towards the completion of their program. Academic progress is measured both by grade point average (qualitative standard), and by the number of hours of attendance in the program of study (quantitative standard).

## Academic Progress Policy

In addition to the requirements of the Course Progress Policy (which measures progress in each individual course), each student must meet the cumulative Academic Progress Standards throughout his/her program. The cumulative standards are measured each “payment period/450 hours” (see definition below) and are designed on the premise that each student’s average performance over a series of courses will be substantially higher than the minimum standard for each individual course.

<b>Academic Progress Standards:</b>	<b>Minimum Cumulative Grade Point Average</b>	<b>Cumulative Percentage Completed/ Attempted</b>
<i>End of 1<sup>st</sup> payment period</i>	2.00	70 percent
<i>End of 2<sup>nd</sup> or subsequent payment period</i>	2.00	80 percent

## **Additional “Maximum Timeframe” Standard**

Eligibility is also limited to students completing their programs within one and one-half times the normal program length (150%). The maximum timeframe is reached when the student has exceeded one and one-half times the number of scheduled clock hours required to graduate from his/her program, as measured by weeks of instruction. For students with standard enrollment (no transfer or proficiency credit), the maximum timeframe to complete a twenty-six-week program is thirty-nine weeks (excluding periods of non-enrollment).

## **VA Beneficiaries**

VA beneficiaries are allowed up to 100% and 110% with mitigating circumstances that documents this and is sent to the VA immediately upon learning of the circumstances.

## **Academic and Financial Aid Warning Status**

Students who fail to meet the standards defined above will be placed on Academic and Financial Aid **Warning Status** for their subsequent payment period. Students will receive written notification from the Student Services Department stating that he or she is being placed on Academic Advising for the remainder of the program. Students in Academic and Financial Aid Warning Status remain eligible for federal student aid.

If a student has not returned to “good” academic standing (according to the standards in the chart) by the end of the Warning Status payment period, the student will be academically dismissed from the school and lose eligibility for federal student aid from that point forward. Such dismissal/loss of eligibility may be subject to appeal (see below).

## **Regaining Academic Eligibility**

**Mitigating Circumstances Appeal:** A dismissal (and loss of eligibility for federal financial aid) may be appealed based on mitigating circumstance(s). A mitigating circumstance is defined as an exceptional or unusual event(s) beyond the student’s direct control, which contributed to or caused the academic difficulty. Examples include: the death of a relative, an injury or illness of the student, or other special circumstances. Appeal letters should be addressed to the Financial Aid Director and must include a complete description of the circumstances that led to the academic difficulty, how those circumstances have changed, and a plan for future academic success. Copies of supporting documentation should be included. All appeals are reviewed by a committee of academic and administrative staff whose determination is final.

A student for whom a mitigating circumstance appeal is approved will be placed in Academic and Financial Aid **Probation Status** for one payment period. If the student has not returned to good academic standing (according to the chart) by the end of the subsequent (probation) payment period, the student will be dismissed from PTTI and lose eligibility for future financial aid.

**Regaining Eligibility Other Than Through Appeal:** Students who have been academically dismissed from the school (and lost federal financial aid eligibility) may potentially regain academic eligibility by making up the academic deficiencies at the school as a student in **Provisional Status** without benefit of federal financial aid. The decision to re-admit a dismissed student is at the discretion of the Director of Administration.

## **Return to Good Standing**

Once a student has returned to good academic standing, any previous academic difficulty, warning, or probation shall have no future bearing on the student's status. Hence, such students will have benefit of all provisions of this policy, including a warning payment period.

## **Curriculum Changes**

The school reserves the right to make modifications in the school's curriculum as it deems necessary with input from students, teachers, faculty, Board of Advisors and Board of Directors. These changes will be for the benefit of PTTI students and consistent with current industry practices for career and job attainment.

# Student Services

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## Student Orientation

New Student Orientation is scheduled in large, small group, or individual sessions. You will receive notice of a session based upon your program of study and the date of your first class.

The school's orientation program is full of useful information students can use during the first week of classes.

During orientation you will have an opportunity to:

- interact with staff, faculty and other students,
- identify academic and student support services,
- understand faculty expectations and school policies,
- access your registration information and your e-mail account,
- ask pertinent questions about programs of study, important dates to remember, academic support services, and how it influences course outcomes in your education and hands-on course work, and
- know what it takes to be successful at Philadelphia Technician Training Institute.

## Parent Orientation

In addition to student orientation, PTTI also offers a Parent Orientation. The main goal of Parent Orientation is to provide a clear understanding of the resources available for students and is an opportunity for parents to learn how PTTI works to serve students and positively impact student success.

The more informed and engaged parents are, the greater our students' success. Parents wishing to schedule an Orientation should contact the Admissions Office at 215-381-9403 for further information.

## Job Placement Assistance

PTTI provides placement assistance to each graduate. Placement into a job at completion of training is not guaranteed. Each student should be actively involved in the process daily by coming to Philadelphia Technician Training Institute to receive interview schedules, resume updates, use the internet for online job leads/applications, receive calls from employers, and counseling, as well as refresher training as required to secure employment. PTTI uses a proprietary process to place individuals into the Automotive Technology/Repair, Manufacturing, Welding, Central Processing, Concrete and Steam Sprinkler fields.

## Housing

The school does not have apartments or dormitories. The school will assist students to acquire suitable housing while attending the school. The school will keep on hand local publications listing apartment availability to assist the student with housing.

## Student Advisement

The school has established a system of advising students. Students will be assigned to a staff member to contact in the event of an academic problem. The staff member will meet with the student to try and work out a solution to the difficulty. If there are additional difficulties, the student will be provided outside tutoring services to remedy any further academic problems.

## Personal Counseling

At times students may experience academic and personal difficulties while working on their diploma. This could be due to many reasons including dealing with a new academic program, a new culture, pressure to succeed, or a change in financial situation. If a student should find that class/lab work is suffering because of a personal problem they should contact a school official. The school keeps a complete file of phone numbers/social service agencies that can assist, and students should be confident that these matters will be kept in strict confidence.

## Services to Students with Disabilities

PTTI will make reasonable accommodations for students with disabilities. It should be noted that due to the technical nature of our programs, some places within our facilities are not accessible to mobility-impaired persons. Further, students with disabilities must be physically able to complete the training program with reasonable accommodations. Also, certain physical and intellectual abilities are bona fide occupational qualifications and thus certain disabilities might disqualify a student from any potential employment.

## Family & Friends

Please note that family and friends are encouraged to attend graduation ceremonies. If onsite ceremonies include activities such as picnics, presentations, or sporting events, you will be provided with advance notice.

## Privacy of Student Records and FERPA

**General Privacy Policy:** Philadelphia Technician Training Institute carefully protects all nonpublic personal information in our possession regarding students and their families. The school will not release nonpublic private, personal, or financial information about our students or applicants to any third party, except as specifically provided in this policy. The school will release certain nonpublic personal information to federal and state agencies, government contractors, student loan providers/servicers, and other parties as necessary for the administration of the federal student aid programs, for enforcement purposes, for litigation, and for use in connection with audits or other investigations. Disclosure is permitted to law enforcement or emergency services agencies in the performance of their duties or when student safety or health may be in jeopardy. The school will not sell or otherwise make available personal information for marketing purposes to any third party at any time.

**Protection of Personally Identifiable Information (PII):** The school employs office procedures and password-protected computer systems to ensure the security of paper and electronic records. All physical access to paper records, files, and storage is controlled by employees of the school, and no unauthorized access is permitted. Our computer systems offer a high degree of resistance to tampering and intervention. The school does not disclose more specific details of its internal security procedures to students or the general public to protect the effectiveness of those procedures.

**School Official:** A "School Official" is a person employed by the school in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the school has contracted (such as an attorney, auditor or accrediting agency); a person serving on the Board of Directors; or a student serving in an official position/capacity or assisting a School Official in performing his/ her tasks.

A School Official can access a student's record when and if the School Official has a legitimate educational interest in order to fulfill his/her professional responsibility (need-to-know). Such access does not constitute authorization to share that information with a third party without the student's written consent.

**Financial Aid Information:** Certain information necessary for the processing of federal financial aid programs may be disclosed to parents of dependent students. For a person to be considered a “parent” for this purpose, the individual must be listed as such on the student’s Free Application for Federal Student Aid (FAFSA) application. Further, certain information necessary for the administration of Federal Student Aid may be released to federal and state agencies, government contractors, student loan providers/servicers, and other parties.

**Directory Information:** The school may disclose certain “Directory Information” about a student without the student's permission. Philadelphia Technician Training has designated the following as Directory Information:

- student's name
- academic program
- participation in officially recognized activities
- dates of attendance
- graduation date
- previous educational institution(s) attended
- degrees, honors, and awards received

The school will honor requests from students who seek a higher level of privacy by not disclosing Directory Information upon written request to the Registrar.

## **Students’ Rights under FERPA**

Students have certain specific rights under FERPA, as follows:

**Right to Review Educational Records:** FERPA affords students certain rights with respect to their educational records. Students have the right to review their educational records within 45 days of the day the school receives a written request for access. Students requesting a review should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will notify the student of the time and place where the records may be inspected. If the specific requested records are not maintained in the office of the Registrar, the student will be advised of the correct official to whom the request should be addressed.

**Right to Request an Amendment:** Students have the right to request an amendment to educational records that are believed to be inaccurate. Students requesting a change must submit a written request to the School Official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If Philadelphia Technician Training Institute decides not to amend the record as requested by the student, the school 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.

**Right to Consent to Disclosures:** Students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Students wishing to provide a general release of information to a specific person or persons may complete a **FERPA Release Form** and submit it to the Registrar.

**Right to File Complaint:** Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Philadelphia Technician Training 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*

**Employee Policies:** All employees are strictly enjoined to protect the personal information of students, including adherence to the following:

- Student PII shall not be removed from the premises or transported to other sites except with specific permission of the President. This includes not only paper documents but also student PII in laptop files or other forms of electronic media/storage.
- Employees shall utilize secure (complex) passwords for all electronic systems and shall not store printed or written notes of passwords in their desk or work area.

Employees shall not leave any documents or folders containing PII in any public areas of the campus, nor shall they leave such documents unattended.

### **Pennsylvania Human Relations Act (PHRAct)**

The PHRAct prohibits discrimination because of an applicant's or current student's race, color, sex, religion, ancestry, national origin handicap or disability, record of a handicap or disability, or relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals. PTTI's policy against discriminatory harassment can be located on the PTTI website.

### **Pennsylvania Fair Educational Opportunities Act (PFEOAct)**

The PFEOAct prohibits discrimination against prospective and current student of any postsecondary institution and any secondary or postsecondary secretarial, business, vocational or trade school subject to the visitation, examination or inspection of and/or actual or potential licensure by the Department of Education because of a prospective or current student's race, religion, color, ancestry, national origin, sex, handicap or disability, and/or relationship or association with an individual with a handicap or disability. PTTI's policy against discriminatory harassment can be located on the PTTI website.



# Financial Information

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## Program Tuition, Fees, and Other Costs

Detailed information on student costs at Philadelphia Technician Training Institute is contained in the addendum to this catalog.

## Financial Aid

Detailed and current information on financial aid programs, eligibility, award amounts, and application procedures are available on the financial aid pages of the Philadelphia Technician Training Institute website at <http://ptt.edu/index.php/financial-aid>.

PTTI participates in the Federal Student Aid Programs authorized under Title IV of the Higher Education Act of 1965 (as amended) and administered by the U.S. Department of Education. The school participates in the Federal Pell Grant, Federal Direct Stafford Loan, and Federal Direct PLUS Loan programs.

Students/applicants are encouraged to submit their Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) as soon as possible to expedite the financial aid process. Of course, our dedicated, professional Financial Aid Office staff is available by telephone or in-person if you have any questions during the application process, and detailed instructions for the process are available on our website at <http://ptt.edu/index.php/financial-aid/how-to-apply>.

## Veteran Benefits

PTTI is approved for the training of veterans and other persons by the Commonwealth Workforce Development System and will certify eligible students for VA Educational Benefits.

Any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits can attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

PTT educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

*“GI Bill®” is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)”.*

## Cancellation, Termination and Refund Policies

**Tuition and Fees Refund Policy:** The following refund policy applies to students who withdraw, cancel their Enrollment Agreement, have their enrollment terminated by the school, or otherwise discontinue attendance at Philadelphia Technician Training Institute. Refunds are calculated based upon the “term”, which is generally equivalent to one-half of the program (450 scheduled clock hours over a period of approximately thirteen weeks):

- If an applicant is rejected by the school before attending class, he/she will receive 100% refund of all monies paid.
- If an applicant withdraws within 5 calendar days of signing the enrollment agreement, he/she is entitled to a full refund of all monies paid.
- If an applicant withdraws after 5 calendar days of signing the enrollment agreement but prior to the program start, he/she is entitled to a refund of all monies paid less the Registration Fee.
- For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term the student shall be refunded at least 75% of the tuition for the term.
- For a student withdrawing from or discontinuing the program after the first 7 days, but within the first 25% of the term, the tuition charges refunded by the school shall be 55% of the tuition for the term.
- For a student withdrawing from or discontinuing after 25% but within 50% of the term, the tuition charges refunded by the school shall be at least 30% of the tuition.
- For a student withdrawing from or discontinuing the program after 50% of the term, the student is entitled to no refund.

The termination date for refund computation purposes is the “Withdrawal Date”, which is the last day of attendance (LDA) as documented in the school’s official attendance record.

If a student’s enrollment is terminated by the school for any reason, he/she will still be entitled to the appropriate refund according to the policy.

**Refund Processing:** All refunds will be issued within 30-45 days of the date the student leaves the program. While written notification may be requested, refunds must be calculated and issued based on the last date of attendance even if the student does not provide written notification of intent to withdraw.

**Program Cancellation:** If the school cancels or discontinues a program for any reason, the school shall refund all monies paid for tuition and fees (to all students currently enrolled in the affected program). Such refund will be made no more than 30 days from the notice of cancellation.

**Failure to Return from LOA:** Refunds to students who are terminated because of failure to return as scheduled from a Leave of Absence will be calculated from the last day of attendance (LDA) and paid (refunded) within 30-45 days of the last scheduled day of Leave of Absence.

### Books and Supplies

Books and supplies are included in the tuition charges. Students are encouraged to return any unused books and supplies in new, reusable condition.

## Student Refund Policy and Process

Philadelphia Technician Training Institute (PTTI) will refund credit balances which are the result of Federal Financial Aid on a student's account within 14 business days from the date the aid was credited to the student's account. The refundable credit balance may generate on a student account because of financial aid / loan payments, third-party funding or account adjustments. All refund checks (paper checks) must be picked up in person by students accompanied with a valid picture ID within 60 days. If a refund is not picked up within 60 days a Title IV funds return will be done. If the credit balance was created by Federal Pell Grant and that credit balance was not delivered to the student, then the funds will be returned to the Federal Pell Grant program. If a Federal Student Loan created the credit balance and that credit balance was not delivered to the student, then the funds will be returned to the appropriate Federal Student Loan. Further, when any funds are returned, Philadelphia Technician Training Institute (PTTI) will notify the student when this return is made.

All refund checks (paper checks) expire 90 days (3 months) from the issue date of the check. Federal Regulations require that you cash a federally funded refund check (Title IV Funds) within a timely manner. If a refund check is never cashed, PTTI must return the funds to the Department of Education within 240 days of the original refund issue date. If funds are returned, we are not able to reissue the Title IV funds returned.

## Parent PLUS Loan Refunds

If a credit balance is the result of a Parent PLUS loan and the parent checked the option on the loan application to receive the refund rather than the student, the parent must pick up the refund check (paper check) in person accompanied with a valid picture ID.

All refund checks (paper checks) expire 90 days (3 months) from the issue date of the check. Federal Regulations require that you cash a federally funded refund check (Title IV Funds) within a timely manner. If a refund check is never cashed, PTTI must return the funds to the Department of Education within 240 days of the original refund issue date. If funds are returned, we are not able to reissue the Title IV funds returned.

## Return to Title IV (R2T4)

When a student withdraws or his/her enrollment is otherwise terminated, the school will not only calculate the amount of tuition/fees that will be refunded to the student (if any), but also the amount of federal student financial aid (“Title IV”) that must be returned to the Federal Student Aid Programs (if any). This process is referred to as “Return to Title IV” (R2T4). The calculation of R2T4 has no relationship to the tuition and fees that the student may owe to the school. The R2T4 calculation is performed using forms and/or software provided by the U.S. Department of Education for that purpose, and all transactions shall be completed within forty-five days after the school becomes aware of the student’s withdrawal/termination (Date of Determination).

**R2T4 Calculation Information:** Title IV funds are earned in a prorated manner based upon calendar days. R2T4 is required up to the 60% point in the payment period based upon the pro-rata methodology. (A “payment period” is generally one-half of the student’s period of enrollment at PTTI – consult with the Financial Aid Office for more information). After the 60% point in the payment period, a student is considered to have earned 100% of the federal student financial aid funds they were eligible to receive.

The percentage of the payment period completed is the total number of scheduled clock hours (in the payment period for which financial aid has been awarded) that have already occurred as of the Withdrawal Date, divided by the total number of scheduled clock hours in that payment period (usually

450 clock hours).

If, based on the calculation, the student has earned less than the amount of Title IV funds disbursed, the unearned funds must be returned. The school must return the lesser of:

- the amount of federal student financial aid funds that the student has not earned, or
- the number of institutional charges that the student incurred for the payment period multiplied by the percentage of federal student financial aid funds that were not earned.

The student (or parent, in the case of a PLUS loan) must return or repay, as appropriate:

- any Federal Direct Student Loan Program or Federal PLUS funds in accordance with the contracted terms of the loan, and
- the remaining unearned federal grant funds (not to exceed 50% of the grant owed) as an “overpayment” of the grant (see below).

Refunds are calculated according to applicable federal laws. All returned funds for which the school is responsible will be issued promptly after the school has determined that the student has withdrawn, and the applicable return calculations have been completed.

**Overpayments:** Any amount of unearned federal grant funds that a student must return directly is called an “overpayment”. The maximum amount of a grant overpayment is one half of the grant funds received or scheduled to be received. While this occurs very rarely, students in this circumstance must make arrangements with the school and/or the U.S. Department of Education to return the unearned grant funds. Failure to do so will result in loss of future eligibility for Federal Student Aid and potential other legal actions by the U.S. Department of Education.

**Financial Aid Programs R2T4 Refund Sequence:** Unearned funds returned by the school must be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period for which a return of funds is required. Those funds will be credited to outstanding balances in the following order:

1. Unsubsidized Federal Direct Stafford Loan,
2. Subsidized Federal Direct Stafford Loan, and
3. Federal Direct PLUS Loan received on behalf of the student.

If unearned funds remain to be returned after repayment of all outstanding loan amounts for the payment period, the remaining excess must be credited to any amount awarded for the payment period in the following order:

1. Federal Pell Grant,
2. Federal SEOG, and
3. Other grants or loan assistance authorized by Title IV of the Higher Education Act.

**Post-Withdrawal Disbursement:** The school will disburse Federal Pell Grant funds that had not yet been disbursed at the time of the student’s withdrawal/termination, but for which the student remains eligible under the R2T4 calculation. In the case of student or parent loan funds, the school will calculate the student (or parent’s) eligibility for a “post-withdrawal disbursement”. The Financial Aid Office will advise the student and/or parent borrower of the amount(s) available and the fourteen-calendar day deadline to accept or decline the post-withdrawal disbursement. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, the school will not request the funds from Title IV programs. If the post-withdrawal disbursement is accepted, the funds will first be used to settle any outstanding financial obligation to the school.

## Daily Class Schedule

Day Division: – Fulltime: 8:00 am - 3:00 pm, Monday through Friday, as follows:

8:00 am	Class begins
9:30 am - 9:45 am	Morning break
11:00 am - 11:30 pm	Lunch break
1:00 pm - 1:15 pm	Afternoon break
3:00 pm	Classes end for the day

Evening Division: – Fulltime: 3:00 pm - 10:00 pm, Monday through Friday, as follows:

3:00 pm	Class begins
4:30 pm - 4:45 pm	Early Break
6:00 pm - 6:30 pm	Lunch break
8:00 pm - 8:15 pm	Late break
10:00 pm	Classes end for the evening

Class schedules are adjusted to accommodate holidays. In the event of class cancellation for inclement weather or other unscheduled event, a notice will be sent through the school's text message alert system. Such cancellations may necessitate the scheduling of mandatory make-up hours on a subsequent Saturday.

# General Policies and Disclosures

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## Consumer Information

The Philadelphia Technician Training Institute website contains consumer information mandated by numerous governmental agencies. The consumer information webpage can be accessed at <http://ptt.edu/index.php/consumer-information>. The information includes:

## Jeanne Clery Campus Security Report and Policy

This Report contains an itemized listing of crimes and certain other offenses committed on the campus and the adjacent public areas in the past three years. The Policy highlights PTTI's methods for protecting student security, and for informing the students and the campus community of any crimes that may pose a threat to safety. The Report and Policy can be found at <http://ptt.edu/index.php/consumer-information/campus-security>.

## Drug Awareness and Prevention Policy

PTTI maintains a drug abuse prevention policy which prohibits the illegal possession, sale, or distribution of controlled substances on the premises or at school events. The Policy and significant information about the hazards of drug abuse, the effects of specific substances, and links to local rehabilitation service organizations can be found at <http://ptt.edu/index.php/consumer-information/drug-alcohol-policy>.

## Other Consumer Information Available on our Website

(<http://ptt.edu/index.php/consumer-information>):

Detailed Information on Financial Aid Programs (including government maximum awards)

Student Loan Requirements

Rights and Responsibilities of Students Receiving Financial Aid

Satisfactory Academic Progress for Financial Aid

Cost of Attendance and Net-Price Calculator

Withdrawal, Refund and Return to Title IV Policies

Privacy Policy and Protecting Students' Personal Information (FERPA and Privacy Policy)

Transfer of Credit Policy and Transferability Disclosure

Copyright Infringement/Internet Use Policy

Facilities and Services Available to Students with Disabilities

Completion, Graduation and Placement Disclosures (Incl. Student Right-to-Know Act)

Voter Registration/Constitution Day

Printed copies of any of the consumer information contained on PTTI's website can be obtained by contacting the Financial Aid Office at 215-381-9403.

## Transferability of PTTI Credit

The acceptance of transfer credit from PTTI by another institution is solely at the discretion of the receiving institution. Due to the technical nature of PTTI's programs, transfer of credit may be limited. Students considering transferring to other institutions should consult with that institution to determine their policies, procedures, and willingness to accept credit from Philadelphia Technician Training Institute.

## Articulation Agreement

PTTI has a limited articulation agreement with Pennco Tech, 3815 Otter St, Bristol, PA to provide eight days of training in the Automotive Technology and Repair Program related to the certification requirements for motor vehicle inspections in the Commonwealth of Pennsylvania.

## Student Responsibilities

There is an expanding reliance on electronic communication among students, faculty, staff and administration at PTTI. This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using Email rather than printed communication. All students enrolled at PTTI are provided a PTTI Student Email account free of charge. Student Email is considered an official form of communication between the school and students.

**Expectations Regarding Use of Student Email:** Students are expected to check their official Student Email address on a frequent and consistent basis in order to stay current with PTTI communications. PTTI recommends checking Student Email once a week at a minimum; in recognition that certain communications may be time sensitive.

## Disciplinary Policy

Students are always expected to conduct themselves in a professional manner. Disruptive or destructive behavior in class or on school grounds, or on internship sites, is grounds for termination. If a student fails to behave accordingly, the school reserves the right to take the following disciplinary actions:

**Probation:** Students committing minor offenses will be subject to a thirty-day probation period. If a student commits a second minor offense while on probation, the student will be suspended. If the student commits no other offense during the probationary period, it will expire automatically.

**Suspension:** Suspended students will be subject to thirty days of withheld privileges while the Directors ascertain his/her ability to continue at the school. Any classes missed by the student because of suspension must be made up according to the school's make up policy. If a student commits any further offense while on suspension, he/she student will be subject to termination.

**Termination:** Students committing a major offense, and/or a series of minor offenses will be found unfit to continue school and will be asked to leave and not return. The student's balance of tuition will be refunded to that student as per the Refund Policy. Students may also be terminated for failure to meet standards in academic, conduct, attendance, or financial responsibility. A student whose enrollment is terminated is not eligible for re-admission under any circumstances for a period of one calendar year. After that time, a terminated student may submit a written request for reentry into a program. If the Directors allow the student to re-enter, the student will be placed on probation for a thirty-day period.

## Grievance Procedure

From time-to-time student's complaints may arise. If a student has a complaint, they should contact the President who will attempt to solve the complaint. If this does not satisfy the student, they should contact the PA Department of Education, State Board of Private Licensed Schools. All complaints should be in writing and signed. If the student feels the school has not adequately handled the complaint or concern, the student may consider contacting

*Pennsylvania Department of Education  
333 Market Street Commission  
Harrisburg, Pennsylvania 17126-0333  
(717) 787-3787  
[ostatbd@psupen.psu.edu](mailto:ostatbd@psupen.psu.edu)*

*Middle States Association of Secondary Schools  
3624 Market Street, 2nd floor  
Philadelphia, Pennsylvania 19104-2680  
(267) 284-5000*

# Programs of Study

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## Automotive Technology and Repair Program

### Course Length:

900 hours total  
230 hours theory  
470 hours Laboratory/Shop/Hands On  
200 hours Internship

### Course Description:

The Twenty-six (26) weeks and 900 clock hour course are a hands-on program designed to teach students automotive repair for cars and light trucks, so students can perform world class quality auto repairs, as well as secure and retain employment in the automotive repair field.

This course will include Internet documentation and lecture materials, instruction, hands-on experience, diagrams, pictures, study guides, and other easy-to-use materials relating formalized training toward PA State & Enhanced Emission requirements. This course also includes light truck and car maintenance designed to help students understand changing brakes, muffler, steering and suspension systems, exhaust systems, tires, fluid exchanges, oil & filter changes, and tune-ups. Our automotive program prepares students for further study to pass the brakes, suspension, and engine ASE certification test. Our course of study also prepares students to sit in on additional ASE modules either offered online or in class.

With the training of this course students will be fully qualified to be a professional service mechanic, self-employed as the owner or manager of a repair facility, work in a parts retail store, become a sales service manager in a retail repair or dealership center, or work as an apprenticeship in a manufacturing operation as a technical manufacturing operator or machine repair journeyman, etc.

Admissions and State Inspection testing will be done externally and paid by PTTI one time only. Any Admissions and State Inspection make-up test or re-test will be paid for by the student.

Students who successfully complete 700 hours of classes, have proof of a secured internship and have completed and signed internship documentation from the PTTI Coordinator will be eligible to receive the toolbox and tools.

### Automotive Technology & Diploma Program

Course/Number		<u>Clock</u>	<u>Hours</u>	Total
Lesson	Title	Lecture	Shop	Clock Hours
ATR001	Shop Safety	2	5	7
ATR002	Shop Equipment	3	4	7
ATR003	Automotive Measurement and Math	29	1	30
ATR004	Brake Systems	8	10	18
ATR005	Front Brakes/Rear Brakes	2	22	24
ATR006	Brake System Maintenance	6	15	21
ATR007	Master Cylinders	10	24	34
ATR008	Suspension System Fundamentals	10	18	28
ATR009	Suspension Diagnosis/Maintenance/Repair	31	94	125
ATR010	Inner & Outer Tie Rods	12	20	32
ATR011	Alignments	6	28	34



ATR012 <sub>a/b</sub>	PA Emission & Safety Inspection – <small>A&amp;B required</small>	48	26	74
ATR013	Exhaust/Torch/Mufflers	4	24	28
ATR014	Belts/Hoses/Thermostats	6	26	32
ATR015	Electrical Troubleshooting	5	20	25
ATR016	System Diagnosis	7	52	59
ATR017	Fluids (Oil, Transmission, Coolant)	6	36	42
ATR018	Tires and Tire Repair	5	25	30
ATR019	Resume Writing	15	5	20
ATR020	Customer Service/Interviewing Skills	15	15	30
ATR021	Internship	0	200	
<b>Total:</b>		<b>230</b>	<b>670</b>	<b>900</b>

### *Course Subjects:*

1. Shop safety
2. Shop equipment operation
3. Pennsylvania State & Emission license attainment
4. Diagnosis of vehicle mechanical systems
5. Remove & install front and rear brake pads and rear drum brakes
6. Perform vehicle alignments using advanced alignment machine
7. Fluid changes (Oil, Transmission, Coolant, Brake, & Power Steering Fluids)
8. Remove & install suspension components (struts, inner & outer tie rods, ball joints, stabilizer bar links/bushings)
9. Removal & replacement of exhaust systems (including use of a torch, mufflers, resonator pipes, catalytic converters)
10. Use of test lights & volt/ohm meters, OBDII diagnosis scanner
11. Proficient use of All Data & Mitchell technical specifications and maintenance data
12. Tire inspection, including repairs and replacement
13. Resume writing
14. Customer service, work orders, parts look-up, parts ordering
15. Interviewing, mentoring & life skill learning
16. Job attainment assistance & job retention
17. Budgeting & personal finances

### *Certification:*

A diploma of completion will be given to each student upon completing the course. This diploma will be used to show a prospective employer evidence of program completion and the skills attained for successful work in the automotive repair industry.

### **Course Descriptions – Automation Technology & Repair**

#### **ATR001 Auto Tech – Shop Safety**

In this course the student will acquire an in-depth knowledge of shop equipment, processes, and procedures for operating equipment so that the student and others remain safe in a working automotive repair center. Emphasis will be placed on truck and passenger lifts, safety data sheets, chemicals, and tire machines.

#### **ATR002 Auto Tech – Shop Equipment**

The student will acquire a working knowledge of Shop Equipment to perform automotive light duty repair on vehicles and light trucks. Equipment that the student will learn how to operate include: alignment lifts, passenger and light truck lifts, tire balance and tire change machines, and hand tools needed to perform mechanical and electrical repairs.

Pre-requisite: ATR001

#### **ATR003 Auto Tech – Automotive Measurement and Math**

Students will learn mathematics such as fractions, multiplication, division, slopes, volumes, areas,

percentages, variables, and bar graphs, line charts and their relationship to volts, ohms, current, capacitance, transformers, diodes, transistors, as well as temperature-pressure-speed. In addition, students will gain knowledge of customary and metric measuring systems, basic measuring tool identification, uses of common measuring tools, conversion charts, and safety rules relating to measurement tools Pre-requisite: ATR001, ATR002

#### **ATR004 Auto Tech – Brake Systems**

Students taking this course will gain a theoretical knowledge of the entire braking system which includes master cylinder, brake lines, hoses, calipers, brake line fittings, brake pads, safety measurements, wheel cylinders, and the full brake system operation as an integrated system.

Pre-requisite: ATR001, ATR002, ATR003

#### **ATR005 Auto Tech – Front Brakes**

In this course, students will learn about the front brake system for cars and light trucks. This course will teach students how to change, trouble-shoot, measure brake thickness, brake safety limits, and diagnosis of the front brake system. This course will also provide hands-on education so that students have a practical knowledge base on how the front brakes are maintained for the correct operation of vehicles on the road and highway. The student will learn the rear brake system for both rear brake pads/calipers and rear brake shoes/drums. The student will learn to perform brake changes, safety measurements, adjustments, diagnosis, repair and maintenance for the proper operation of both passenger cars and light trucks for Pennsylvania Inspection Safety Standards.

Pre-requisite: ATR001, ATR002, ATR003, ATR004

#### **ATR006 Auto Tech – Brake System Maintenance**

Students will gain knowledge of brake diagnosis, inspection, and the proper way to maintain a brake system. Students will also learn to describe the basic procedures for servicing master cylinder and a brake booster, in addition to servicing both disc and drum brakes. Students will learn to describe the proper procedure for both manual and pressure bleeding of a brake system. Students will also gain knowledge that ensures safety protocol when servicing brake systems. Pre-requisite: ATR001, ATR002, ATR003, ATR004, ATR005

#### **ATR007 Auto Tech – Master Cylinders**

The course will allow every student the opportunity to learn the function and application of master cylinders, how and when to check for leaks, replacement, and unique failure modes. This course will allow the student to have a well-rounded understanding of the master cylinder and its use for stopping vehicles on the road and how air over hydraulics work.

Pre-requisite: ATR001, ATR002, ATR003

#### **ATR008 Auto Tech – Fundamentals of Suspension**

In this course the student will understand the theory and how suspension components operate, function, fail, replaced and maintained for the safety according to the manufacturer requirements and PA State Inspection Regulations. The student will learn about various car suspension types, shocks, struts, front and rear suspension, foreign and domestic vehicle on cars and trucks. After learning about the suspension systems, the student will be required to assemble and disassemble suspension components, perform routine maintenance, understand how to perform first stage suspension diagnosis checks and alignments.

Pre-requisite: ATR001, ATR002, ATR003

#### **ATR009 Auto Tech – Suspension Diagnosis/Maintenance/Repair**

The student will be taught to understand various struts and shock systems and their relationship to other suspension components like inner/outer tie rods, ball joints, sway bar links, power steering rack and pinion systems, steering boxes, upper and lower control arms, front and rear frame systems and adjustments during alignments. Emphasis is placed on how to determine failure, replacement, and maintainability for proper use. Hands-on training will be emphasized during this course so that each student can afterward feel at ease with performing diagnosis and maintenance of struts and shocks.

Pre-requisite: ATR001, ATR002, ATR003, ATR008

**ATR010 Auto Tech – Inner & Outer Tie Rods**

Student will get an in-depth experience with understanding the need for inner and outer tie rods, their use in cars and light trucks, their replacement, and adjustments during installation and alignments.

Pre-requisite: ATR001, ATR002, ATR003

**ATR011 Auto Tech - Alignments**

The student will acquire a working knowledge of Alignments to perform automotive light duty repair on vehicles and light trucks so that students can learn the skills needed to perform quality auto repairs in a timely fashion as well as secure and retain employment in the automotive repair field. Each student will perform over 20 alignments before the course has ended. Students will inspect, report any failures, repair failed vehicles, and perform alignments as required by dealer specification on the Hunter Hawkeye alignment machine.

Pre-requisite: ATR001, ATR002, ATR003, ATR008, ATR009, ATR010

**ATR012a Auto Tech – PA Emission Inspection**

Students in this course will learn about the Pennsylvania Emissions Inspection, all theory and practices in repair centers. Emphasis will be placed on documenting the evidence of PA Emissions, fraud prevention, and how to explain inspection results to management and customers alike. After completion, students will be required to pass a PA State Emissions Licensing Exam and obtain a PA State Emission License. Obtaining a PA State Emissions License is a critical component to securing a job in the automotive repair industry. If needed PTTI will help to schedule the PA State Emissions Licensing Exam and provide transportation.

Pre-requisite: ATR001, ATR002, ATR003

**ATR012b Auto Tech – PA Safety Inspection**

In this course the student will become proficient at understanding the procedures, rules, regulations, fraud prevention, and documentation needed for performing Pennsylvania (PA) State Safety Inspections to for Pass/Failure of automobiles and light duty repair on vehicles. Students will learn the skills needed to perform PA Safety Inspections in a timely fashion. After completion, students will be required to pass a PA State licensing exam and obtain a PA State Safety License. Obtaining a PA State Safety License is a critical component to securing a job in the automotive repair industry.

If needed PTTI will help to schedule the PA State Safety Licensing Exam and provide transportation.

Pre-requisite: ATR001, ATR002, ATR003

**ATR013 Auto Tech – Exhaust/Torch/Mufflers**

Participating students will gain education and training to diagnosis exhaust problems, determine corrective actions, use oxy-acetylene torch for heating and cutting, remove and install exhaust components such as catalytic converters, flex pipes, resonator, under axle, mufflers and tail pipes. Students will be expected to learn how to remove sections of exhaust without destroying components before and after the section that needs to be removed. Students will be expected to perform the actual work themselves and gain proficiency.

Pre-requisite: ATR001, ATR002, ATR003

**ATR014 Auto Tech – Belts/Hoses/Thermostats**

Students will acquire a thorough understanding of how drive belts work, the purpose of hoses and their proper use, how thermostats function and the replacement of all these components. Every student will manually change different types of serpentine and v-belts, air-vacuum-coolant-power steering-brake hoses as well as thermostats on various types of cars and trucks for both foreign and domestic vehicles.

Pre-requisite: ATR001, ATR002, ATR003

**ATR015 Auto Tech – Electrical Troubleshooting**

Students will learn ohms law and how to apply it to perform basic electrical diagnosis for engine component wiring, shorted or open circuit wiring, and determine why power is not getting to various electrical sub-systems in a vehicle. All students will be required to learn how to use and apply a strong

working knowledge of volt-ohm meters to diagnosis wiring failures on vehicle inside the classroom.

Pre-requisite: ATR001, ATR002, ATR003

### **ATR016 Auto Tech – System Diagnosis**

In this course, students learn how to utilize computerized diagnosis scanners using AllDatapro and Mitchell "On Demand" software to perform basic diagnosis to vehicle engine sensors, transmission and body control systems. Each student will be expected to learn different types of scanners and software to perform the first level of diagnosis related to the engine, transmission and body control operations of vehicle.

Pre-requisite: ATR001, ATR002, ATR003

### **ATR017 Auto Tech – Fluids (Oil, Transmission, Brake, Power Steering, Coolant)**

Theory of fluids will be taught so there is a thorough understanding of why certain fluids are used for different reasons. Every student will learn to operate Robinair and RTI fluid machines for transmission, coolant and brake fluid flushes. Each student will also be required to perform engine oil & filter changes and flush brake fluids and power steering system.

Pre-requisite: ATR001, ATR002, ATR003

### **ATR018 Auto Tech – Tires and Tire Repair**

In this course, every student will learn about tire specifications and how-to diagnosis and repair tire related issues. Students will be provided a full education of tires and their relationship to rims, how tires are mounted to rims, high speed wheel balancing, and repairs to tires within the legal specified limits. Students will be given various sizes and types of tires, so they can diagnosis, repair and perform maintenance in a timely fashion.

Pre-requisite: ATR001, ATR002, ATR003

### **ATR019 Auto Tech – Resume Writing**

Student will be taught the proper format to place skill-based content into their resumes. Resume writing will focus on content with abilities and strengths that students have and what employers seek. The skills section of the resume will reflect the soft and technical skills (before and after the student graduated from PTT.edu). Students will complete skill and work-related questionnaires, interview with PTTI's job developers, and finally develop resume while corresponding PTTI's job developer and the staff. Resumes will be stored on PTTI's secure web-portal for updates and future job opportunities as a continued service for the student.

Pre-requisite: ATR001, ATR002, ATR003

### **ATR020 Auto Tech – Interviewing/Customer Service Skills**

In this course, each student will be taught how to undergo successful interviews and provide customer service. This course is designed with both lecture and interactive learning. Students will participate in group as well as individual interview training sessions that simulate business communication, question/answer sessions, along with shop demonstrations, right and wrong customer service communications. Emphasis will be placed on securing employment, problem solving skills, professional customer service, and employment literacy.

Pre-requisite: ATR001, ATR002, ATR003, ATR019

### **ATR021 Auto Tech - Internship**

Students will acquire real-time, hands-on, on-the-job education-related experience and apply learned skills as a component of their education. Emphasis will be placed on applying skills learned, working well with other employees, teamwork, and helping companies become more productive. The 200-hour internship experience will provide students with the opportunity to provide employers high quality standards of work.

Pre-requisite: All courses from ATR001 through ATR020

# Manufacturing and Automation Program

## Course Length:

900 Total Hours  
 133 Hours Lecture  
 567 Hours Laboratory/Shop/Hands On  
 200 Hours Internship

## Couse Description - Industrial Electrician Technician Training through Manufacturing and Automation Program

The twenty-six (26) week, 900-hour course is a hands-on designed to train students in electronics and electronic troubleshooting, manufacturing technologies, industrial automation and process controls, resume writing and interviewing. Using a hands-on curriculum, students learn how to use and operate electronics modules, internet computers, energy controls and monitoring systems, oscilloscopes, multi-meters, robotic work cells, packaging equipment and more. The program also utilizes programmable logic controllers, robotics & robotic controllers, machine vision systems, controls & electrical panels, energy controls, and automatic sequencing machines.

### Manufacturing and Automation Diploma Program

Course/Number		<u>Clock</u>	<u>Hours</u>	Total
Lesson	Title	Lecture	Shop	Clock Hours
MAT001	History of Manufacturing & Automation	3	11	14
MAT002	Workplace Math & Basic Electronics	8	38	46
MAT003	Safety of Electrical/Mechanical Systems	3	29	32
MAT004	Equipment & Design	3	21	24
MAT005	Equipment Design Criteria, Specification Introduction to PLCs & Electrical	8	24	32
MAT006	Diagnostic Equipment	5	11	16
MAT007	PLC Programming Hydraulic/Pneumatics, Actuators, PLC,	24	56	80
MAT008	Hardware & Sensors	5	27	32
MAT009	Robotics & PLC Interfaces	8	56	64
MAT010	Electrical Machine Interfaces of Hydraulic & Pneumatic Systems	5	19	24
MAT011	Equipment Maintenance/PLC	4	20	24
MAT012	Process Equipment Diagnosis	4	20	24
MAT013	Process Monitoring & Correction	2	22	24
MAT014	Computer Aided Design	2	30	32
MAT015	Controls & Instrumentation	5	15	20
MAT016	Packaging & Seals	2	22	24
MAT017	Manufacturing Assembly Operations	2	22	24
MAT018	Fluid/Energy Operations	2	30	32
MAT019	Medical Manufacturing Processes	5	35	40
MAT020	ISO 9000 & 14001	5	19	24
MAT021	Documentation & Document Control	5	19	24
MAT022	Process & Product Validations	3	13	16
MAT023	Resume Writing	10	2	12

MAT024	Interviewing Skills, Teamwork & Management Communications	10	6	16
MAT025	Internship	0	200	200
<b>TOTALS</b>		<b>133</b>	<b>767</b>	<b>900</b>

### *Certification:*

A diploma of completion will be given to each student upon completing the course. This diploma will be used to show a prospective employer evidence of program completion and the skills attained for successful work in the manufacturing and automation industry.

### **Course Descriptions – Manufacturing & Automation**

#### **MAT001 - History of Manufacturing & Automation**

The student will learn about the history of manufacturing and automation (M & A), the necessity to make high quality products for consumers and the professional markets. Through theory and application, the focus of this course will be to learn about how manufacturing and automation maintenance technicians play a vital role in the workplace to keep high speed production machines well maintained to prevent quality concerns and zero recalls for all products and services.

#### **MAT002 - Workplace Math & Basic Electronics**

Participants will take a workplace math primer for using tools, using formulas, make and read simple drawing, estimate weight and working qualities, calculate slopes, and do data analysis related to electrical properties in volts, ohms, current, capacitance, transformers, diodes, transistors, as well as temperature-pressure-speed-acceleration sensors. Students will utilize spreadsheets, perform analysis of various systems, and understand critical process data.

Pre-requisite: MAT001

#### **MAT003 - Safety of Electrical/Mechanical Systems**

This course will teach the student about high-speed mechanical and electrical design related to manufacturing, assembly operation, and process control. This Course will teach students the about theory of torque, force, speed, pressure, and temperature as it relates to part handling, metal forming, fluid processing, fabricating, inspection/testing, marking, packaging, and chemical.

Pre-requisite: MAT001, MAT002

#### **MAT004 - Equipment & Design**

Students will be taught the original equipment design criteria and specification for manufacturing machinery. Students will learn to read blueprints, understand cycle-time, design parameters, quality metrics, human interface, machine guards, rotating machine alignment requirements, preventative maintenance, input/output sensors, and control interfaces.

Pre-requisite: MAT001, MAT002, MAT003

#### **MAT005 – Equipment Design Criteria/Specification**

Students will be taught what are the original equipment design criteria and specification for manufacturing machinery. Students will learn to read blueprints, understand cycle-time, design parameters, quality metrics, human interface, machine guards, rotating machine alignment requirements, quick changeovers, preventative maintenance, input/output sensors, and control interfaces.

Pre-requisite: MAT001, MAT002, MAT003, MAT004

#### **MAT006 - Introduction to PLCs & Electrical Diagnostic Equipment**

Student will acquire a working knowledge of Programmable Logic Controllers to perform entry level work as a Manufacturing & Automation Technician such that he/she can secure employment in a manufacturing and/or automation company to maintain, repair, trouble-shoot, and install equipment in a product and/or

service manufacturing plant operation.

Pre-requisite: MAT001, MAT002, MAT003

### **MAT007 - PLC Programming**

Students will acquire a working knowledge of PLC Programming to perform entry level work as a Manufacturing & Automation Technician such that he/she can secure employment in a manufacturing and/or automation company to maintain, repair, trouble-shoot, and install equipment in a product and/or service manufacturing plant operation.

Pre-requisite: MAT001, MAT002, MAT003, MAT006

### **MAT008 - Hydraulic/Pneumatics, Actuators & PLC Hardware & Sensors**

Students will learn about more advanced alternating current, electrically actuated hydraulic and pneumatic actuators such as pistons, rotary motors, spool valves, pop-it valves, pressure valves, compressors, incandescent water treatment systems, strainers and other systems used in manufacturing operations. The actuators will then be used in various logical configurations within PLC systems. Student will learn how actuators function in manufacturing operations and/or manufacturing field operations with common digital field input devices include pushbuttons, limit switches, photo sensor and common digital output devices include relays, motor starters, and solenoid valves. This course will focus on sing PLCs to trouble-shoot electrical wiring and/or PLC hardware problems and take corrective action to repair equipment.

Pre-requisite: MAT001, MAT002, MAT003

### **MAT009 - Robotics & PLC Interfaces**

Students will learn about more advanced knowledge of electrically actuated hydraulic and pneumatic actuators such as pistons, rotary motors, spool valves, pop-it valves, pressure valves, compressors, incandescent water treatment systems, strainers and other systems used in manufacturing operations. This course will focus on sing PLCs to trouble-shoot electrical wiring and/or PLC hardware problems and take corrective action to repair equipment. Student will write programs to tune-on and off hydraulic pumps, run linear pistons, turn off and on pumps hydraulically.

Pre-requisite: MAT001, MAT002, MAT003, MAT006, MAT007, MAT008

### **MAT010 - Electrical Machine Interfaces of Hydraulic & Pneumatic Systems**

In this course, students will learn how to interface flexible automation devices such as such as robotics and PLCs so that “hand-shaking” can occur through programs and using contacts, coils, cascading timers, delays, cascading timers, latches, single shot pulse, starting and stopping a process control, how to use PLC Instructions in your programs using binary and hex. Emphasis will be placed on mechatronics and troubleshooting inter-relationships of PLC and robotic systems for maintainability.

Pre-requisite: MAT001, MAT002, MAT003, MAT007, MAT008

### **MAT011 - Equipment Maintenance**

Students will learn how to handle hand-tools to accomplish scheduled maintenance. Hand-tools such as wrenches, air tools, pullers, machinist rulers, Allen keys, hammers, screw drivers, pliers, grips, breaker bars, saws, grinders, rotational shaft alignment, hand wrenches, lubrication equipment, and calibration equipment. The course is designed to teach theory and hands-on use of hand-tools to maintain manufacturing equipment.

Pre-requisite: MAT001, MAT002, MAT003, MAT006, MAT007, MAT008, MAT009

### **MAT012 - Process Equipment Diagnosis**

Course is designed to teach students about diagnosis theory, looking for faults, finding shorted components or wiring, open circuitry, sub-component failures to ancillary systems, PLC faults and component failures, intermittent actuator breakdowns, and mechanical failure that appear to be electrical faults, bearing failures, and mechatronic systems, integrated technology, and automation. This course will stress technical competency within the context of troubleshooting and technical problem-solving related to mechatronic.

systems.

Pre-requisite: MAT001, MAT002, MAT003, MAT008, MAT009, MAT010

### **MAT013 – Process Monitoring/Process Correction**

In this course, students will be introduced to statistical process control (SPC) and shall develop control charts, quality control histograms and understand how this plays a vital role in maintenance and repair of manufacturing machinery. Students will be taught about process variability, control limits, common-cause and special-cause variation, determining when a process is in control and out of statistical process control. This course will teach the student how to relate maintenance and mechatronics to process monitoring and correction.

Pre-requisite: MAT001, MAT002, MAT003

### **MAT014 – Computer Aided Design**

Students will learn how to mark drawing layout utilizing AutoCAD software. Students will learn how to identify layers of AutoCAD drawings, drawing lines, trim a line, draw a circle, extend a line, drawing a rectangular polyline, working with a rotated background, creating a fillet, drawing a rectangle, pan and zoom, write text, and set dimensions. Emphasis in this course will be for students to communicate with engineers and other technicians in manufacturing.

Pre-requisite: MAT001, MAT002, MAT003

### **MAT015 – Control & Instrumentation**

In this course, participating students will be taught how different control systems communicate with instrumentation such that students will setup, configure, and tune various real-world instrumentation and controls for speed, acceleration and start/stop sequencing of training stations. Strong emphasis is placed on understanding industrial instrumentation in their manufacturing and their processes.

Pre-requisite: MAT001, MAT002, MAT003, MAT007, MAT008, MAT009, MAT010

### **MAT016 – Packaging & Seals**

Students will be taught about packaging & seals, types of materials used in packaging, operations complete with motor controllers, conveyor belts, photo sensors, wiring diagrams, maintenance specifications, troubleshooting problems for root cause and corrective actions with actuators, pistons, and rotary index boxes.

Pre-requisite: MAT001, MAT002, MAT003

### **MAT017 – Manufacturing Assembly Operations**

This course will teach the students about basics of assembly operations such as robotics, tooling, robotic grippers, setting up automatic welding operations, synchronizing robots to conveyor belt system using PLCs, and close tolerance assembly operations. Students will learn about manufacturing assembly blueprints, operations related to scheduled maintenance and recommendations of additional maintenance prevent equipment breakdowns.

Pre-requisite: MAT001, MAT002, MAT003

### **MAT018 – Fluid/Energy Operations**

This course is geared to 1) steam generation 2) Heating Ventilation and Air Conditioning (HVAC) operations and controls. Students will learn the process cycles of both steam and HVAC systems and how their corresponding mechanical computerized control, motors, valves, relays, pumps, and other ancillary systems. The student will understand how preventative maintenance is accomplished through theory and hands-on practice.

Pre-requisite: MAT001, MAT002, MAT003, MAT006, MAT007, MAT008

### **MAT019 – Medical & Food Manufacturing Processes**



This course will teach students about medical device manufacturing and the stringent requirements of equipment and processes needed for production readiness. This course includes Good Manufacturing Practices (GMP) by the Food & Drug Association (FDA). Students will learn about the organization and personnel, buildings and facilities, equipment, control of components and drug product containers and closures, production and process controls, packaging and labeling control, and records and reports. The purpose of this training is to allow students to understand the impact on their careers of maintenance technicians in manufacturing.

Pre-requisite: MAT001, MAT002, MAT003

### **MAT020 – ISO 9000 & 14001**

This coursework will give the student an in-depth understanding of the International Organization of Standardizations (ISO). Students will learn ISO 9001. In the ISO 9001 standards, students will learn definitions to the international standards, how to apply ISO to maintenance standards, authority, and audits, managing change to processes overtime.

Pre-requisite: MAT001, MAT002, MAT003

### **MAT021 – Documentation & Documentation Control**

This coursework will educate the student on how to properly document maintenance work relative to his/her responsibilities, and when the need arises out of diagnosis and repairs as well as change orders for equipment. Emphasis will be placed on standard understanding of automated scheduling and documentation of maintenance requirements, and work orders. Students will learn how document control software systems work and how this streamlines the vital processes, saves valuable time, and keeps operations in compliance to FDA and ISO requirements.

Pre-requisite: MAT001, MAT002, MAT003

### **MAT022 – Process & Product Validations**

The purpose of this course is to introduce the fundamentals of process and product validations, explaining why, how, when, and where these validations are accomplished. Students will learn the necessity of these validations in manufacturing and maintenance of equipment. Students will be involved with equipment installation, setup, and process and product validations. Students will run process and product validations themselves and determine the outcome toward pre-determined specifications.

Pre-requisite: MAT001, MAT002, MAT003

### **MAT023 – Resume Writing**

Student will be taught the proper format to place skill-based content into their resumes. Resume writing will focus on content with abilities and strengthens that students have and what employers seek. The skills section of the resume will reflect the soft and technical skills (before and after the student graduated from PTT.edu). Students will complete skill and work-related questionnaires, interview with PTTI staff, and finally develop resume. Resumes will be stored on PTTI's secure web-portal for updates and future job opportunities as a continued service for the student.

Pre-requisite: MAT001, MAT002, MAT003

### **MAT024 - Interviewing Skills & Customer Service Skills**

Students will acquire a working knowledge of resume and cover letter writing, interviewing skills, teamwork, and management communications to help them secure employment in an entry level position as a welder technician. PTTI Students will be prepared to work professionally and communicate effectively upon completion of this course.

Pre-requisite: MAT001, MAT002, MAT003, MAT023

### **MAT025 – Manufacturing Technician Internship**

Every student will go into an internship that is designed to provide a mix of additional manufacturing equipment maintenance, troubleshooting, and repair experience. The internship is designed to help the future professional master the skills of a manufacturing and automation

technician. Each student will complete manufacturing technician job assignments from routine maintenance to more complex assignments while working side-by-side other manufacturing technician or engineers during their training. During the internship, students will advance his/her maintenance skills, perform diagnoses and make repairs to various components and systems that they were educated and trained on. Finally, the student intern will complete a report and evaluate the internship for permanent employment with Internship Company (if possible, not guaranteed). In addition, the internship company will be required to complete an evaluation for the student that will help the student progress with his employment and future job opportunities.

Pre-requisite: All courses from MAT001 through MAT024

# Welding Technology and Training Program

## Course Length:

900 Total Hours  
83 Hours Lecture  
617 Hours Shop  
200 Hours Internship

## Course Description:

The program is designed to prepare students to work as welders, welder assistants, or fabricator. Students will gain experience and training that include: industrial and personal safety, safe welding operation and practices, welding machine setup and welding operation, blue print reading, interpretation of engineering plans and instructions, basic shop math and welding costs, weld-ability of materials, material strength and ductility, written and verbal communications, metal property and electricity, MIG, and Stick welding and extensive techniques and skill building, plasma cutting and use of torches, fabrication techniques and practices, resume writing, interviewing, budgeting personal finances, and job search and readiness strategies.

In-house Certification will be performed by PTTI in accordance with American Welding Standards for D.1.1. The original certification test and any needed make-up test will be provided by PTTI.

## Welding Diploma Program

Course/Number		Clock	Hours	
Lesson	Title	Lecture	Shop	Clock Hours
WTT001	Welding Safety	2	26	28
WTT002	Introduction to Welding	2	33	35
WTT003	Shielded Metal Arc Welding (Stick)	4	45	49
WTT004	Plasma Cutting & Joint Prep	1	27	28
WTT005	Metal Inert Gas Arc (MIG)	24	200	224
WTT006	Shielded Metal Arc Welding (Stick)	10	95	105
WTT007	Introduction to Tungsten Inert Gas Welding	10	158	168
WTT008	Introduction to Blueprint Reading	16	33	49
WTT009	Interviewing, Teamwork & Mgmt.	14	0	14
WTT010	Internship	0	200	200
Total:		83	817	900

## Course Subjects:

1. Safety
2. Introduction to Welding
3. Shielded Metal Arc Welding (Stick) 1
4. Plasma Cutting and Joint Preparation
5. Metal inert Gas Arc (MIG)
6. Shielded Metal Arc Welding (Stick) 2
7. Intro Tungsten Inert Gas Welding
8. Introduction to Blueprint Reading
9. Interviewing Skills, Teamwork, and Management Communication
10. Internship

## *Certification:*

A diploma of completion will be given to each student upon completing the course. This diploma will be used to show a prospective employer evidence of program completion and the skills attained for successful work in the manufacturing and automation industry.

## **Course Descriptions – Welding Technology and Training**

### **WTT001 – Safety**

In this course Students will learn the basics of welding safety, including proper use of equipment, and proper techniques so that the risk of injury will be minimized. The knowledge gained in this course will provide a solid foundation for the welder's success in the workplace. By learning the safety systems for protection, electrical safety and ventilation the PTTI student will be endowed with the safety skills valuable to an employer.

### **WTT002 - Introduction to Welding**

Students will learn the basic theory and application for the practice of welding. The course is designed for students to gain the knowledge of mathematics used in the shop, learn and understand key terminology, and perform basic knowledge experiments as they begin to formulate a foundation for welding. This course will also re-enforce the knowledge gained from the safety course and prior to beginning shop applications and other important operations.

Pre-requisite: WTT001

### **WTT003 - Shielded Metal Arc Welding (Stick) 1**

Stick welding basics will be established in order to set a foundation for PTTI students to be prepared for the Stick welding II advanced course. In this course students will continue to demonstrate the safety practices established in course WTT001 in order to ensure applicable learning and safety in the process. In Stick Welding I students will gain knowledge of electrical measurement and SMA welding arc heating etc. to ensure a smooth application once moving on to course WTT0006 Stick II.

Prerequisite: WTT001, WTT002

### **WTT004 - Plasma Cutting & Joint prep**

This course builds welding and process versatility and teaches students to experiment and gain expertise in the process of Plasma Cutting and Beveling. Acquiring strengths in these skills will help students to succeed in their welding career. In this course students will become proficient in the tools necessary to perform and complete this process along with safety, compressions, input of heat and gas cables.

Prerequisite: WTT001, WTT002

### **WTT005 - Metal inert Gas Arc (MIG)**

The MIG process of welding is a welder's pride and joy, and PTTI students will become masters of this skill. Students will be able to perform many positions and weld types after completing this course. The students will learn and understand terminology along in conjunction with the physical hands-on application of the subject matter presented in the text. With the hours spent in shop working, the students will be able to control amperage, densities, and wire feeds. The student will also have experience in metal prepping gun angles transfers and the equipment necessary to fulfill MIG duties.

Prerequisite: WTT001, WTT002

**WTT006 - Shielded Metal Arc Welding (Stick) 2**

After learning the basics necessary to properly stick-weld in WTT003 (Stick 1) the students will advance to more technical hands-on work teaching them to fully grasp the application of this type of welding. They will learn several positions: (1F), (2F), (3F), (4F) PTTI to help students create lap joints and tee joints. In the positions (1G), (2G), (3G), (4G) students will create butt joints, and perform root pass.

Pre-requisite: Prerequisite: WTT001, WTT002, and WTT003

**WTT007 - Intro Tungsten Inert Gas (TIG) Welding**

Students will learn the basics of TIG welding and advance to in-shop applications of those skill sets to become proficient TIG welders in this course. They will apply theory and practice to ensure the TIG welds are professional and acceptable for the workplace. The students will be taught appropriate setup and operations, types of electrodes, GTA current, pre- and post-flow, shielding gas, arc welding, and tungsten contamination.

Prerequisite: WTT001, WTT002, WT005

**WTT008 – Introduction to Blueprint Reading**

Blueprint reading is an important piece to becoming a professional welder. Students will learn how to accurately read and interpret a blueprint in order to properly achieve their assigned tasks. Students will apply shop math to assess drawing scales and dimensions. PTTI students will also learn computer-aided drawing and special views that are important skills needed for becoming a proficient blueprint reader.

Prerequisite: WTT001, WTT002

**WTT009 - Interviewing, Teamwork & Management Communications**

Students will acquire a working knowledge of interviewing skills, teamwork and management communications to help them secure employment in an entry level position as a welder technician. PTTI Students will be prepared to work professionally and effectively communicate environment upon completion of this course.

Prerequisite: WTT001, WTT002

**WTT010 – Internship**

Students will acquire real-time, hands-on, on-the-job education-related experience and apply learned skills as a component of their education. Emphasis will be placed on applying skills learned, working well with other employees, teamwork, and helping companies become more productive. The 200-hour internship experience will provide students with the opportunity to provide employers high quality standards of work.

Pre-requisite: WTT001, WTT002, WTT003, WTT004, WTT005, WTT006, WTT007, WT008, WT009

## Central Processing and Service

### Program Length:

1100 Total Hours  
 200 Hours Lecture  
 500 Hours Lab  
 400 Hours Externship

### Program Description:

The program will help students gain knowledge in the field of Central Services and learn about International Association of Healthcare Central Service Management (IAHCSMM), educational opportunities, professional development, workflow, processing cycles, basic job knowledge, job responsibilities, compensation, Central Service concerns, career growth, and certifications. This program will teach students how to create a resume and help them build up a proper skillset for the industry. This includes written and verbal communications, resume writing, interviewing, budgeting personal finances, and job search and readiness strategies. This program will also help students achieve a CRCST certificate after they graduate.

### Central Processing and Service Program

Course/Number		Clock	Hours	
Lesson	Title	Lecture	Lab	Clock Hours
CP001	Introduction to Central Processing and Service	22	6	28
CP002	Anatomy, Physiology, Microbiology	6	54	60
CP003	Regulations and Standards	20	4	24
CP004	Infection Prevention	6	17	23
CP005	Tools for Cleaning	11	36	47
CP006	Decontamination, Preparation and transport	7	8	15
CP007	Cleaning and Decontamination	7	28	35
CP008	Disinfection	7	25	32
CP009	Surgical Instruments	6	82	88
CP010	Sterile Packaging and Storage	9	24	33
CP011	Point of Use Processing	12	24	36
CP012	Sterilization	22	45	67
CP013	Inventory and Equipment Management	20	26	46
CP014	Tracking Systems	6	10	16
CP015	Quality Assurance	12	24	36
CP016	Safety	4	36	40
CP017	Communication and Services	5	8	13
CP018	Sterilization Process and Other Practices	16	25	41
CP019	Interview, Teamwork & Management	2	18	20
CP020	Externship	0	400	400
Total:		200	900	1100

### Program Subjects:

1. Introduction to Central Processing and Service

2. Anatomy, Physiology, Microbiology
3. Regulations and Standards
4. Infection Prevention
5. Tools for Cleaning
6. Decontamination, preparation and transport
7. Cleaning and Decontamination
8. Disinfection
9. Surgical Instruments
10. Sterile Packaging and Storage
11. Point of Use Processing
12. Sterilization
13. Inventory and Equipment Management
14. Tracking Systems
15. Quality Assurance
16. Safety
17. Communication and Services
18. Sterilization Processing and Other Practices
19. Job Application Skills
20. Externship

### ***Certification:***

A diploma of completion will be given to each student upon completing the Program. This diploma will be used to show a prospective employer evidence of program completion and the skills attained for successful work in the Central Processing industry. A successful candidate would also achieve a CRCST certificate while all students would be able to take the test once during their training in PTTL.

### **Course Descriptions – Central Processing and Service Program**

#### **CP001-Introduction to Central Processing and Service**

This course would teach the students the importance of IAHCMM, the workflow processes and the definition of medical terms. This would be an introduction course and the students will have a basic knowledge of the Medical Central Processing Industry.

#### **CP002-Anatomy, Physiology, Microbiology**

Upon successful completion of this course, the student will be able to review the structure, function activities, and role of cells, tissues, and organs in the body, identify and describe the structure and roles of each major body system, and indicate common surgical procedures that involve each system. Define the term, microbiology and tell why central service technicians must know about it. Describe how microorganisms are transmitted between persons and places. Review basic procedures to control and kill microorganisms.

Prerequisite: CP001

#### **CP003-Regulations and Standards**

Upon successful completion of this course, the student will be able to tell the difference between regulations and voluntary and regulatory standards; provide basic information about the US Food and Drug Administration and review its regulations applicable to different conditions.

Prerequisite: CP001, CP002

#### **CP004-Infection Prevention**

This course would make the students be able to explain the role of central service technicians in a healthcare facility's infection prevention and control efforts, discuss personal hygiene and personal protective equipment precautions that enable central service technicians to protect patients and themselves, define the term, standard precautions, and review its role in preventing the transmission of infectious organisms, list key elements in the Blood borne Pathogens Standard published by OSHA and describe basic environmental concerns as Central Service work areas are designed.

Prerequisite: CP003

#### **CP005-Tools for Cleaning**

The students will learn about how to explain the importance of using purified water in the cleaning process, and review procedures to test for water purity, discuss factors that impact water purity, provide an overview of components and products that are important in water purification systems, explain the basics of distillation, deionization, and reverse osmosis water purification systems, identify common cleaning chemicals, and review basic protocols for their use and note the importance of brushes, cloths, and sponges in an effective cleaning process.

Prerequisite: CP003

#### **CP006-Decontamination, preparation and transport**

Upon successful completion of this course, the student will be able to review the three priority goals of soiled item transport, identify the sources of contaminated items, explain point of use preparation procedures, review basic procedures to transport soiled items from user areas of the central service decontamination area, discuss safety guidelines for transporting soiled items to the central service decontamination area and provide basic sources for education and training information applicable to the transport of contaminated items.

Prerequisite: CP004, CP005

#### **CP007-Cleaning and Decontamination**

In this course, the student will be taught about the basic factors that impact cleaning and decontamination; the important selection and usage concerns for cleaning agents (water, detergents, enzymes, and enzymatic detergents) and for lubricants. They would also be able to explain details about cleaning and decontamination and review manual procedures and mechanical methods to complete both processes.

Prerequisite: CP006

#### **CP008-Disinfection**

Upon successful completion of this course, the student will be able to define the term disinfection and explain how disinfection differs from sterilization, review factors the impact the effectiveness of a disinfectant and discuss the relationship between the risk level of a device to be disinfected and the selection of a disinfectant.

Prerequisite: CP007

#### **CP009-Surgical Instruments**



This course would talk about the surgical instruments related to the central processing industry, including the process by which surgical instruments are manufactured, the basic categories of surgical instruments based upon their functions, and identify the points of inspection, anatomy (features) of, and procedures to measure different types of instruments.

Prerequisite: CP008

### **CP010-Sterile Packaging and Storage**

Upon successful completion of this course, the student will be able to explain the basic objectives of the packaging process and review basic selection factors for materials to be used with specific sterilization methods; provide an overview of reusable packaging materials and disposable packaging materials. This course would also teach basic package closure methods and pack contents.

Prerequisite: CP009

### **CP011-Point of Use Processing**

This course would help the students to define the term flash sterilization and review industry standards for the process. It would also explain the need for and basic procedures to perform flash sterilization. Students would learn about the quality control monitoring procedures for flash sterilizers. They would also review concerns about point of use processing of heat sensitive medical devices.

Prerequisite: CP010

### **CP012-Sterilization**

This course would talk about the factors that impact the effectiveness of sterilization and the methods of heat transfer associated with high temperature sterilization, the advantages of steam sterilization, the anatomy of a steam sterilizer and identification the function of each major component. This course would also provide basic information about the types of steam sterilizers, the phases in a steam sterilizer cycle, the conditions necessary for an effective steam sterilization process and the basic work practices for steam, dry heat sterilization.

Prerequisite: CP011

### **CP013-Inventory and Equipment Management**

This course helps students to gain knowledge about the inventory and equipment in the central processing industry. Students would understand the importance of effective inventory management and explain basic inventory management concepts. They would be able to identify the purposes of commonly used patient care equipment, understand the handling requirements and concerns for common patient care equipment.

Prerequisite: CP011

### **CP014-Tracking Systems**

This course lists the primary reasons for tracking equipment, instruments, and supplies, discuss the use of computers and information systems to support application within the facility and central service department. Students would be able to recognize that tracking systems enhance central service operations.

Prerequisite: CP013

### **CP015-Quality Assurance**

Upon successful completion of this course, the student will be able to define Quality in the context of central service operations and tell how to identify it, describe components in a quality central service program, discuss quality control indicators and explain the basics of failure mode and effects analysis and root cause analysis. This course would also discuss common quality programs and review quality procedures in the central service department.

Prerequisite: CP014

### **CP016-Safety**

This course mainly talked about the common safety hazards applicable to central service functions and work areas and explain how employee injuries can be prevented. Students would be taught about special safety precautions for handling ethylene oxide  
Review procedures to report employee accidents and injuries. This course would also talk about the importance of ergonomics and health awareness for ventral service technicians.

Prerequisite: CP015

### **CP017-Communication and Services**

Explain the need for central service technicians to utilize effective communication and human relation skills, define the term professionalism, list traits of professional central service technicians, and describe their fundamental beliefs and behaviors, use basic tactics of effective communication in the workplace. This course will make the students practice procedures to enhance and maintain effective working relationships.

Prerequisite: CP016

### **CP018-Sterilization Processing and Other Practices**

This course explains basic standards and practices used for sterile processing and ambulatory surgical centers. This course also talks about the basic standards and practices used for sterile processing in dental facilities.

Prerequisite: CP017

### **CP019-Job Application Skills**

This course would talk about the job searching and interviewing processes. It makes students feel confident and perform well in an interview setting. After this course they would be able to effectively communicate with co-workers and supervisors.

Prerequisite: CP018

**CP020-Externship**

Students will acquire working skills on the job as a component of their education and hands-on training at the PTT School. Emphasis will be placed on applying skills learned, working well with other employees, teamwork, and helping companies become more productive, higher quality and increased quality standards of work.

Prerequisite: CP019

# Concreting, Masonry and Framing

## Program Length:

900 Total Hours  
200 Hours Lecture  
500 Hours Shop  
200 Hours Externship

## Program Description:

The program is designed to help students gain knowledge in concrete, construction, masonry decoration and framing works. After graduation, a student can start working as a concrete worker, construction assistant or constructor. Students will gain experience and training that include industrial and personal safety, safe operation and practices for using concrete, frame setup and foundation layout, blueprint reading, interpretation of engineering plans and instructions, basic shop math and concrete mixing skills, wall and floor construction, drainage and masonry. This program will teach students how to create a resume and help them build up a proper skillset for the industry. This includes written and verbal communications, resume writing, interviewing, budgeting personal finances, and job search and readiness strategies.

### Concrete, Masonry and Framing Program

Course/Number	Lesson	Title	Clock		Hours
			Lecture	Shop	Clock Hours
CTT001		Introduction to Concrete	10	10	20
CTT002		Concrete Safety	20	20	40
CTT003		Blueprint reading and shop math	30	10	40
CTT004		Introduction to foundation	20	80	100
CTT005		Wall Construction	43	168	211
CTT006		Floor Construction	20	40	60
CTT007		Drainage	20	55	75
CTT008		Retrofits and Add-ons	8	32	40
CTT009		Concrete Applications in real life	25	75	100
CTT010		Interviewing Skills and Resume			
CTT010		Building	4	10	14
CTT011		Externship	0	200	200
Total:			200	700	900

## Program Subjects:

1. Introduction to concreting
2. Concreting Safety
3. Blueprint reading and shop math.
4. Introduction to Foundation
5. Wall Construction
6. Floor Construction
7. Drainage

8. Retrofits and Add-on
9. Concreting Applications in Real Life
10. Interviewing Skills and Resume Build up
11. Externship

### *Certification:*

A diploma of completion will be given to each student upon completing the Program. This diploma will be used to show a prospective employer evidence of program completion and the skills attained for successful work in the Concreting, Masonry and Construction industry.

### **Course Descriptions – Concreting, Masonry and Framing**

#### **CTT001-Introduction to Concreting**

In this course Students will learn the usage and definition of concreting, the students will gain knowledge of the concreting industry, basic concreting tools and skills. The knowledge gained in this course will provide general information of concreting and wall materials.

#### **CTT002 - Concreting Safety**

In this course Students will learn the basics of concreting safety, different types of concreting tools, tool handling and proper techniques to reduce the risk of injury. The knowledge gained in this course will provide a safe working environment and a solid foundation for the concrete workers' success in the workplace.

#### **CTT003 - Blueprint Reading and Shop Math**

By gaining the knowledge of shop math, understanding key terminology, and performing base knowledge experiments the students will begin to formulate a foundation for concreting. Blueprint reading is an important piece to becoming a professional concrete worker. PTT students will learn how to accurately read and interpret a blueprint layout and elevation in order to properly achieve such goals as tasked. While applying such previously learned things as shop math a student will compound that learning by being able to assess drawing scales and dimensions. PTT students will also learn computer drawings and special views along with other important skill sets to becoming a proficient blueprint reader.

#### **CTT004 - Introduction to Foundation**

In this course Students will learn basic knowledge of foundations, types of foundations and the steps to set up and build a foundation. Foundation is an important preparation step in concreting works. The knowledge gained in this course will provide general ideas on how to start a concreting job and give the students a good beginning of the program.

Prerequisite: CTT001, CTT002

#### **CTT005 - Wall Construction**

In this course students will learn how to mix concrete and work with it, layout, set up and build a wall out of concrete, build scaffolds to ensure a safe and easy working environment. The knowledge gained in this course will provide professional skills in concreting jobs and help the students able to build up their own concrete works.

Prerequisite: CTT004

**CTT006 - Floor Construction**

In this course Students will learn upper floor and ground floor construction skills, different types of floors, floor finishes, ventilation and floor protection methods. The knowledge gained in this course will provide general ideas on floor construction and help students succeed in their career

Prerequisite: CTT004

**CTT007 - Drainage**

In this course Students will learn the importance of a dry foundation, principles of drainage, systems of drainage, terms of drainage and construction of drainage, also the students will understand the testing of drains. The knowledge gained in this course will provide general ideas of drainage systems build up for residents and commercials, help the students prevent the work from being flooded and sunk. Contamination.

Prerequisite: CTT004

**CTT008 – Retrofits and Add-on**

In this course Students will learn concepts of retrofitting, different retrofit methods, repair foundations when the structure goes bad, fast footing and foundation build up skills. The knowledge gained in this course will provide students a good retrofitting skill, make them understand the necessity and methods to retrofit. This would be an important part of work in their future careers.

Prerequisite: CTT004, CTT005, CTT006, CTT007

**CTT009 - Concreting Applications in Real Life**

In this course Students will learn Actual concreting applications in real life. They will be taught about Retaining Wall material choices, Masonry, and Driveway placement. Students would be introduced to real life concreting applications and learn in an industrial environment. After completion of the course, they can be able to handle simple concreting jobs like building a stone sitting wall or placing a concrete walkway, and they will learn about Masonry skills.

Prerequisite: CTT004, CTT005, CTT006, CTT007

**CTT010 - Interviewing Skills and Resume Build up**

Students will acquire a working knowledge of interviewing skills, teamwork and management communications to help them secure employment in an entry level position as a concreting technician. PTTI Students will be prepared to work professionally and effectively communicate environment upon completion of this course.

Prerequisite: CTT009

**CTT011 – Externship**

Students will acquire real-time, hands-on, on-the-job education-related experience and apply learned skills as a component of their education. Emphasis will be placed on applying skills learned, working well with other employees, teamwork, and helping companies become more productive. The 200-hour Externship experience will provide students with the opportunity to provide employers high quality standards of work in the concreting, masonry and framing area.

Prerequisite: CTT010

# Steam, Sprinkler and Pipe Fitting

## Program Length:

900 Total Hours  
200 Hours Lecture  
500 Hours Shop  
200 Hours Externship

## Program Description:

The program is designed to help students gain knowledge in pipe fitting, steam fitting and sprinkler fitting processes. Students will gain experience and training that include industrial and personal safety, safe pipe fitting operation and practices, pipe fabrication and valve installation, blueprint reading, interpretation of engineering plans, and instruction in basic shop math. This program will teach students how to create a resume and help them build up a proper skillset for the industry. This includes written and verbal communications, resume writing, interviewing, budgeting personal finances, and job search and readiness strategies. After graduation, a student can start working as a pipe fitter, plumber, steam fitter, pipe fabricator, perform jobs related to general and boiler pipe fitting, and installation and testing of systems.

### Steam, Sprinkler and Pipe Fitting Program

Course/Number	Lesson	Title	Clock		Hours
			Lecture	Shop	Clock Hours
PFT001		Introduction to Pipe fitting and tools	15	5	20
PFT002		Pipe Welding and Basic Equipment Safety	20	25	45
PFT003		Oxyfuel Cutting and MIG Welding	25	15	40
PFT004		Blueprinting Reading and Shop Math	70	0	70
PFT005		Valves Pipe Fabrication, Welding and	6	50	56
PFT006		Insulation	20	175	195
PFT007		Rigging, Pipefitting Standards and Specifications	5	30	35
PFT008		Pipe Accessories and System Testing	5	70	75
PFT009		Special Piping and Advanced Welding	10	110	120
PFT010		Stress Relieving and Aligning	20	10	30
PFT011		Interviewing Skills, Teamwork & Management	4	10	14
PFT012		Externship	0	200	200
Total:			200	700	900

## Program Subjects:

1. Introduction to Pipefitting and Tools
2. Pipe Welding Basics and Equipment Safety
3. MIG Welding and Oxyfuel Cutting
4. Blueprint Reading and Shop Math

## 5. Valves



6. Pipe Fabrication, Welding and Installation
7. Rigging, Pipefitting Standards and Specifications
8. Pipe Accessories and System Testing
9. Special Piping and Advanced Welding
10. Stress Relieving and Aligning
11. Interviewing Skills, Teamwork & Management Communications
12. Externship

### *Certification:*

A diploma of completion will be given to each student upon completing the Program. This diploma will be used to show a prospective employer evidence of program completion and the skills attained for successful work in the Steam, Sprinkler and Pipe Fitting industry.

### **Course Descriptions – Steam, Sprinkler and Pipe Fitting**

#### **PFT001 - Introduction to Pipefitting and Tools**

In this course, students will learn the usage and basic concept of pipe fitting. Students will gain knowledge of the pipe fitting industry, basic pipe fitting tools, skills and operations. Students will also learn general safety in the use of various hand and power tools. Students will gain a general idea of the types of career paths that they may be able to pursue with this knowledge.

#### **PFT002 - Pipe Welding Basics and Equipment Safety**

In this course, students will learn pipe welding basics and equipment safety. They will learn about welding, different types of piping equipment, tool handling and proper techniques to reduce the risk of injury. Student will learn about the hazards and safety procedures governing the use of ladders and scaffolds. Student will also be introduced safety precautions and operations of motorized equipment. The knowledge gained in this course will provide a safe working environment and a solid foundation for the pipe fitters' success in the workplace.

#### **PFT003 - MIG Welding and Oxyfuel Cutting**

Students will learn the basics of the Oxyfuel cutting, MIG welding, different types of piping systems and the differences between systems. They will understand the setting up, lightning and using of oxyfuel cutting equipment. Students will learn about the different types of piping systems and how to identify and describe them. Students will get an understanding of thermal expansion and pipe insulation. They will also gain knowledge in how to operate the MIG welding machines and how to weld on a flat surface. After completing this course, a student will be able to identify normal piping systems, perform basic MIG welding tasks and operate the Oxyfuel cutting tools. This knowledge and skills gained in this course will help to form a solid foundation for moving forward in the completion of their course work.

#### **PFT004 - Blueprint Reading and Shop Math**

In this course, students will learn about blueprint reading and shop math. By gaining the knowledge of shop math, understanding key terminology, and performing base knowledge experiments, the students will begin to formulate a foundation for pipe fitting. Blueprint reading is an important piece to becoming a professional pipe fitter. Students will learn how to accurately read and interpret a blueprint layout in order to properly achieve such goals as tasked. While applying such

previously learned things as shop math a student will compound that learning by being able to assess drawing scales and dimensions. Students will also learn computer drawings and special views along with other important skill sets to becoming a proficient blueprint reader in their profession.

Prerequisite: PFT001, PFT002

#### **PFT005 - Valves**

In this course, students will learn about the valves. As one of the most important parts in pipe fitting jobs, a student should know about their properties, uses and installation methods, and storage and handling processes. Students will learn how to identify different types of valves and know how to assemble and install them. Students will learn how to package O-rings in a valve and how to troubleshoot and maintain various types of valves. This training will be valuable and necessary in any pipe fitter's career.

Prerequisite: PFT004

#### **PFT006 - Pipe Fabrication, Welding and Installation**

In this course, the students will learn about pipe fabrication, welding and installation processes. Students will be introduced to the different types of basic and advanced pipe fabrication. They will learn how operate pipe cutting and fabrication equipment and modify the materials to the required scales properly. They will also learn about underground and above ground pipe installation methods. In addition, they will learn about the fabrication for specialty bends and intersections. Pipe welding procedures will be introduced, and the students will learn techniques and practice Stick and TIG welding on pipes. The knowledge gained in this course will provide help in the future work and make students able to fabricate and install a pipe system on their own.

Prerequisite: PFT004

#### **PFT007 - Rigging, Pipefitting Standards and Specifications**

In this course, students will learn about rigging, pipefitting standards and specifications. They will learn about the use and inspection of basic equipment and the hardware used in rigging. Students will also be taught about the hazards and safety rules of the rigging process. They will learn about the process of rigging and lifting pipes. In addition, students will learn to describe pipefitting standards, codes and specifications. Knowledge gained in this course will provide a general concept of the rigging process and the pipefitting standards, codes and specifications which will be needed in the workplace.

Prerequisite: PFT004

#### **PFT008 – Pipe Accessories and System Testing**

In this course, students will learn concepts of pipe accessories and testing procedures of different pipe systems. They will learn about such things as excavations, field routing, how to secure work areas and determine field run specifications. They will learn how to identify, select and install pipe hangers and supporters. In addition, they will learn to perform various testing procedures. The knowledge gained in this course will provide students a good testing skill, make them understand.

the necessity and methods to do the system testing. This would be an important part of work in their future careers.

Prerequisite: PFT004, PFT005, PFT006, PFT007

### **PFT009 - Special Piping and Advanced Welding**

In this course, students will learn special piping and advanced welding applications, including special materials and fabrication processes. They will learn to describe the various specialty devices that are used in pipelines and the various methods of assembling special pipes. Students will gain an understanding of hot taps and steam traps. In addition, they will learn about the use of TIG or Stick weld to weld different pipes with different positions. The knowledge gained in this course would help them deal with specific tasks in their future careers.

Prerequisite: PFT004, PFT005, PFT006, PFT007

### **PFT010 - Stress Relieving and Aligning**

Stress is an important property in the pipes. Students taking this course will learn about the effect of Stress during the assembling process and how to relieve it. They will learn how to calculate the stress and relieve stress which is higher than expected. Students will learn about the alignment procedure and how to resolve misalignment problems. Students will learn about how to align the pipes and place them in order. They will also be introduced to basic information for supervisory roles in pipefitting. The knowledge gained in this course will provide skills that prepare them for advanced roles in the workplace.

### **PFT011 – Interviewing Skills, Teamwork & Management Communications**

Students will learn how to create and maintain a professional resume along with an appropriate cover letter. Students will acquire a working knowledge of interviewing skills, teamwork and management communications to help them secure employment in an entry level position as a pipe fitting technician. PTTI Students will be prepared to work professionally and communicate effectively upon completion of this course.

### **PFT012 - Externship**

Students will acquire working skills on the job as a component of their education and hands-on training at the PTT School. Emphasis will be placed on applying skills learned, working well with other employees, teamwork, and helping companies become more productive, higher quality and increased quality standards of work.

Prerequisite: PFT011

# Availability of Employees for Information Discrimination Purposes

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Philadelphia Technician Training Institute is required to designate an employee or group of employees to assist enrolled or prospective students in obtaining all the information specified below. If PTTI has designated one person for an area of responsibility, that person shall be available, upon reasonable notice, to any enrolled or prospective student throughout the normal administrative working hours listed. If more than one person, often an entire office, is designated, their combined work schedules have been arranged so that at least one of them is available, upon reasonable notice, throughout the normal administrative working hours listed.

Federal Financial Aid Information – (215) 234-3384 Student Financial Aid Department

Employee Information – (215) 234-3409 Human Resources

PTTI Compliance & Accreditation – (215) 234-3380 Compliance Manager

Gainful Employment Information – (215) 234-3355 Career Services Department

Campus Crime and Safety – (215) 381-9403 Campus Security

Campus Safety and Security Information – (215) 381-9403 Campus Security

Admissions/Readmissions – (215) 381-9403 Admissions Department

*Other inquiries should be directed to  
Philadelphia Technician Training Institute  
1901 Girard Ave Philadelphia PA 19130  
Phone: 215-381-9403  
Fax: 215-424-3056  
Website: [www.ptt.edu](http://www.ptt.edu)*

# Course Calendar by Division

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Planned Class Sessions for 2020-2021:

The projected course/end dates are as follows (*program start days are subjected to change*):

## **Day Division & Evening Division for the Following Programs:**

*Automotive Technology & Repair; Advance Manufacturing & Automation; Welding Technology; Concrete, Framing & Masonry; Steam Sprinkler & Pipefitting*

<b>START DATE</b>	<b>COMPLETION DATE</b>
July 27, 2020	February 3, 2021
August 31, 2020	March 11, 2021
September 28, 2020	April 7, 2021
October 26, 2020	May 4, 2021
November 30, 2020	June 4, 2021
December 28, 2020	July 1, 2021
January 11, 2021	July 15, 2021
February 8, 2021	August 11, 2021
March 1, 2021	August 31, 2021
April 5, 2021	October 6, 2021
May 3, 2021	November 4, 2021
June 7, 2021	December 13, 2021

## **Day Division & Evening Division for the Following Programs:**

*Central Processing & Service*

<b>START DATE</b>	<b>COMPLETION DATE</b>
July 27, 2020	March 17, 2021
August 31, 2020	April 21, 2021
September 28, 2020	May 18, 2021
October 26, 2020	June 15, 2021
November 30, 2020	July 19, 2021
December 28, 2020	August 12, 2021
January 11, 2021	August 25, 2021
February 8, 2021	September 22, 2021
March 1, 2021	October 13, 2021
April 5, 2021	November 18, 2021
May 3, 2021	December 20, 2021
June 7, 2021	January 27, 2022

# Holiday Calendar 2020-2021

The school operated year-round Monday through Friday (with occasional make-up hours on Saturdays). The school will be closed for the following holidays:

Fourth of July	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Columbus Day	Monday, October 12, 2020
Veterans Day	Wednesday, November 11, 2021
Thanksgiving Holiday	Thursday, November 26, 2020 & Friday, November 27, 2020
Christmas Holiday	Thursday, December 24, 2020 & Friday, December 25, 2020
New Year's Day	Friday, January 1, 2021
Martin Luther King Day	Monday, January 18, 2021
President's Day	Monday, February 15, 2021
Memorial Day	Monday, May 31, 2021
Juneteenth (Observance)	Friday, June 18, 2021

*Class schedules are adjusted to accommodate holidays. In the event of class cancellation for inclement weather or other unscheduled events, a notice will be sent through the school's text message alert system.*

# VACCINATION POLICY

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Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media.

HEOA Sec. 488(a)(1)(E): amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Sec. 485(a)(1)(V)

HEOA amendment effective August 14, 2008

Institutions must make available to current and prospective students' information about institutional policies regarding vaccinations.

Philadelphia Technician Training Institute does not have a policy regarding vaccination; however, PTTI is concerned about the health and well-being of all Students. Accordingly, PTTI encourages all Students to remain current on vaccinations as suggested by appropriate health authorities.

# Catalog Addendum

**#2020A – effective February 2020**

## Part A: Course Calendar by Division

### Planned Class Sessions for 2020-2021\*:

*\*All class starts are contingent upon enrollment. PTTI reserves the right to modify the planned class start schedule or cancel class starts without prior notice.*

## Part B: Tuition and Fee Information

Tuition and other charges for PTTI's programs are as follows:

Program	Clock Hours	Reg. Fee	Ins. Fee	Tuition	Room & Board *	Personal & Trans. *	Loan Fees **	Estimated Total Cost
Automotive Tech & Repair	900	\$150.00	\$12.00	\$18,038.00	\$4,410.00	\$3,090.00	\$102.00	\$25,802.00
Manufacturing & Automation	900	\$150.00	\$12.00	\$18,038.00	\$4,410.00	\$3,090.00	\$102.00	\$25,802.00
Welding Tech. & Training	900	\$150.00	\$12.00	\$18,038.00	\$4,410.00	\$3,090.00	\$102.00	\$25,802.00
Concreting, Masonry & Framing	900	\$150.00	\$12.00	\$18,038.00	\$4,410.00	\$3,090.00	\$102.00	\$25,802.00
Steam, Sprinkler & Pipe fitting	900	\$150.00	\$12.00	\$18,038.00	\$4,410.00	\$3,090.00	\$102.00	\$25,802.00
Central Processing & Service	1100	\$150.00	\$12.00	\$22,838.00	\$4,410.00	\$3,090.00	\$102.00	\$30,602.00

*\* Room/Board and Personal/Transportation figures are estimates based on independent students not living with their parents.*

*\*\* Loan Fees are Estimates that would be charged by the federal government if a student needs to apply for the loans. Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement you receive. This means the money you receive will be less than the amount you borrow. You are responsible for repaying the entire amount you borrowed and not just the amount you received. Loans first disbursed prior to Oct. 1, 2016, have different loan fees.*

*\*\*\* The Tuition & Fees is the sum of the tuition fee and other minor fees that would be collected by PTTI. The tuition fee would be a fixed amount of \$18,038.00 or \$22,838.00 while the minor fees may vary. The minor fees include Personal Tools' Cost (PTTI would purchase personal tools for the students for easier*



training and administration purposes), *One-time Certification Test Registration Fee* for certain programs, etc. Please check the table below for the detailed breakdown:

*All charges are true and correct as of the publication of this addendum and apply only to new or re-enrolling applicants after the publication date of the addendum. (Any changes in charges do not affect continuing students who remain continuously enrolled). Before enrolling, please check with the PTT Admissions Office to ensure you have the most current version of the Catalog Addendum.*

**Specific Admission Requirements:** Certain Programs have specific admission requirements in addition to the general admission requirements listed in the catalog. These specific requirements and their related programs will be listed here, and they must be acknowledged to the applicants before the application process.

***Steam, Sprinkler and Pipe Fitting Program:*** Applicants must be able to perform the job duties of their chosen career as outlined in the U.S. Department of Labor publication, Directory of Occupational Titles. Applicants must be able to lift a weight of at least 25 lbs., stand and walk for at least 6 hours a day, able to climb a ladder.

***Central Processing and Service:*** Applicants must be able to perform the job duties of their chosen career as outlined in the U.S. Department of Labor publication, Directory of Occupational Titles. Applicants must be able to stand and walk for more than 6 hours a day, lift a weight of at least 20 lbs.

***Concreting, Masonry and Framing:*** Applicants must be able to perform the job duties of their chosen career as outlined in the U.S. Department of Labor publication, Directory of Occupational Titles. Applicants must be able to lift a weight of at least 30 lbs., stand and walk for at least 8 hours a day, able to climb a ladder.

**Change to Catalog – Admission Requirements:** Certain Admission Requirements have been changed, including the removal of the driver license requirement for the Automotive Technology and Repair Program. Please see the Admissions Office for details.

***Catalog Addendum #2020A (February 2020)*** This Catalog Addendum is effective for class start dates beginning on or after February 1, 2020 and expires upon publication of the subsequent version. The Tuition and Fee information effective upon a student's enrollment remains in effect for that student provided he/she remains continuously enrolled. Check with the PTT Admissions Office to ensure you have the most current version of the Catalog Addendum.